Job Aid

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.


![Voucher Inquiry](image)

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.

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.

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

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

![Supplier Details Tab](image)


![Actions Menu](image)