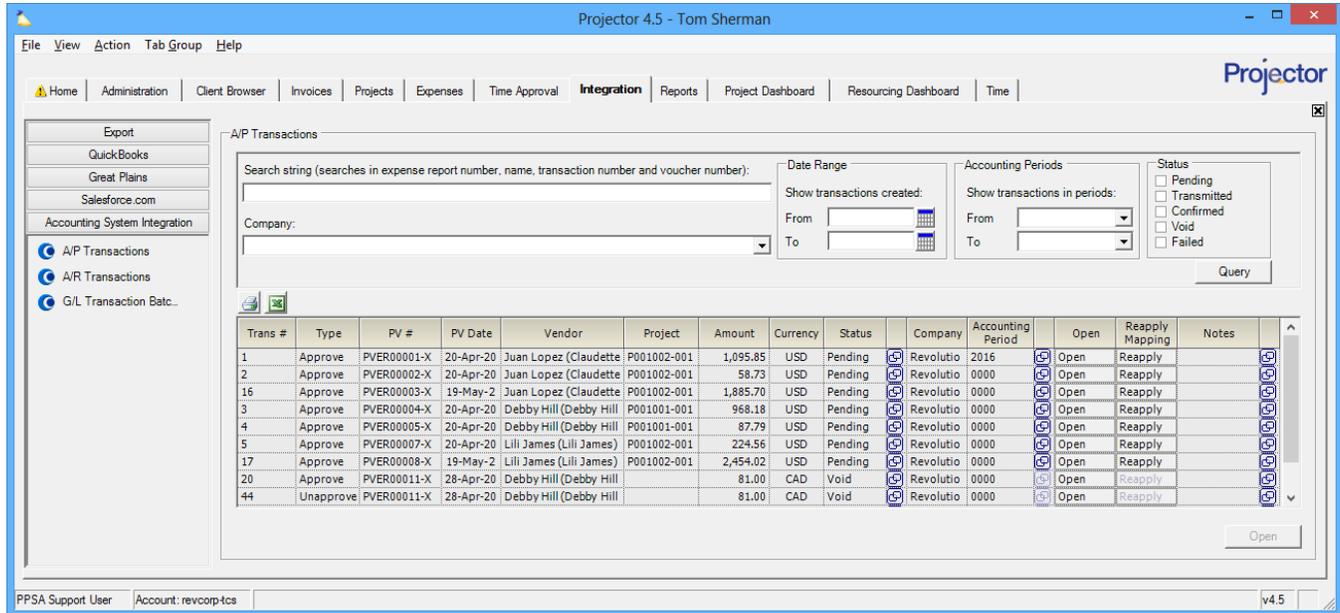# AP Transactions

This browser shows the status of your AP transactions. An AP transaction is created for each approved expense report or vendor invoice. From here you can view transaction history, override account mappings, force transactions into different periods, or change the status of transactions.

This form is reached from the **Integration tab | Transactions subsection | AP Transactions**.

Permissions & Settings

To send transactions to your accounting system or edit accounting periods you must have the **Accounting System Interface** global permission.

To override account mappings you must have the **Override Accounting Mappings** global permission.

An AP transaction's accounting period is determined by its Issue Date. The issue date is specified on the Payment Voucher. If the accounting period is closed for AP, the AP transaction will fall into a later accounting period.

Overrides

Some fun things you can do to your AP transactions. See Integration Overrides for more background on these options.

Manual Mapping Overrides

Open a Pending transaction and click the **Override Mappings** button. The second and third columns become editable. Change the values as needed.

- Only do this if you know what you are doing
- Use the notes section to remind yourself why you chose to do this

A/P Transaction Detail

Payment Voucher	**PVER00010.2**
Voucher Date	**06-Aug-2015**
Transaction #/Type	**168 – Approve**
Resource	**Debby Hill (Emp Id: 006, Vendor Id: Debby Hill)**
Vendor	**Debby Hill (Debby Hill)**
Disbursing Cost Center	**Quebec**
Client	**C000110: Canada East Airlines**
Engagement	**P001020: CA E Air Web Site**
Project	**P001020-001: CA E Air Web Site**
Company	**002: Revolutionary Solutions Corporation CA (CAD)**
Accounting Period	**2015-05: 2015-05**
Status	**Pending**
Voucher Number	
Transmitted	
Confirmed	
Created	**06-Aug-2015 9:27:48 AM** By **Tom Sherman**

Exp Doc Type/# **ER00010 (ER)**
Vendor's Invoice #

Notes

A detailed note so that I don't forget why I did this and my auditors hang me out to dry.

