

View Vouchers by User ID

The purpose of this job aid is to explain how to retrieve voucher information for vouchers entered by a specific user.

1. Click Navigator > Financials > Accounts Payable > Review Accounts Payable > Vouchers > Voucher.

Voucher Inquiry

▼ Search Criteria

Search Name <input type="text" value="ALL"/>	
From	To
From Business Unit <input type="text" value="UTARL"/>	<input type="text" value="UTARL"/>
From Voucher ID <input type="text"/>	<input type="text"/>
From Invoice Number <input type="text"/>	<input type="text"/>
Supplier SetID <input type="text" value="UTARL"/>	
From Supplier Short Name <input type="text"/>	<input type="text"/>
From Supplier Name <input type="text"/>	<input type="text"/>
From Additional Name <input type="text"/>	<input type="text"/>
From Supplier ID <input type="text"/>	<input type="text"/>
Supplier Location <input type="text"/>	
Entry Status <input type="text"/>	
Incomplete Voucher <input type="text"/>	
From Accounting Date <input type="text"/>	<input type="text"/>
From Invoice Date <input type="text"/>	<input type="text"/>
From Due Date <input type="text"/>	<input type="text"/>
From Entered Date <input type="text"/>	<input type="text"/>
Origin Set ID <input type="text"/>	
From Origin <input type="text"/>	<input type="text"/>
From Control Group <input type="text"/>	<input type="text"/>
From Contract ID <input type="text"/>	<input type="text"/>
Lease Number <input type="text"/>	
PO Business Unit <input type="text"/>	
From PO ID <input type="text"/>	<input type="text"/>
From Item ID <input type="text"/>	<input type="text"/>
*Amount Rule <input type="text" value="Any"/>	
Amount <input type="text"/>	
*Currency <input type="text"/>	
*Voucher Style <input type="text" value="All Vouchers"/>	
Post Status <input type="text"/>	
Approval Status <input type="text"/>	
Voucher Balance <input type="text"/>	
Voucher Source <input type="text"/>	
<input type="text" value="User ID"/>	
GL Business Unit <input type="text"/>	
Account <input type="text"/>	
Department <input type="text"/>	
VAT No <input type="text"/>	
Process Instance <input type="text"/>	
Match Status <input type="text"/>	
Sanctions Status <input type="text"/>	

Max Rows

2. The Voucher Inquiry page is displayed. This page is used to search for an existing voucher, review the status of a voucher and to view payment information. The Voucher Inquiry page provides several options for performing a search. You can search by Voucher ID, Supplier ID or Name, Invoice number, Entered Date, Purchase Order number, etc.

3. To view all vouchers entered by a specific user, enter the appropriate Empl ID in the User ID field.
4. Click the Search button to proceed.
5. To view the search results, click the vertical scrollbar to scroll down the page.

Voucher Inquiry Results									
Personalize Find View 100 First 1-100 of 194 Last									
Voucher Details Amounts More Details Supplier Details									
Actions	Business Unit	Voucher ID	Invoice Number	Invoice Date	Supplier ID	Entry Status	Incomplete	Match Status	Short Supplier Name
▼ Actions	UTARL	00067279	81746058134933	06/09/2016	0000004744	Postable	<input type="checkbox"/>	Not Applicable	SOUTHWESTE-013
▼ Actions	UTARL	00067282	056226461927, 900041385340	06/15/2016	0000049578	Postable	<input type="checkbox"/>	Not Applicable	
▼ Actions	UTARL	00067284	3045042754	06/14/2016	0000039350	Postable	<input type="checkbox"/>	Not Applicable	
▼ Actions	UTARL	00067344	3240000002	06/09/2016	0000100255	Postable	<input type="checkbox"/>	Not Applicable	COMPASS-002
▼ Actions	UTARL	00067346	3240000004	06/16/2016	0000100255	Postable	<input type="checkbox"/>	Not Applicable	COMPASS-002
▼ Actions	UTARL	00067350	3240600004	06/16/2016	0000100255	Postable	<input type="checkbox"/>	Not Applicable	COMPASS-002
▼ Actions	UTARL	00067352	3240600002	06/02/2016	0000100255	Postable	<input type="checkbox"/>	Not Applicable	COMPASS-002

6. The Voucher Inquiry Results table provides voucher information divided into four tabs: Voucher Details, Amounts, More Details, and Supplier Details.
7. The Voucher Details page displays the voucher ID, invoice number, invoice date, supplier ID, and matching status. Also if available, this section will provide links to view accounting entries, payment information and future scheduled payments.
8. The Amounts page displays the voucher ID, and the invoice amount.
9. The More Details page displays the voucher ID, the voucher approval status, due date, entered on date, and budget status.
10. The Supplier Details page displays the voucher ID and supplier information.
11. The Actions drop-down options include View Attachments, Review Accounting Entries, Payment Information, Voucher Details, and Review Document Status.