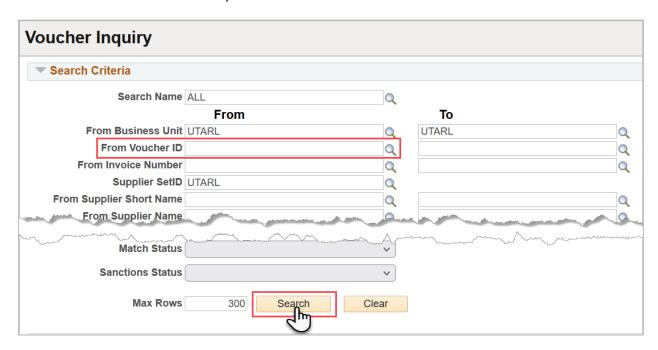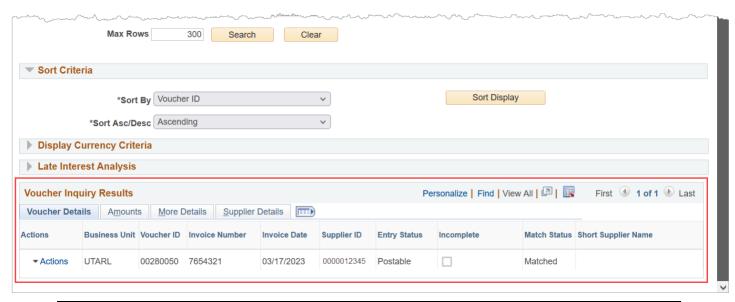# View Voucher by Voucher ID

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 look up voucher information using the Voucher ID.

1. Click **NavBar > Menu > Financials > Accounts Payable > Review Accounts Payable Info > 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.

3. To view a specific voucher, enter or look up the appropriate Voucher ID number.

4. Click the **Search** button to proceed.
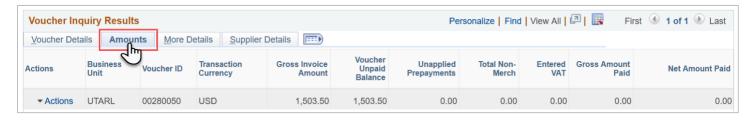

5. To view the search results, scroll down the page.

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   Personalize | Find | View All | 🔲 | 🔳   First ◁ 1 of 1 ▷ Last

Voucher Details	Amounts	More Details	Supplier Details							
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 Inquiry Results   Personalize | Find | View All | 🔲 | 🔳   First ◁ 1 of 1 ▷ Last

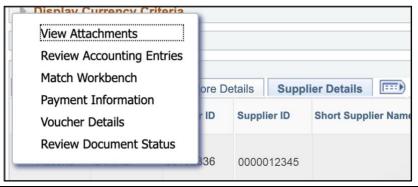| Voucher Details	**Amounts**	More Details	Supplier Details						
Actions	Business Unit	Voucher ID	Transaction Currency	Gross Invoice Amount	Voucher Unpaid Balance	Unapplied Prepayments	Total Non-Merch	Entered VAT	Gross Amount Paid	Net Amount Paid
▼ Actions	UTARL	00280050	USD	1,503.50	1,503.50	0.00	0.00	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 Inquiry Results   Personalize | Find | View All | 🔲 | 🔳   First ◁ 1 of 1 ▷ Last

Voucher Details	Amounts	**More Details**	Supplier Details												
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 Inquiry Results   Personalize | Find | View All | 🔲 | 🔳   First ◁ 1 of 1 ▷ Last

Voucher Details	Amounts	More Details	**Supplier 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.

▶ **Display Currency Criteria**

- View Attachments
- Review Accounting Entries
- Match Workbench
- Payment Information
- Voucher Details
- Review Document Status

...ore Details	Supplier Details	🔳
...r ID	Supplier ID	Short Supplier Name
...36	0000012345	