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 **NavBar > Menu > Financials > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher**.

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 (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, scroll down 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

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