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 Details Tab](image)

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

   ![Amounts Tab](image)

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

   ![More Details Tab](image)

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

   ![Supplier Details Tab](image)

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

   ![Actions Menu](image)