



# Voucher Document Status Inq

This guide outlines the process to view all documents associated with a particular Voucher.

Accounts Payable > Review Accounts Payable Info > Vouchers > Document Status

## Voucher Document Status Inq

Enter any information you have and click Search. Leave fields blank for a list of all values.

### Find an Existing Value

Business Unit:

Voucher ID:

Invoice Number:

Invoice Date:

Vendor ID:

Short Vendor Name:

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

## Search Results

View All First 1-2 of 2 Last

Short Vendor Name	Name 1	Vendor ID	Default Location
<a href="#">DELLCOM-001</a>	<a href="#">Dell Marketing LP</a>	<a href="#">0000000553</a>	<a href="#">001</a>
<a href="#">DELLLAB-001</a>	<a href="#">Dellavalle Laboratory Incorporated</a>	<a href="#">0000004185</a>	<a href="#">001</a>

1. Enter the Business Unit; STCMP
2. Enter the Voucher ID  
  
Note: If the voucher ID is unknown, search by the Short Vendor Name
3. Enter the first four letters of the vendor's name
4. Click the Lookup icon
5. Select the vendor from the Search Results
6. Click the Search button
7. Select the voucher from the Search Results



### Voucher Document Status

Business Unit: STCMP      Voucher ID: **00000531**      Document Type: Voucher

Invoice ID: D14898799      Invoice Date: 01/28/2005      Budget Misc Status: Valid

Gross Amount: 2388.43      USD      Approval Status: Approved      Budget Status: Valid

Vendor ID: 000000553 DELLCOM-001      Document Type: Voucher      Match Status: [Matched](#)

Location: 001      Status: **Posted**

SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Vendor ID	Location
STCMP		Payment	<a href="#">000002856</a>	Posted	03/22/2005	000000553	001
STCMP		Payment	<a href="#">000003138</a>	Posted	03/29/2005	000000553	001
STCMP		PO	<a href="#">000000014</a>	Complete	01/13/2005	000000553	001
STCMP		Receipt	<a href="#">000000043</a>	Closed	02/07/2005	000000553	001
STCMP		REQ	<a href="#">VPSA013</a>	Complete	01/13/2005	000000553	001
STCMP		Voucher	<a href="#">00000982</a>	Posted	03/21/2005	000000553	001

[Return to Search](#)   [Previous in List](#)   [Next in List](#)   [Refresh](#)

8. Click on the Voucher ID; a new window will open at the Voucher Inquiry page
9. Click on the Status link; a new window will open at the Voucher Accounting Entries.
10. Select any of the Document Type links to view detail information of each document associated with the Voucher
11. Click on the Document Status icon to open a new window for the Document Status page for the particular document type

Doc ID = Payment



Payment Inquiry

**Search Criteria**

Search Name:

Vendor Name:  From:  To:

\*Amount Rule:

Amount:

Currency:

Bank SetID:

Bank Code:

Bank Account:

Bank Account #:

Reference:

Payment Date:

Payment Method:

Pay Cycle:

Seq Num:

Payment Status:

Remit SetID:

Remit Vendor:

Settle By:

Settlement Status:

Single Payment Vouchers:

Max Rows:

Show Chart \*Chart Type:

**Sorting Criteria**

1st sort:   Descending 2nd sort:   Descending

**Payment Inquiry Result** Customize | Find | View All | First 1 of 1 Last

Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
VCHR	393666	Check	4,935.99	USD	03/22/2005	03/22/2005	Void	Recon	

- 12. A new window opens to the Payment Inquiry Page
- 13. Close the window to return to the Document Status page



Doc ID - PO

[Purchase Order Inquiry](#)

**Purchase Order**

Unit: STCMP  
PO ID: 000000014  
Change Order: 1

PO Status: Compl  
Budget Status: Valid

▼ Header

PO Date: 01/13/2005  
Vendor: DELLCOM-001  
Vendor ID: 0000000553  
Buyer: JManuel  
PO Reference: REQ#VPSA013

Backorder Status: None  
Receipt: Received  
 Hold From Further Processing

Amount Summary

Merchandise: 2,429.79  
Freight/Tax/Misc.: 178.76  
Total: 2,608.55 USD

[Header Details](#)   [All RTV](#)   [Matching](#)  
[Header Comments](#)   [Document Status](#)  
[Change Order](#)

Select Lines To Display

Line	Item	Item Description	Category	PO Qty	UOM	Amount	Status	
1		<a href="#">Dell Laptop and printer Quote</a>	20400	1.0000	EA	2,224.79 USD	Closed	
2		<a href="#">Enviromental Fee</a>	96200	1.0000	EA	6.00 USD	Closed	
3		<a href="#">Printer 1700 Lazer</a>	20400	1.0000	EA	199.00 USD	Closed	

[Return to Search](#)   [Notify](#)

[Related Links](#)

- 14. A new window opens in the Purchase Order Inquiry page
- 15. Close the window to return to the Document Status page



### Doc ID - Receipts

**Receipts**

Unit: STCMP Receipt No: 0000000043 Source: On-line Receipt Status: Closed

**Receipt Lines** Customize Find View All First 1-2 of 2 Last

Sel	Item	Description	Price	Amt Only	Recv Qty	Recv UOM	Reject Qty	Device Track
<input type="checkbox"/>	1	<a href="#">Dell Laptop and printer Quote</a>	2,224.79000	<input type="checkbox"/>	1.0000	EA		<input type="checkbox"/>
<input type="checkbox"/>	2	<a href="#">Environmental Fee</a>	6.00000	<input type="checkbox"/>	1.0000	EA		<input type="checkbox"/>

Header Details Line Details Manufacturer Info Asset Information Document Status Header Comment  
 Display RTV Information Line Status Distribution Putaway Information Device Tracking Line Comment

Return to Search Previous in List Next in List Notify


- 16. A new window opens to the Receipts page
- 17. Close the window to return to the Document Status page

### Oracle Overlooks

**Associated Document** Customize Find View All First 1-3 of 3 Last

Documents Related Info

SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Vendor ID	Location
STCMP		Receipt	<a href="#">0000000292</a>	Received	05/11/2005	0000000769	001
STCMP		Voucher	<a href="#">00001948</a>	Posted	05/07/2005	0000000769	001
STCMP		Payment	<a href="#">0000005331</a>	Posted	05/31/2005	0000000769	001

- 18. Be sure to check the number of lines on the PO
- 19. Use the View All to see more lines available or the arrows to browse line to line
- 20. Click on the grid icon  to download what you see in the lines to an excel worksheet