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. Begin by navigating to the Voucher Inquiry page. From the Main Menu, click the Accounts Payable menu.
2. Click in the Review Accounts Payable Info menu.
3. Click the Vouchers menu.
4. Click the Voucher menu.
5. 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.

6. To view all vouchers entered by a specific user, enter the appropriate Empl ID in the User ID field.

7. Click the Search button to proceed.

8. To view the search results, click the vertical scrollbar to scroll down the page.

9. The Voucher Inquiry Results table provides voucher information divided into four tabs: Voucher Details, Amounts, More Details, and Supplier Details.

10. 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.

11. The Amounts page displays the voucher ID, and the invoice amount.

12. The More Details page displays the voucher ID, the voucher approval status, due date, entered on date, and budget status.

13. The Supplier Details page displays the voucher ID and supplier information.