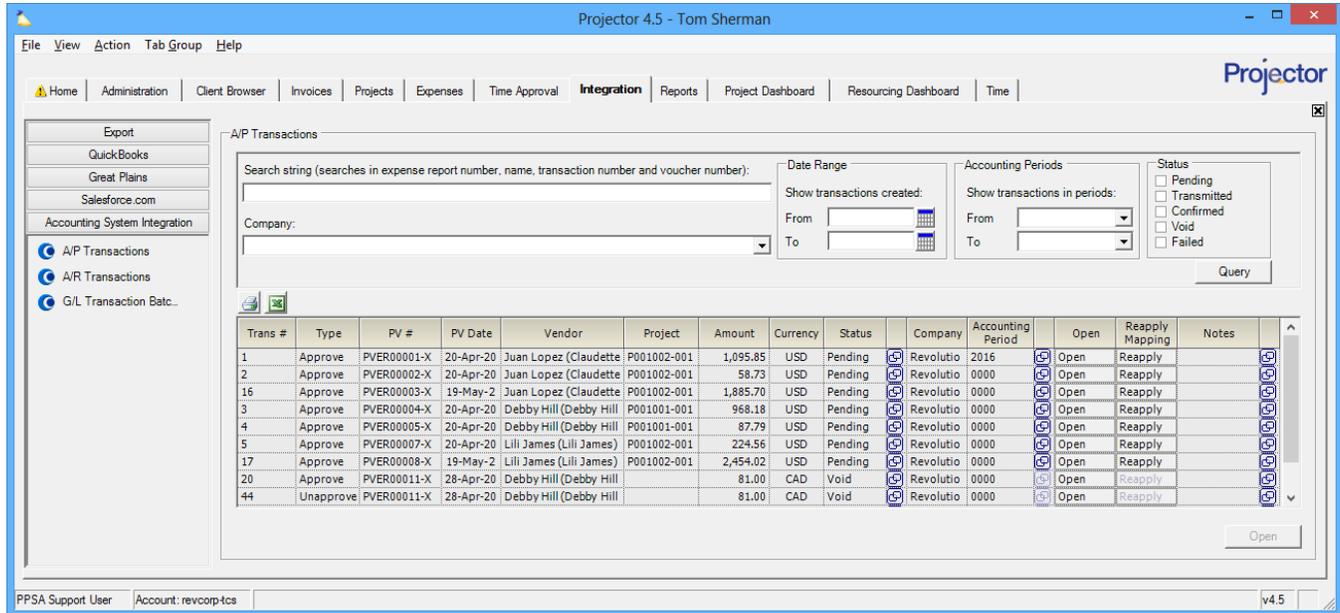


AP Transactions

 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**.



Trans #	Type	PV #	PV Date	Vendor	Project	Amount	Currency	Status	Company	Accounting Period	Open	Reapply Mapping	Notes
1	Approve	PVER00001-X	20-Apr-20	Juan Lopez (Claudette)	P001002-001	1,095.85	USD	Pending	Revolutio	2016	Open	Reapply	
2	Approve	PVER00002-X	20-Apr-20	Juan Lopez (Claudette)	P001002-001	58.73	USD	Pending	Revolutio	0000	Open	Reapply	
16	Approve	PVER00003-X	19-May-2	Juan Lopez (Claudette)	P001002-001	1,885.70	USD	Pending	Revolutio	0000	Open	Reapply	
3	Approve	PVER00004-X	20-Apr-20	Debby Hill (Debby Hill)	P001001-001	968.18	USD	Pending	Revolutio	0000	Open	Reapply	
4	Approve	PVER00005-X	20-Apr-20	Debby Hill (Debby Hill)	P001001-001	87.79	USD	Pending	Revolutio	0000	Open	Reapply	
5	Approve	PVER00007-X	20-Apr-20	Lili James (Lili James)	P001002-001	224.56	USD	Pending	Revolutio	0000	Open	Reapply	
17	Approve	PVER00008-X	19-May-2	Lili James (Lili James)	P001002-001	2,454.02	USD	Pending	Revolutio	0000	Open	Reapply	
20	Approve	PVER00011-X	28-Apr-20	Debby Hill (Debby Hill)		81.00	CAD	Void	Revolutio	0000	Open	Reapply	
44	Unapprove	PVER00011-X	28-Apr-20	Debby Hill (Debby Hill)		81.00	CAD	Void	Revolutio	0000	Open	Reapply	

