

View Voucher by Voucher ID

The purpose of this job aid is to explain how to look up voucher information using the voucher ID.

1. Click Navigator > Financials > Accounts Payable > Review Accounts Payable Info > 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"/>	<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"/>	
User ID <input type="text"/>	
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, Vendor ID or Name, Invoice number, Entered Date, Purchase Order number, etc.
3. To view a specific voucher, enter or lookup the appropriate Voucher ID number.

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 All   First  1 of 1  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	00162336	3216546-1284	05/15/2019	0000040327	Postable	<input type="checkbox"/>	Matched	

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, vendor ID, and matching status. Also if available, this section will provide links to view accounting entries and payment information.
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 vendor information.
11. The Actions options include View Attachments, Match Workbench, Scheduled Payments, Voucher Details, and Review Document Status.