

AP Voucher Inquiry

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Voucher Inquiry

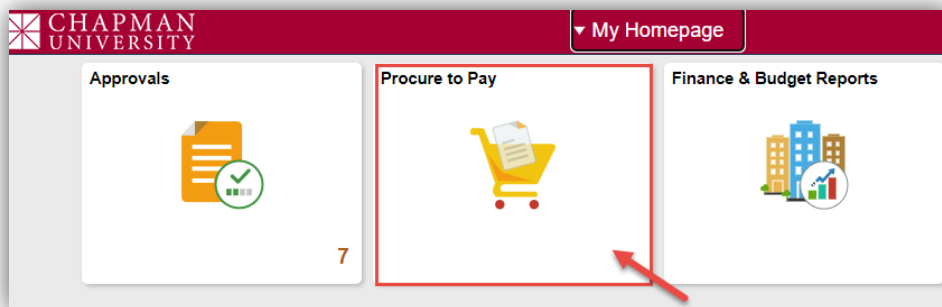
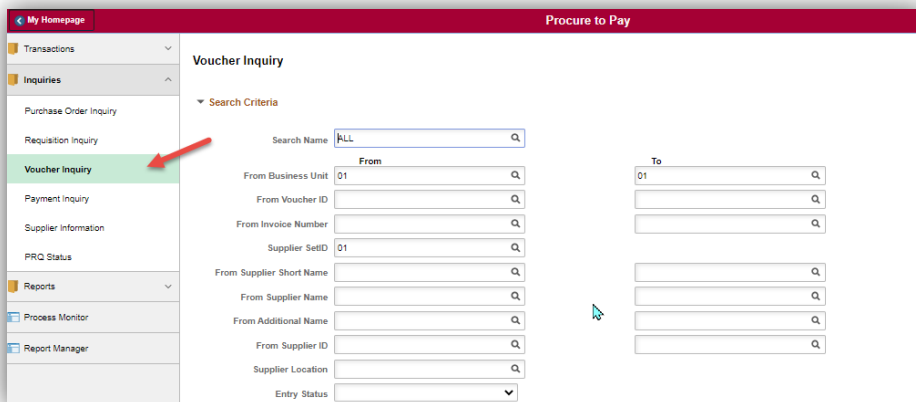
This page is available to search on AP transactions, payments, scheduled payments, accounting entries (g/l coding on invoices) and to view voucher details

Navigation

Navigation using the Finance and Budget Reports Tile

Tile

Procure to Pay > Inquires > Voucher Inquiry

Voucher Inquiry

▼ Search Criteria

Search Name	ALL	To	
From Business Unit	01		
From Voucher ID			
From Invoice Number			
Supplier SetID	01		
From Supplier Short Name			
From Supplier Name			
From Additional Name			
From Supplier ID			
Supplier Location			
Entry Status			

Navigation

Navigator Menu > Accounts Payable > Review Accounts Payable Info > Voucher > Voucher

Inputs

- Based on input available such as the invoice number, supplier name, or date ranges, you can input the information you are searching on
- Click search to see results

Voucher Inquiry

▼ Search Criteria

Search Name	<input type="text" value="ALL"/>	<input type="button" value="Q"/>	
	From		To
From Business Unit	<input type="text" value="01"/>	<input type="button" value="Q"/>	<input type="text" value="01"/>
From Voucher ID	<input type="text" value="00200005"/>	<input type="button" value="Q"/>	<input type="text"/>
From Invoice Number	<input type="text"/>	<input type="button" value="Q"/>	<input type="text"/>
Supplier SetID	<input type="text" value="01"/>	<input type="button" value="Q"/>	
From Supplier Short Name	<input type="text"/>	<input type="button" value="Q"/>	<input type="text"/>
From Supplier Name	<input type="text"/>	<input type="button" value="Q"/>	<input type="text"/>


Max Rows

Searching on supplier


- To view all invoices for a specific supplier you can enter the Supplier ID. A second input such as invoice date is recommended for an active supplier.
- Click on Supplier ID magnifying glass
- Click on Advanced Lookup
- Change the operator to contains
- Enter the partial supplier name
- Click Search
- Select the supplier


