



Voucher Inquiry

This guide outlines the process to view information about an invoice for a vendor or individual.

Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher

Voucher Inquiry

Search Criteria

Search Name	<input type="text" value="ALL"/>	
Business Unit	From <input type="text" value="STCMP"/>	To <input type="text" value="STCMP"/>
Voucher ID	<input type="text"/>	<input type="text"/>
Invoice Id	<input type="text"/>	<input type="text"/>
Vendor SetID	<input type="text"/>	<input type="text"/>
Short Name	<input type="text"/>	<input type="text"/>
Vendor ID	<input type="text"/>	<input type="text"/>
Vendor Location	<input type="text"/>	<input type="text"/>
Entry Status	<input type="text"/>	
Accounting Dt	<input type="text"/>	<input type="text"/>
Invoice Date	<input type="text"/>	<input type="text"/>
Due Date	<input type="text"/>	<input type="text"/>
Entered Date	<input type="text"/>	<input type="text"/>
Origin Set ID	<input type="text"/>	<input type="text"/>
Origin	<input type="text"/>	<input type="text"/>
Control Group ID	<input type="text"/>	<input type="text"/>
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"/>
Purchase Order	<input type="text"/>	<input type="text"/>
Item ID	<input type="text"/>	<input type="text"/>
*Amount Rule	<input type="text" value="Any"/>	
Amount	<input type="text"/>	
Currency	<input type="text"/>	
*Voucher Style	<input type="text" value="All Vouchers"/>	
Post Status	<input type="text"/>	
Approval Status	<input type="text"/>	
Voucher Balance	<input type="text"/>	
Voucher Source	<input type="text"/>	
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="text"/>	
Financial Sanctions Status	<input type="text"/>	
Max Rows	<input type="text" value="300"/>	<input type="button" value="Search"/> <input type="button" value="Clear"/>

1. Enter the Business Unit in the From and To column
2. Enter the Voucher ID; Direct Pay = DP Number
Travel = Travel Number
3. Click the Search button

Sort Criteria

*Sort By: *Sort Asc/Desc:

Display Currency Criteria



Voucher Details Tab

Voucher Inquiry Results									
Customize Find View All First 1 of 1 Last									
Voucher Details Amounts More Details									
Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Entry Status	Accounting Entries	Match Status	Payment Information	Short Vendor Name
STCMP	WEL0022	11629	02/01/2006	0000003255	Postable		No Match		ASHBIMA-001

Voucher Accounting Entries

*Business Unit: Voucher ID: Invoice Number:

*Accounting Line View Option: Show Foreign Currency

Invoice Date: 02/01/2006 Vendor ID: 0000003255 Vendor Name: Ashbury Images

Accounting Information				
Find View All First 1 of 2 Last				
Posting Process: AP Accrual GL Dist Status: Distributed				
Main Information Chartfields Journal				
Description	Monetary Amount	Currency Code	Ledger	GL Unit
Accounts Payable	-880.45	USD	ACTUALS	STCMP
tote bags	880.45	USD	ACTUALS	STCMP

Voucher Inquiry Results									
Customize Find View All First 1 of 1 Last									
Voucher Details Amounts More Details									
Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Entry Status	Accounting Entries	Match Status	Payment Information	Short Vendor Name
STCMP	WEL0022	11629	02/01/2006	0000003255	Postable		No Match		ASHBIMA-001

- 4. The Voucher Details will populate at the bottom under Voucher Inquiry Results
- 5. Click on the Accounting Entries icon to view the accounting entries that are generated when a voucher is entered in the system
- 6. A new window will open with the entries
- 7. Close the window to return to the Voucher Inquiry page
- 8. Click on the Payment Information icon to view the details on the payment



[Back To Voucher Inquiry](#)

Business Unit: STCMP Voucher ID: WEL0022 Invoice Number: 11629
 Vendor Name: ASHBIMA-001 Vendor Location: 001
 Gross Invoice Amount: 880.45 Transaction Currency: USD

