

## Accounting Core: Accounts Payable – Invoice Accrual

### Introduction

The Invoice Accrual button is used when an invoice is created and posted in one period but needs to be posted to a previous period that is closed for Accounts Payable but is still open in the General Ledger. This option allows the correcting entry to be done from within Accounts Payable rather than needing to create a correcting journal entry.

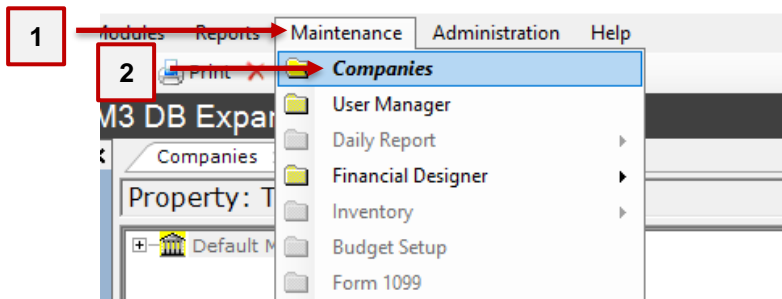
### Objective

Understand the use of the Invoice Accrual button in Accounts Payable.

### Steps

Follow the steps below to accrue invoices in the Accounts Payable module.

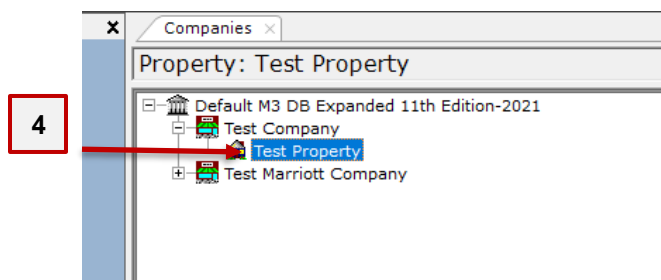
1. From the top menu bar, click on **Maintenance**.
2. Click on **Companies**. Note: if preferred to complete on property level, continue the next two steps. If not, click on desired Company level.



3. Expand the company / property tree by clicking on the (+) symbol.

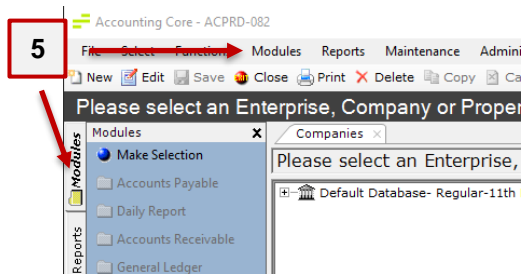


1. Click on the desired **property**.

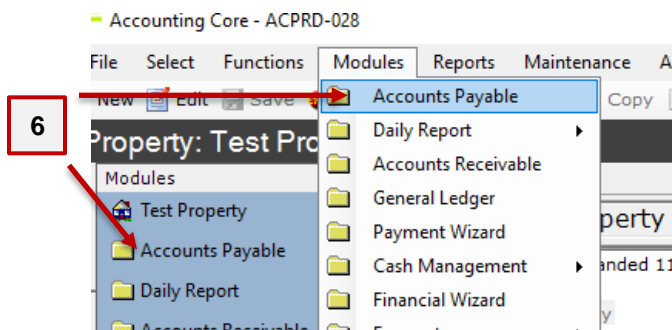


## Accounting Core: Accounts Payable – Invoice Accrual

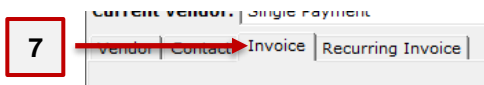
5. Click **Modules**.



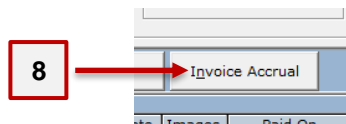
6. Click **Accounts Payable**.



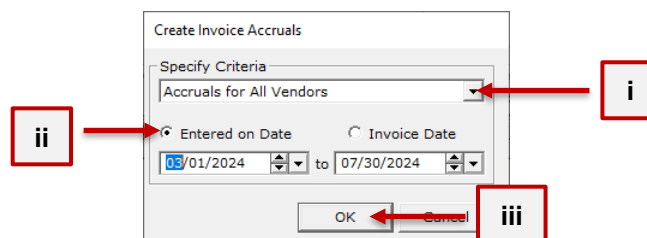
7. Select the **Invoice** tab.



8. Click **Invoice Accrual** near the right side of the blue bar in the center of the screen. Note: The invoice to accrue is assumed to be created at this point.

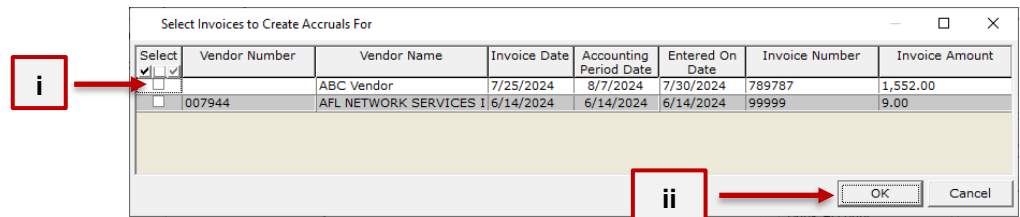


- a. A dialog box will appear. This box specifies the criteria for populating the list of invoices to display.
  - i. Select which vendors to search for invoices to accrue.
  - ii. Select the **radio button** for either **Entered on Date** or the **Invoice Date** (and enter the **range of dates** to search).
  - iii. Click **OK**.



## Accounting Core: Accounts Payable – Invoice Accrual

- b. A new dialog box will appear with a list of all invoices in Posted status according to the selections made above.
  - i. Place a **check mark** in the box to the left of the invoice(s) which are to be accrued to a previous period.
  - ii. Click **OK**.



9. Enter the details in the dialog box that appears.

- a. **Accounting Period Date:** the date to which the invoice should be posted.
- b. **Account:** the Accrual account needed for accruing the invoice to the correct period.
- c. **Description:** a description can be entered (optional).
- d. Click **OK**.

