

VOUCHER INQUIRY

VOUCHER INQUIRY PAGE

The Voucher Inquiry page is utilized to display detailed information on vouchers. This page is divided into:

- Search Criteria – specific search parameters are entered in this section to locate vouchers that meet the search criteria.
- Sort Criteria – orders the results by the parameters specified.
- Voucher Inquiry Results – Displays the search results.

This inquiry can be accessed by the navigation below, or linked from another inquiry. Examples of questions that this inquiry would be utilized to answer would be:

- A Vendor needs to know the status of receiving payment for their invoice number XXXXX?
- What vouchers were created for vendor XYZ Co? Of these, are any payments scheduled?
- Have any vouchers been created for Vendor XXX over \$500?

Navigation: Accounts Payable> Review> Vouchers> Voucher Inquiry

As a minimum, Business Unit must be populated; the other fields are optional and serve to narrow your search.

Voucher Inquiry

Search Criteria

From Business Unit: To Business Unit: From Voucher ID: To Voucher ID: *Voucher Style:

From Invoice: To Invoice: Post Status: Approval Status: Voucher Balance:

SetID: From Vendor Short Name: To Vendor Short Name:

Voucher Date Type:

From Vendor ID: To Vendor ID: Vendor Location:

From Date: To Date:

*Amount Rule: Voucher Gross Amount: Transaction Currency:

Max Rows

Sort Criteria

*Sort By: *Sort Asc.Desc:

Display Currency Criteria

NOTE: In the vendor section, the SetID must be SHARE.

When the above navigation is utilized the page will be initialized as shown above. Multiple parameters of search criteria, along with the ability to enter ranges of data allow for very specific searches to be accomplished. When all known criteria are entered, press on the **Search** button to return a list of values. Results then populate according to the search criteria. To change the order of the results, adjust the sort criteria and press the **Sort** button. Results are split onto the Voucher Details and More Details tabs. Detailed information from each tab is explained below.

NOTE: Whenever this page is accessed via a link, the search criteria and voucher inquiry results will already be populated.

Voucher Details Tab

Voucher Inquiry Results									
Voucher Details		More Details							
Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Short Vendor Name	Vendor Loc	Voucher Style	Detail Payment Lines Information	Scheduled Payments
MISU1	00000001	Ap-001 2-20-03	02/12/2003	000C000007	WOOD-ACH-001	MAIN	Regular		

Transaction Currency	Gross Invoice Amount	Voucher Unpaid Balance	Unapplied Prepayments	Total Non-Merch	Entered VAT	Gross Amount Paid	Net Amount Paid
USD	88.88					88.38	88.88

On this tab, transaction information from the voucher may be obtained. Additional information may be drilled down by accessing the following icons: (NOT SHOWN ON ABOVE SAMPLE.)

- To obtain information on the distribution lines for the voucher, click on the **Detail Lines** icon.
- To obtain information on scheduled payments, click on the **Scheduled Payments** icon. This will bring up the Schedule Payment Inquiry page. The Schedule Payment Inquiry page is explained later.
- If there are paid vouchers, utilize the **Payment Information** icon.

NOTE: The above screen capture has been divided into two separate images for display purposes.

More Details Tab

Voucher Inquiry Results										
Voucher Details		More Details								
Business Unit	Voucher ID	Post Status	Appr Stat	Match Status	Close Status	Due Date	Acctg Date	Entered on	Bdgt Hdr Status	Bdgt Misc Status
MISU1	00000001	Posted	Approved	No Match	Open	02/12/2003	02/20/2003	02/20/2003	Valid	Valid

Additional voucher information is displayed on this tab. This tab gives you the status of the voucher. (Budget check, matching, posting etc.)