

## 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.
  - **Voucher Inquiry** 🔷 Search Criteria Search Name ALL Q From То From Business Unit UTARL UTARL Q Q From Voucher ID Q Q From Invoice Number Q Q Supplier SetID UTARL Q From Supplier Short Name Q Q Voucher Source User ID GL Business Unit Account Department VAT No **Process Instance** Match Status Sanctions Status  $\sim$ Max Rows 300 Search Clear
- 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.

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	Voucher Inq	uiry Results	;					Personalize	Find View All	📑 🛛 First 🕚 1-64 of 64 🕑 Last			
	Voucher Deta	ails Amou	nts More D	etails Supplier Details									
,	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		Matched	CAPFACT	^		
	- Actions	UTARL	00239453	1234567891	10/31/2021	0000012346	Postable		Not Applicable				
	- Actions	UTARL	00239564	ABC-0001234-CAB	11/02/2021	0000012347	Postable		Matched				
	Actions	UTARL	00239800	3000012345	11/16/2021	0000012345	Postable		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.

Voucher Inq	uiry Results			Pe	Personalize   Find   View All   🔄   🔜 First 🕚 1 of 1 🛞					
Voucher Details         Amounts         More Details         Supplier Details         Image: Complex comple										
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		Matched		

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

Voucher Inc	quiry Results	5			Pe	Personalize   Find   View All   🔄   🔢 First 🕚 1 of 1 🕑 Last						
Voucher Details Amounts More Details Supplier Details												
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.

Voucher	/oucher Inquiry Results Personalize   Find   View All   🕮   🔣 First 🛞 1 of 1 🛞 Last														
Voucher D	Voucher Details Amounts Mora Details Supplier Details TTT														
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	Approval History	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

Voucher Inq	Voucher Inquiry Results Personalize   Find   View All   🔄								
Voucher Deta	ails A <u>m</u> oun	ts More De	etails Supplie	er Details					
Actions	Business Unit	Voucher ID	Supplier ID	Short Supplier Name	Supplier Name	Additional Name	History Status		
- Actions	UTARL	00280050	0000012345						

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

View Attachments Review Accounting Entries				
Match Workbench Payment Information	ore D	etails	Supp	lier Details
Voucher Details	r ID	Suppli	er ID	Short Supplier Name
Review Document Status	336	00000	12345	