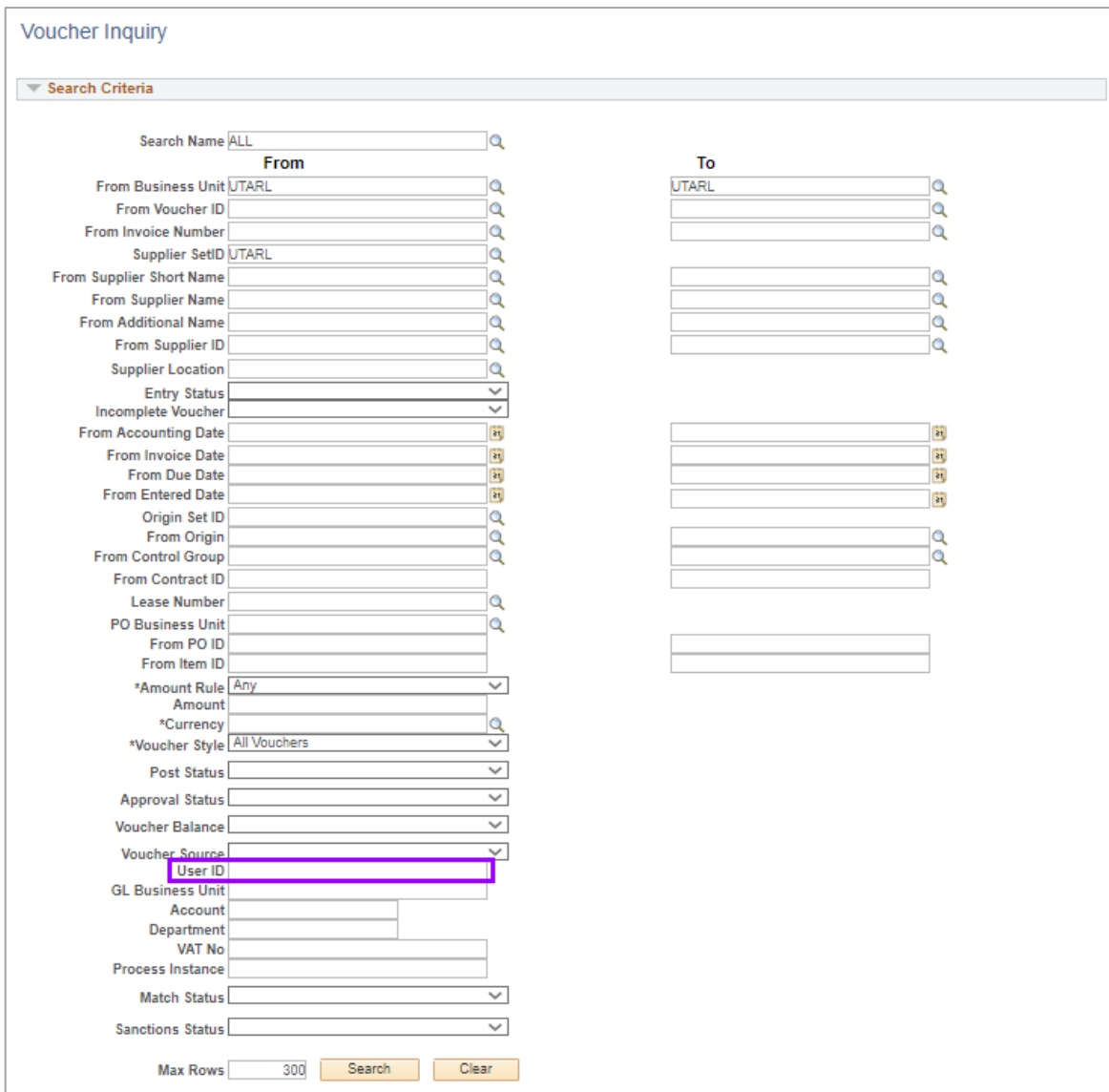


View Vouchers by User ID

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

1. Click **NavBar > Menu > Financials > Accounts Payable > Review Accounts Payable > Vouchers > Voucher.**



Voucher Inquiry

▼ Search Criteria

Search Name

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 Set ID <input type="text" value="UTARL"/>	<input type="text"/>
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"/>	<input type="text"/>
Incomplete Voucher <input type="text"/>	<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"/>	<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"/>	<input type="text"/>
PO Business Unit <input type="text"/>	<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"/>	<input type="text"/>
Amount <input type="text"/>	<input type="text"/>
*Currency <input type="text"/>	<input type="text"/>
*Voucher Style <input type="text" value="All Vouchers"/>	<input type="text"/>
Post Status <input type="text"/>	<input type="text"/>
Approval Status <input type="text"/>	<input type="text"/>
Voucher Balance <input type="text"/>	<input type="text"/>
Voucher Source <input type="text"/>	<input type="text"/>
<input type="text" value="User ID"/>	<input type="text"/>
GL Business Unit <input type="text"/>	<input type="text"/>
Account <input type="text"/>	<input type="text"/>
Department <input type="text"/>	<input type="text"/>
VAT No <input type="text"/>	<input type="text"/>
Process Instance <input type="text"/>	<input type="text"/>
Match Status <input type="text"/>	<input type="text"/>
Sanctions Status <input type="text"/>	<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 ten-digit Empl ID in the User ID field.
4. Click the **Search** button to proceed.