Bank SetID	Bank Code	Bank Account	Payment Reference ID	Applied Business Unit	Applied Voucher ID	Payment Date	Payment Amount	Payment Currency	Voucher Paid Amount	Payment Status
STCMP	STATE	DVP	405846			02/21/2006	880.45	USD	880.45	Paid

Payment Inquiry

Search Criteria

Search Name: ALL

Vendor Name: From [] To []

*Amount Rule: Any

Amount: []

Currency: []

Bank SetID: STCMP

Bank Code: STATE

Bank Account: DVP

Bank Account #: []

Reference: 405846

Payment Date: [] []

Payment Method: Check

Pay Cycle: []

Seq Num: []

Payment Status: []

Remit SetID: STCMP

Remit Vendor: []

Settle By: []

Settlement Status: []

Single Payment Vouchers:

Max Rows: 300 Search Clear

Show Chart *Chart Type: Bar Chart

Sorting Criteria

1st sort: Account Descending 2nd sort: Pymnt Ref Descending Sort

Payment Inquiry Result

Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
VCHR	405846	Check	880.45	USD	02/21/2006	02/21/2006	Paid	Recon	03/06/2006

NOTE: To return to the Voucher Inquiry page without looking at the check, click on the Back To Voucher Inquiry link

9. Click on the Payment Reference ID to view information on the check
10. The Payment Inquiry screen will open
11. Click on the Payment Reference ID



Vouchers For a Payment

Bank Name: State Treasurer's Office
 Bank Account #: 322
 Pay Cycle: RECHK Seq Num: 86
 Vendor Name: Ashbury Images
 Address: 1625 Bush St #1
 San Francisco CA 94109 USA

Payment Amount: 880.45 USD Payment Method: CHK

Back To Payment Inquiry
 Pymnt Ref ID: 405846
 Accounting Date: 02/21/2006
 Payment Date: 02/21/2006
 Days Outstanding: 6
 Payment Clear Date: 02/27/2006
 Reconcile Date: 03/06/2006
 Value Date: 02/21/2006

Description

Business Unit	Voucher ID	Advice Seq	Advice Date	Invoice Number	Gross Paid Amount	Paid Amount	Currency	Discount Taken	Late Charge	Source
STCMP	WEL0022	1	02/01/2006	11629	880.45	880.45	USD			Accounts Payable Vouchers

Notify

12. Click on the Voucher ID to return to the Voucher Inquiry Page

Amounts Tab

Voucher Inquiry Results

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
STCMP	WEL0022	USD	880.45	0.00	0.00	0.00	0.00	880.45	880.45

13. Click on the Amounts tab from the Voucher Inquiry Results

More Details Tab

Voucher Inquiry Results

Business Unit	Voucher ID	Vendor Style	Vendor Loc	Lines	Post Status	Approval Status	Close Status	Origin	Due Date	Basis Date	Acctg Date	Entered on	Budget Header Status	Budget Misc Status
STCMP	WEL0022	Regular	001		Posted	Approved	Open	ONL	02/01/2006	02/01/2006	02/17/2006	02/17/2006	Valid	Valid

14. Click on the More Details tab from the Voucher Inquiry Results

Voucher Details

Business Unit: STCMP
 Voucher ID: WEL0022
 Invoice No: 11629
 Invoice Dt: 02/01/2006
 Vendor ID: 0000003255
 Name: ASHBIMA-001

Gross Amount: 880.45
 Misc Charges: 0.00
 Total VAT: 0.00
 Transaction Currency: USD

15. Click on the Detail Lines icon to view the distribution of the voucher

Invoice Lines

Line	Description	Amount
1	tote bags	880.45

Item ID: Quantity: UOM: Unit Price:

PO Business Unit: PO Number: PO Line: PO Schedule:

Receipt Unit: Receipt Number: Receipt Line: Schedule:

16. A new window will open to the Voucher Details

17. Close the window to return to the Voucher Inquiry page

