Voucher Document Status Inq

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

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
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.


Doc ID = Payment
12. A new window opens to the Payment Inquiry Page

13. Close the window to return to the Document Status page

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

17. Close the window to return to the Document Status page

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