

## 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.

Voucher Inquiry Results									
Actions	Business Unit	Voucher ID	Invoice Number	Invoice Date	Supplier ID	Entry Status	Incomplete	Match Status	Short Supplier Name
▼ Actions	UTARL	00238865	12345678912	11/01/2021	0000012345	Postable	<input type="checkbox"/>	Matched	CAPFACT
▼ Actions	UTARL	00239453	1234567891	10/31/2021	0000012346	Postable	<input type="checkbox"/>	Not Applicable	
▼ Actions	UTARL	00239564	ABC-0001234-CAB	11/02/2021	0000012347	Postable	<input type="checkbox"/>	Matched	
▼ Actions	UTARL	00239800	3000012345	11/16/2021	0000012345	Postable	<input type="checkbox"/>	Not Applicable	CAB

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.

Actions	Business Unit	Voucher ID	Invoice Number	Invoice Date	Supplier ID	Entry Status	Incomplete	Match Status	Short Supplier Name
▼ Actions	UTARL	00280050	7654321	03/17/2023	0000040263	Postable	<input type="checkbox"/>	Matched	

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

Actions	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
▼ Actions	UTARL	00280050	USD	1,503.50	1,503.50	0.00	0.00	0.00	0.00	0.00

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

Actions	Business Unit	Voucher ID	Voucher Style	Supplier Loc	Post Status	Approval Status	Approval History	Close Status	Origin	Due Date	Basis Date	Acctg Date	Entered on	Budget Header Status	Budget Misc Status
▼ Actions	UTARL	00280050	Regular Voucher	SHARED	Unposted	Pending	<a href="#">Approval History</a>	Open	ONL	04/29/2023	03/17/2023	04/10/2023	06/30/2023	Valid	Valid Budget Check

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

Actions	Business Unit	Voucher ID	Supplier ID	Short Supplier Name	Supplier Name	Additional Name	History Status
▼ Actions	UTARL	00280050	0000012345				<input checked="" type="checkbox"/>

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

