View Vouchers by User ID

The Voucher Inquiry page provides several options for performing a search. You can search by Voucher ID, Supplier (Vendor) ID or Name, Invoice number, Entered Date, Purchase Order number, etc. The purpose of this job aid is to explain how to retrieve voucher information for vouchers entered by a specific user.

1. Click NavBar > Menu > Financials > Accounts Payable > Review Accounts Payable > Vouchers > Voucher.

2. The Voucher Inquiry page is displayed. This page is used to search for an existing voucher, review the status of a voucher, and to view payment information. The Voucher Inquiry page provides several options for performing a search. You can search by Voucher ID, Supplier ID or Name, Invoice number, Entered Date, Purchase Order number, etc.

3. To view all vouchers entered by a specific user, enter the appropriate ten-digit Empl ID in the User ID field.

4. Click the Search button to proceed.

5. To view the search results, scroll to the bottom of the page. It will display all vouchers inputted by a single employee.
6. The Voucher Inquiry Results table provides voucher information divided into four tabs: Voucher Details, Amounts, More Details, and Supplier Details.
   a. The default view, Voucher Details Tab, displays the Voucher ID, Invoice Number, Invoice Date, Vendor ID, and Match Status. Also, this section will provide links to view accounting entries and payment information if available.

   ![Voucher Inquiry Results Tab](image1)

   b. The Amounts Tab displays the Voucher ID, and the Invoice Amount.

   ![Voucher Inquiry Results Amounts Tab](image2)

   c. The More Details Tab displays the Voucher ID, Approval Status, Due Date, Entered on Date, and Budget Header Status.

   ![Voucher Inquiry Results More Details Tab](image3)

   d. The Supplier Details Tab displays the Voucher ID and Supplier ID

   ![Voucher Inquiry Results Supplier Details Tab](image4)

   e. The Actions menu on all tabs includes View Attachments, Match Workbench, Scheduled Payments, Voucher Details, and Review Document Status.

   ![Voucher Inquiry Results Actions Menu](image5)