5. To view the search results, scroll to the bottom of 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 Tab displays the Voucher ID, Invoice Number, Invoice Date, Vendor ID, and Match Status. Also, if available, this section will provide links to view accounting entries and payment information.

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	870322206x02192019	02/19/2019	0000042709	Postable	<input type="checkbox"/>	Matched	

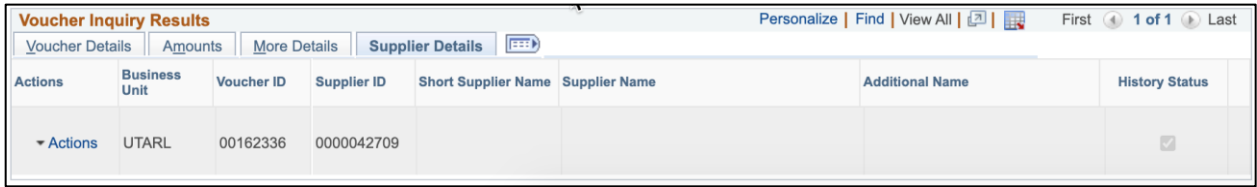
8. The Amounts Tab displays the Voucher ID, and the Invoice Amount.

Voucher Inquiry Results										
Personalize Find View All First 1 of 1 Last										
Voucher Details Amounts More Details Supplier Details										
Actions	Business Unit	Voucher ID	Transaction Currency	Gross Invoice Amount	Voucher Unpaid Balance	Unapplied Prepayments	Total Non-Merch	Entered VAT	Gross Amount Paid	Net Amount Paid
▼ Actions	UTARL	00162336	USD	110.05	0.00	0.00	0.00	0.00	110.05	110.05

9. The More Details Tab displays the Voucher ID, Approval Status, Due Date, Entered on Date, and Budget Header Status.

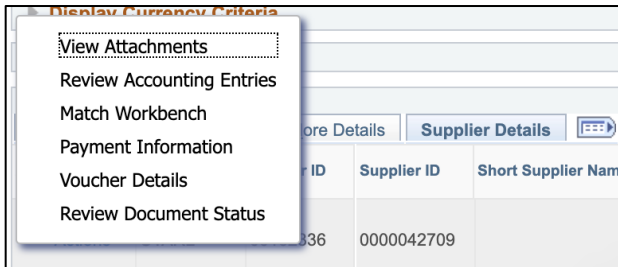
Voucher Inquiry Results															
Personalize Find View All First 1 of 1 Last															
Voucher Details Amounts More Details Supplier Details															
Actions	Business Unit	Voucher ID	Voucher Style	Supplier Loc	Post Status	Approval Status	Approval History	Close Status	Origin	Due Date	Basis Date	Acctg Date	Entered on	Budget Header Status	Budget Misc Status
▼ Actions	UTARL	00162336	Regular Voucher	SHARED	Posted	Approved	Approval History	Open	ONL	03/27/2019	02/19/2019	03/11/2019	03/11/2019	Valid	Valid Budget Check

10. The Supplier Details Tab displays the Voucher ID and Supplier ID



Voucher Inquiry Results							
Personalize Find View All First 1 of 1 Last							
Voucher Details Amounts More Details Supplier Details [Menu]							
Actions	Business Unit	Voucher ID	Supplier ID	Short Supplier Name	Supplier Name	Additional Name	History Status
▼ Actions	UTARL	00162336	0000042709				<input checked="" type="checkbox"/>

11. The Actions menu, available on all tabs, include View Attachments, Match Workbench, Scheduled Payments, Voucher Details, and Review Document Status.



Display Currency Criteria							
More Details Supplier Details [Menu]							
Actions	Business Unit	Voucher ID	Supplier ID	Short Supplier Name	Supplier Name	Additional Name	History Status
▼ Actions	UTARL	00162336	0000042709				<input checked="" type="checkbox"/>

- View Attachments
- Review Accounting Entries
- Match Workbench
- Payment Information
- Voucher Details
- Review Document Status