Financial Summary

Item Subtotal	243.00 CAD
Less Cash Advance	0.00 CAD
Payment Voucher Amount	**243.00 CAD**

	Cost Center	Account	Debit	Credit
A/P Clearing	XXX-CA Company Not	XXX-APClearing	243.00	
A/P	My New Cost Center	My New Mapping		243.00

< Save and Previous | Save and Next > | Override Mappings | Save | Cancel

Reapply Mappings

Sometimes you make a batch and later realize that some of your accounting mappings were out of date. You correct them in Projector, but the batch is still wrong. You can Reapply Mappings in the following scenario:

- Transaction is pending
- No dependent batches. Look for the ⟲ icon. If there are dependencies you'll need to delete them before proceeding.
- Not an intercompany transaction

Simply click **Reapply Mappings** for a transaction row.

Trans #	Type	PV #	PV Date	Vendor	Project	Amount	Currency	Status'		Company	Accounting Period		Open	Reapply Mapping	Notes	
168	Approve	PVER00010.2	06-Aug-2	Debby Hill (Debby Hill	P001020-001	243.00	CAD	Pending		Revolutio	2015-05		Open	Reapply		
169	Approve	PVER00049.1	10-Aug-2	Charles Flood (Charlie	P001056-001	10.00	USD	Pending		Revolutio	2015-05		Open	Reapply		
252	Approve	PVVI00004	31-Jul-20	Tim Hortons Cafe and	P001023-001	100.00	CAD	Pending		Revolutio	2013		Open	Reapply		
167	Approve	PVER00010.1	06-Aug-2	Debby Hill (Debby Hill	P001020-001	75.00	CAD	Pending		Revolutio	2015-05		Open	Reapply		
170	Approve	PVER00049.2	10-Aug-2	Charles Flood (Charlie	P001056-001	22.00	USD	Pending		Revolutio	2015-05		Open	Reapply		
193	Unapprove	PVER00003-X	19-May-2	Juan Lopez (Claudette		1,885.70	USD	Pending		Revolutio	2010		Open	Reapply		
247	Approve	PVER00019.2	24-Oct-20	AMEX (Barry Franklin)	P001020-001	-500.00	USD	Pending		Revolutio	2016-10		Open	Reapply		
187	Approve	PVER00013.2	11-Aug-2	Debby Hill (Debby Hill	P001021-001	48.00	CAD	Pending		Revolutio	2015-05		Open	Reapply		
190	Approve	PV00008	11-Aug-2	American Express (AM	P001083-001	395.00	USD	Pending		Revolutio	2015-05		Open	Reapply		
149	Approve	PVER00051	18-Nov-2	Tom Sherman (Tom S	P001023-001	6.00	USD	Pending		Revolutio	2014		Open	Reapply		
132	Approve	PVER00043	29-Jan-20	Allison Moore (Allison	P001023-001	10.00	CAD	Pending		Revolutio	2012		Open	Reapply		
137	Unapprove	PVVI00003	27-May-2	Bank of America (BoA	P001023-001	1.00	USD	Confirmed		Revolutio	2012		Open	Reapply		
135	Approve	PVER00045	29-Jan-20	Barry Franklin (307 Gr	P001058-001	10.00	USD	Confirmed		Revolutio	2012		Open	Reapply		
154	Approve	PVER00050	12-Jan-20	Tom Sherman (Tom S	P001023-001	15.00	USD	Confirmed		Revolutio	2015-01		Open	Reapply		
134	Approve	PVER00044	29-Jan-20	Barry Franklin (307 Gr	P001058-001	100.00	USD	Confirmed		Revolutio	2012		Open	Reapply		
160	Approve	PVER00055	28-Jan-20	Tom Sherman (Tom S	P001023-001	14.00	USD	Confirmed		Revolutio	2015-01		Open	Reapply		

Override Accounting Periods

For transactions in Pending status, click the ⊡ icon next to the accounting period. This displays a list of accounting periods open for AP.

