


Instructions for drill down to AP journals

Example portion of UHS_CC_TRANS query


31	00765	AP01001893	08/23/2004	12	42	56104		7.700	AP	08/23/2004
32	00765	AP01001893	08/23/2004	12	45	56105		33.000	AP	08/23/2004
33	00765	AP01002961	08/25/2004	12	233	56105		72.000	AP	08/25/2004

From PeopleSoft Menu:
Accounts Payable
Review
Vouchers
Journal Drill Down


Enter the journal ID, journal date and GL journal line number. Ledger should be ACTUALS.

Business Unit: = 00765 

Journal ID: begins with AP01001893

Journal Date: = 08/23/2004 

GL Journal Line Number: = 42

Ledger: begins with ACTUALS 

Click on the Search button.

It will bring up this page:

The screenshot shows a Microsoft Internet Explorer browser window titled "Journal Drill Down - Microsoft Internet Explorer provided by University of Houston-Victoria". The address bar shows the URL: http://mensa.fast.uh.edu:9980/psp/fsp/ERP/c/ENTER_VOUCHER_INFORMATION.AP_GL_DRILL.GBL. The page header includes the UHS Finance logo and navigation links: Home, Worklist, Add to Favorites, Sign out, New Window, and Help.

The main content area is titled "Journal Drill Down" and contains a table with the following data:

Unit	Journal	Date	Ledger	Line	Line Descr
00765	AP01001893	08/23/2004	ACTUALS	42	

Below the table, there are columns for Account, Fund Code, Department, Program Code, Project, Budget Reference, Chartfield 1, Affiliate, Fund Affiliate, and Stat Ar. The data shows:

Account	Fund Code	Department	Program Code	Project	Budget Reference	Chartfield 1	Affiliate	Fund Affiliate	Stat Ar
56104	5018	V0020	C0001	G000150					

Summary statistics are shown below:

Base Amount	Transaction Amt
7.70 USD	7.70

The "Detail" section has three tabs: Chartfields, Voucher Information (selected), and Document Information. The Voucher Information tab displays a table with the following data:

Unit	Acctg Date	Fund Code	Department	Program Code	Project	Budget Reference	Chartfield 1	Affiliate	Affiliate	Fund Affiliate
00765	08/19/2004	5018	V0020	C0001	G000150					

Under detail section, choose Voucher Information tab. That will display the voucher(s) that are posted under the journal referenced.