Administrative Applications — Business Process Guide

Process: Post Vouchers
Module: Accounts Payable

High Level Description

<table>
<thead>
<tr>
<th>Process</th>
<th>Post Vouchers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module</td>
<td>Accounts Payable</td>
</tr>
<tr>
<td>Document Type</td>
<td>Business Process Guide</td>
</tr>
</tbody>
</table>

Revision Control

<table>
<thead>
<tr>
<th>Date</th>
<th>By</th>
<th>Action</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>04-28-2010</td>
<td>M Walker</td>
<td>Document created</td>
<td>3</td>
</tr>
</tbody>
</table>

Table of Contents

Table of Contents ............................................................................................................................................................. 1
Overview ........................................................................................................................................................................... 1
Post Vouchers ............................................................................................................................................................... 2
Whom to Contact for Help? ........................................................................................................................................... 3

Overview

Vouchers must be posted in order for Voucher Accounting Entries to exist in AP module. Voucher accounting entries will then be available to Journal Generate into the GL module.
Post Vouchers

Navigate to Accounts Payable > Batch Processes > Vouchers > Voucher Posting > Add or Find an Existing Run Control

1. If new Run Control, click the Add button

The Voucher Posting Request page displays.

2. If new, fill in Request ID with a dash between words

3. Enter Description

4. Select

- Process Frequency: Always Process
- Post Voucher Option: Post Business Unit
- Prepayment Application Method normally: Invoicing Vendor

5. Enter Business Unit
6. Click Run

The Process Scheduler Request page displays.

7. Click OK
You are back to the Voucher Posting Request page.

8. Click the Process Monitor link

The Process List page displays.

9. Locate the Process Named: AP_PSTVCHR

10. Click Refresh until the Run Status reads Success and Distribution Status reads posted

Note: Once the statuses are validated you may go on to other work. If errors exist please log in a self service help desk ticket.

Whom to Contact for Help?
For additional help or to report problems with this functionality, please log a ticket via the Service Desk (http://www.csueastbay.edu/servicedesk).