

# 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.

Voucher Inquiry

▼ Search Criteria

Search Name	<input type="text" value="ALL"/>	<input type="button" value="Q"/>
<b>From</b>		
From Business Unit	<input type="text" value="UTARL"/>	<input type="button" value="Q"/>
From Voucher ID	<input type="text"/>	<input type="button" value="Q"/>
From Invoice Number	<input type="text"/>	<input type="button" value="Q"/>
Supplier SetID	<input type="text" value="UTARL"/>	<input type="button" value="Q"/>
From Supplier Short Name	<input type="text"/>	<input type="button" value="Q"/>
From Supplier Name	<input type="text"/>	<input type="button" value="Q"/>
From Additional Name	<input type="text"/>	<input type="button" value="Q"/>
From Supplier ID	<input type="text"/>	<input type="button" value="Q"/>
Supplier Location	<input type="text"/>	<input type="button" value="Q"/>
Entry Status	<input type="button" value="v"/>	
Incomplete Voucher	<input type="button" value="v"/>	
From Accounting Date	<input type="text"/>	<input type="button" value="D"/>
From Invoice Date	<input type="text"/>	<input type="button" value="D"/>
From Due Date	<input type="text"/>	<input type="button" value="D"/>
From Entered Date	<input type="text"/>	<input type="button" value="D"/>
Origin Set ID	<input type="text"/>	<input type="button" value="Q"/>
From Origin	<input type="text"/>	<input type="button" value="Q"/>
From Control Group	<input type="text"/>	<input type="button" value="Q"/>
From Contract ID	<input type="text"/>	<input type="button" value="Q"/>
Lease Number	<input type="text"/>	<input type="button" value="Q"/>
PO Business Unit	<input type="text"/>	<input type="button" value="Q"/>
From PO ID	<input type="text"/>	
From Item ID	<input type="text"/>	
*Amount Rule	<input type="button" value="v"/>	
Amount	<input type="text"/>	<input type="button" value="Q"/>
*Currency	<input type="text"/>	<input type="button" value="Q"/>
*Voucher Style	<input type="button" value="v"/>	
Post Status	<input type="button" value="v"/>	
Approval Status	<input type="button" value="v"/>	
Voucher Balance	<input type="button" value="v"/>	
Voucher Source	<input type="button" value="v"/>	
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="button" value="v"/>	
Sanctions Status	<input type="button" value="v"/>	

  

<b>To</b>		
<input type="text" value="UTARL"/>	<input type="button" value="Q"/>	
<input type="text"/>	<input type="button" value="Q"/>	
<input type="text"/>	<input type="button" value="Q"/>	
<input type="text"/>	<input type="button" value="Q"/>	
<input type="text"/>	<input type="button" value="Q"/>	
<input type="text"/>	<input type="button" value="Q"/>	
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<input type="text"/>	<input type="button" value="Q"/>	
<input type="text"/>	<input type="button" value="Q"/>	
<input type="text"/>	<input type="button" value="Q"/>	
<input type="text"/>	<input type="button" value="Q"/>	

  

Max Rows

3. To view a specific voucher, enter or lookup the appropriate Voucher ID number.
4. Click the **Search** button to proceed.

- To view the search results, scroll down the page.
- The Voucher Inquiry Results table provides voucher information divided into four tabs: Voucher Details, Amounts, More Details, and Supplier Details.
- 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	

- 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

- 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	Past 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

- 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				
Actions	Business Unit	Voucher ID	Supplier ID	Short Supplier Name	Supplier Name	Additional Name	History Status
▼ Actions	UTARL	00162336	0000042709				<input checked="" type="checkbox"/>

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

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