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** Exp Doc Type/#: **ER00010 (ER)**
 Voucher Date: **06-Aug-2015** Vendor's Invoice #:
 Transaction #/Type: **168 - Approve**
 Resource: **Debby Hill (Emp Id: 006, Vendor Id: Debby Hill)**
 Vendor: **Debby Hill (Debby Hill)**
 Disbursing Cost Center: **Quebec** Notes:
 Client: **C000110: Canada East Airlines** A detailed note so that I don't forget why I did this and my auditors hang me out to dry.
 Engagement: **P001020: CAE Air Web Site**
 Project: **P001020-001: CAE 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**

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.

Projector - Tom Sherman

File View Action Tab Group Help

Home Administration Payment Vouchers Integration Reports Resourcing Dashboard Resources Expenses Projects Invoices Client Browser Time Project Dashboard Expense Approval

Export QuickBooks Great Plans Intacct Salesforce.com Accounting System Integration

A/P Transactions

Search string (searches in expense report number, name, transaction number and voucher number):
 Date Range: Show transactions created: From: To:
 Accounting Periods: Show transactions in periods: From: To:
 Status: Pending Transmitted Confirmed Void Failed

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	PVV100004	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	PV000008	11-Aug-2	American Express (AM	P001083-001	395.00	USD	Pending	Revolutio	2015-05	Open	Reapply	
149	Approve	PVER000051	18-Nov-2	Tom Sherman (Tom S	P001023-001	6.00	USD	Pending	Revolutio	2014	Open	Reapply	
132	Approve	PVER000043	29-Jan-20	Allison Moore (Allison	P001023-001	10.00	CAD	Pending	Revolutio	2012	Open	Reapply	
137	Unapprove	PVV100003	27-May-2	Bank of America (BoA	P001023-001	1.00	USD	Confirmed	Revolutio	2012	Open	Reapply	
135	Approve	PVER000045	29-Jan-20	Barry Franklin (307 Gr	P001058-001	10.00	USD	Confirmed	Revolutio	2012	Open	Reapply	
154	Approve	PVER000050	12-Jan-20	Tom Sherman (Tom S	P001023-001	15.00	USD	Confirmed	Revolutio	2015-01	Open	Reapply	
134	Approve	PVER000044	29-Jan-20	Barry Franklin (307 Gr	P001058-001	100.00	USD	Confirmed	Revolutio	2012	Open	Reapply	
160	Approve	PVER000055	28-Jan-20	Tom Sherman (Tom S	P001023-001	14.00	USD	Confirmed	Revolutio	2015-01	Open	Reapply	

PPSA Support User Account: revcorp-tcs

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.

Projector - Tom Sherman
File View Action Tab Group Help

Home Administration Payment Vouchers **Integration** Reports Resourcing Dashboard Resources Expenses Projects Invoices Client Browser Time Project Dashboard Expense Approval

Export
QuickBooks
Great Plains
Intacct
Salesforce.com
Accounting System Integration

A/P Transactions

Search string (searches in expense report number, name, transaction number and voucher number):
Date Range: Show transactions create
From: To:
Company:
Accounting Periods: 2010: 2010, 2011: 2011, 2012: 2012, 2013: 2013, 2014: 2014, 2015-01: 2015-01, 2015-02: 2015-02, 2015-03: 2015-03, 2015-04: 2015-04, 2015-05: 2015-05, 2015-06: 2015-06, 2015-07: 2015-07, 2015-08: 2015-08, 2015-09: 2015-09, 2015-10: 2015-10, 2015-11: 2015-11, 2015-12: 2015-12, 2016-01: 2016-01, 2016-02: 2016-02, 2016-03: 2016-03, 2016-04: 2016-04, 2016-05: 2016-05, 2016-06: 2016-06, 2016-07: 2016-07