Mappings

AP transactions hit your **AP** and **AP Clearing** accounts. These accounts are mapped using the Cost Center Editor. To determine the cost center for a transaction, right click and choose **Open**. In the lower grid there is a cost center column for each account.

Reapply Mappings

If you edit a cost center to update the account mappings they will **not** be applied to any existing transactions – even if the transactions are failed. To start using the new mappings you must first set the transaction to pending and then click the **Reapply Mappings** button. Please see the Integration Overrides page for more information.

Searching

Searches are made against payment vouchers. The following search options are available.

Field	Description
Search	Each payment voucher has the following fields searched: • Expense report number • Expense report name • Voucher number • Transaction number • Vendor Name • Vendor Number
Company	If you have more than one company then narrow the results. Companies represent those entities within the organization that keep distinct financial records, report to different taxing authorities, or maintain their books in different base currencies.
Date Range	Search on the payment voucher date. Leave the **From** date blank to find all transactions from the beginning of time. Leave the **To** date blank to find all transactions from until the end of time. Leave both blank to search for any time period.
Accounting Periods	Query for transactions between the specified accounting periods.
Status	Tick the checkbox for each type of status you want returned. See the Transaction Status section of the Managing Accounting Transactions how-to for a more in depth explanation of status.

Overrides

You can override the status, accounting period, and account mappings. Please see the Integration Overrides page for details.

Transaction Details

This form provides an in-depth view of a single A/P transaction. To view the details of a transaction, right click and choose **Open**.

Transaction Fields

Field	Description
Payment Voucher	Voucher name. This is typically autopopulated for reimbursed expense reports. It is manually entered for vendor invoices.
Voucher Date	For expense reports this is typically the day the vendor invoice was approved to pay. However it can be overridden from the Payment Voucher Browser. For vendor invoices it is typically the vendor's invoice date, which is entered manually into Projector.
Exp Doc Type/#	The type will be an Expense Report (ER) or Vendor Invoice (VI). The number is typically autopopulated by Projector.
Vendor's Invoice #	Typically blank for expense reports, it can be specified from the Payment Voucher Browser. For vendor invoices it is manually entered and should be equal to the number on the vendor's invoice.
Transaction # /Type	Transaction numbers are sequentially assigned by Projector. Transaction type is either: • **Approve -** • **Unapprove -** If this is an unapprove, then the fields **Void of transaction #** and **Voucher #** are also shown. These reference the original transaction that is now being backed out.

Resource	The resource that submitted the expense document.
Vendor	For Vendor Invoices MP, we display Vendor EditorVendor Name(Vendor #) For Expense Reports, we display Resource Display Name (Resource Vendor #)
Client	
Engagement	
Project	
Company	
Accounting Period	
Status	See Managing Accounting Transactions for an explanation of status
Voucher Number	The accounting system confirmation number for an expense document.
Transmitted	The date when the transaction was sent to your accounting system
Confirmed	The date when your accounting system confirmed the transaction
Notes	Any notes associated with the transaction can be viewed and maintained here.
Financial Summary	Presents an at-a-glance summary of the transaction from a financial viewpoint. • Item Subtotal - Sum of all cost cards on this voucher • Cash Advance - Amount advanced to resource or vendor • Payment Voucher Amount - Total reimbursement amount

Transaction Grid

The grid displays a line item describing what was transmitted to your accounting system for **A/P**, **A/P Clearing**, and **Cash Advance** accounts.

	Cost Center	Account	Debit	Credit
A/P Clearing	Telecom Practice (US)	1105	1,095.85	
A/P	Telecom Practice (US)	1100		1,095.85

Cost Center	The cost center affected by the transaction. The cost center determines the account number used.
Account	The account affected by the transaction. Account numbers are determined by the cost center.
Debit	The amount debited.
Credit	The amount credited.