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. Begin by navigating to the Voucher Inquiry page. From the Navigator, 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, Vendor ID or Name, Invoice number, Entered Date, Purchase Order number, etc.

6. To view a specific voucher, enter or lookup the appropriate Voucher ID number.

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, vendor ID, and matching status. Also if available, this section will provide links to view accounting entries and payment information.

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 vendor information.