Trans #	Type	PV #	PV Date	Vendor	Project	Amount	Currency	Status	Company	Accounting Period
168	Approve	PVER00010.2	06-Aug-2	Debby Hill (Debby Hill)	P001020-001	243.00	CAD	Pending	Revolutio	2015-05
169	Approve	PVER00049.1	10-Aug-2	Charles Flood (Charlie)	P001056-001	10.00	USD	Pending	Revolutio	2015-05
252	Approve	PVV100004	31-Jul-20	Tim Hortons Cafe and	P001023-001	100.00	CAD	Pending	Revolutio	2013
167	Approve	PVER00010.1	06-Aug-2	Debby Hill (Debby Hill)	P001020-001	75.00	CAD	Pending	Revolutio	2015-05
170	Approve	PVER00049.2	10-Aug-2	Charles Flood (Charlie)	P001056-001	22.00	USD	Pending	Revolutio	2015-05
193	Unapprove	PVER00003-X	19-May-2	Juan Lopez (Claudette)		1,885.70	USD	Pending	Revolutio	2010
247	Approve	PVER00019.2	24-Oct-20	AMEX (Barry Franklin)	P001020-001	-500.00	USD	Pending	Revolutio	2016-10
187	Approve	PVER00013.2	11-Aug-2	Debby Hill (Debby Hill)	P001021-001	48.00	CAD	Pending	Revolutio	2015-05
190	Approve	PV00008	11-Aug-2	American Express (AM)	P001083-001	395.00	USD	Pending	Revolutio	2015-05
149	Approve	PVER00051	18-Nov-2	Tom Sherman (Tom S)	P001023-001	6.00	USD	Pending	Revolutio	2014
132	Approve	PVER00043	29-Jan-20	Allison Moore (Allison)	P001023-001	10.00	CAD	Pending	Revolutio	2012
137	Unapprove	PVV100003	27-May-2	Bank of America (BoA)	P001023-001	1.00	USD	Confirmed	Revolutio	2012
135	Approve	PVER00045	29-Jan-20	Barry Franklin (307 Gr)	P001058-001	10.00	USD	Confirmed	Revolutio	2012
154	Approve	PVER00050	12-Jan-20	Tom Sherman (Tom S)	P001023-001	15.00	USD	Confirmed	Revolutio	2015-01
134	Approve	PVER00044	29-Jan-20	Barry Franklin (307 Gr)	P001058-001	100.00	USD	Confirmed	Revolutio	2012
160	Approve	PVER00055	28-Jan-20	Tom Sherman (Tom S)	P001023-001	14.00	USD	Confirmed	Revolutio	2015-01

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: <ul style="list-style-type: none"> 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**.

A/P Transaction Detail
_ □ ×

Payment Voucher	PVER00001-X	Exp Doc Type/#	ER00001 (ER)
Voucher Date	20-Apr-2010	Vendor's Invoice #	
Transaction #/Type	1 - Approve		
Resource	Juan Lopez (Emp Id: 005, Vendor Id: Claudette Lopez)		
Vendor	Juan Lopez (Claudette Lopez)		
Client	C000102: LaBrea Foods	Notes	
Engagement	P001002: LaBrea brand and usability design		
Project	P001002-001: LaBrea brand and usability design		
Company	001: Revolutionary Solutions Corporation US (USD)		
Accounting Period	0000: Initial Period		
Status	Pending		
Voucher Number			
Transmitted			
Confirmed			

Financial Summary	
Item Subtotal	1,095.85 USD
Less Cash Advance	0.00 USD
Payment Voucher Amount	1,095.85 USD

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

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

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	<p>Transaction numbers are sequentially assigned by Projector.</p> <p>Transaction type is either:</p> <ul style="list-style-type: none"> 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	
Engagem ent	
Project	
Company	
Accounti ng Period	
Status	See Managing Accounting Transactions for an explanation of status
Voucher Number	The accounting system confirmation number for an expense document.
Transmitt ed	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	<p>Presents an at-a-glance summary of the transaction from a financial viewpoint.</p> <ul style="list-style-type: none"> • 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.