Voucher Inquiry


▼ Search Criteria


Search Name 


From


From Business Unit 


From Voucher ID 


From Invoice Number 


Supplier SetID 

From Supplier Short Name 

From Supplier Name 

From Additional Name 

From Supplier ID 

Supplier Location 


Entry Status ▼

Look Up From Supplier ID

Search by: begins with

Search Results

Only the first 100 results are shown. View 100

Supplier ID 

SetID

Supplier ID begins with

Short Supplier Name begins with

Supplier Name contains

Search Results

View 100 1-3 of 3

Supplier ID	Short Supplier Name	Supplier Name	Additional Name	Our Customer Number	Old Supplier ID
0000014014	BESTVIPCHA-001	BEST VIP CHAUFFEURS WORLDWIDE	(blank)	0017	(blank)
000005511	VIPLIMOUSI-001	VIP LIMOUSINES AND COACHES INC	(blank)	(blank)	019343
000005512	VIPTRANSP0-001	VIP TRANSPORT INC	(blank)	5256	001442
000000009	3MLIBRARYS-001	3M LIBRARY SYSTEMS	(blank)	(blank)	00133

Search Results

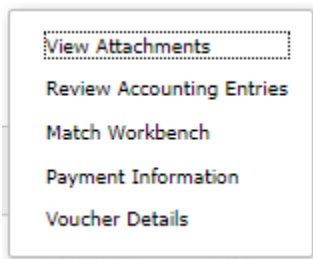
The results will display on the bottom of the screen depending on the search criteria entered above.

- Click on the drop down arrow on the Actions, you can choose one of the following for more information.
 - View Attachments – this link is visible only if an attachment exists
 - Review Accounting Entries – this page shows where the invoice was changed to
 - Match Workbench – only for PO voucher
 - Payment Information – this page shows the check number and check date
 - Scheduled Payments – this page shows when the voucher is scheduled to be paid
 - Voucher Details – this page shows the voucher line item detail by amount and chart fields
- You can also click on the other tabs to view additional voucher information

Voucher Inquiry Results

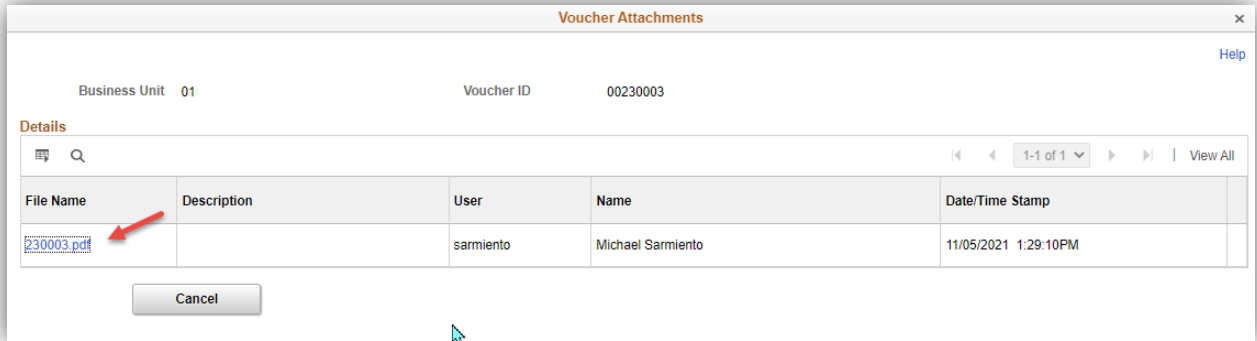
1-1 of 1 | View All

Actions	Business Unit	Voucher ID	Invoice Number	Invoice Date	Supplier ID	Entry Status	Incomplete	Match Status	Short Supplier Name
▼ Actions	01	00230003	INV2000010439	10/26/2021	0000023290	Postable	<input type="checkbox"/>	Matched	ROSSVIDEOI-001



View Attachments

The system will take you to the Voucher Attachments Window. Click on the File Name hyperlink to view the invoice.



Voucher Attachments

Business Unit 01 Voucher ID 00230003

Details

File Name	Description	User	Name	Date/Time Stamp
230003.pdf		sarmiento	Michael Sarmiento	11/05/2021 1:29:10PM

Cancel

Review Accounting Entries

The system will take you to the Voucher Accounting Entries screen pre-populated with the Voucher ID and Invoice number.

- Click the Search button to refresh the Accounting Information section of the page.
- Notice the 1 of 2. Item 1 shows that AP Accrual (expense accounting entries)
- Item 2 shows the accounting entries for payments
- You can use the arrow button next to the 1 of 2 or click the View All hyperlink
- You will also see voids and re-issues if applicable

Voucher Accounting Entries Help

*Business Unit Voucher ID Invoice Number

*Accounting Line View Option Invoice Date ☐ Show Foreign Currency

Supplier ID *Sort By

Supplier Name

Accounting Information 1-2 of 2 [View All](#)

Posting Process **AP Accrual** GL Dist Status Posting Date

Description	Monetary Amount	Currency Code	Ledger	GL Unit	Accounting Date
Accounts Payable	10.89	USD	ACTUALS	01	11/05/2021
Production Switchers/XPression	10.89	USD	ACTUALS	01	11/05/2021
Accounts Payable	93.07	USD	ACTUALS	01	11/05/2021
Production Switchers/XPression	93.07	USD	ACTUALS	01	11/05/2021
Accounts Payable	81.24	USD	ACTUALS	01	11/05/2021
Production Switchers/XPression	81.24	USD	ACTUALS	01	11/05/2021

Posting Process **Payments** GL Dist Status Posting Date

Description	Monetary Amount	Currency Code	Ledger	GL Unit	Accounting Date
Accounts Payable	310.89	USD	ACTUALS	01	11/22/2021
Cash Distribution	310.89	USD	ACTUALS	01	11/22/2021

Review Payment Information / Scheduled Payments

- From the Actions drop down, the Payment Information option takes you to the Voucher Payment Inquiry
- The check number is highlighted below
- You can click on the hyperlink for additional information and the system will take you to the Payment Inquiry page. You can see additional check details on this page such as reconciliation status after month-end reconciliation is complete.
- Scheduled Payments displays when a payment is scheduled for the future

[Back To Voucher Inquiry](#)

Business Unit	01	Voucher ID	00230003	Invoice Number	INV2000010439
Supplier Name	ROSS VIDEO INC	Supplier Location	MAIN		
Gross Invoice Amount	19,885.20	Transaction Currency	USD		

Details

1-1 of 1
View All

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
01	GO	001	00189324			11/22/2021	35.20	USD	85.20	Paid

Voucher Details

This page shows the Voucher header information and detail line amounts and chartfields

X
Voucher Line Details

[Help](#)

Voucher Details

Business Unit	01	Gross Amount	385.20
Voucher ID	00230003	Misc Charges	0.00
Invoice No	INV2000010439	Total VAT	0.00
Invoice Dt	10/26/2021		Attachments (1)
Supplier ID	0000023290		Comments (0)
Name	ROSS VIDEO INC	Transaction Currency	USD

Invoice Lines

| 1 of 1 | View All

Line	Description	Quantity	UOM	EA	Unit Price	Merchandise Amt
1	Production Switchers/XPression	1.0000			20000	385.20

PO Business Unit	01	PO Number	P000059544	PO Line	1	PO Schedule	1
Receipt Unit	01	Receipt Number	0000132691	Receipt Line	1	Schedule	1

Distributions

| 1-3 of 3 | View All

Details

||>

Distrib Line	Merchandise Amt	GL Unit	Account	Alt Acct	Reference	Oper Unit	Fund	Dept	Program	Class	Bud Ref	PC Bus Unit
1	385.89	01	517025				160	1218	81002			01
2	3.07	01	140220				160	1218	81002			01
3	1.24	01	140210				160	1218	81002			01

Cancel

Refresh