

AP.090.010 – REVIEWING VOUCHER INFORMATION

Purpose	<ul style="list-style-type: none"> To navigate to the Voucher Inquiry page within the Review Accounts Payable Info link. To search for vouchers that relate to invoices for a specific date range. To view voucher line and distribution line detail.
Description	<p>Payables provides numerous inquiry pages and reports that enable users to access voucher, payment, and supplier information how and when you need it. The inquiry pages can be very useful when customers call and want someone to track down information for them.</p> <p>Use voucher information to access payment details including:</p> <ul style="list-style-type: none"> Searching for vouchers by Supplier and Supplier invoice number. Viewing the scheduled payment details for the vouchers (such as payment method, scheduled pay date, and approval status). Accessing detail on the payment itself (such as bank, payment date, payment amount, currency, and payment status). Viewing invoice and distribution line level detail for the vouchers (such as General Ledger business unit, chartfields, and line amounts).
Security Role	BOR_AP_INQUIRY
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to review voucher information.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu link.
3.	Click the Accounts Payable link.
4.	Click the Review Accounts Payable Info link.
5.	Click the Vouchers link.
6.	Click the Voucher link. The system navigates to the Voucher Inquiry page.
7.	<p>Use the Voucher Inquiry search page to search for and review status of a voucher and related payment information. Enter search criteria to create the request. Many combinations of Supplier, Voucher, Invoice Number, Amount, Account, Department, etc. Below are a few options explained:</p> <p>Search for Suppliers:</p> <ul style="list-style-type: none"> To search for a range of suppliers, enter a From Supplier ID and a To Supplier ID to be used in the search. To search on one Supplier ID number, use the From Supplier ID field and leave the To Supplier ID field blank. Search for Vouchers: <ul style="list-style-type: none"> To search for a range of vouchers, enter a From Voucher ID and a To Voucher ID to be used in the search. To search for one Voucher ID number, use the From Voucher ID field and leave the To Voucher ID field blank. <p>Search for Invoices:</p> <ul style="list-style-type: none"> To search for a range of invoices, enter a From Invoice Number and a To Invoice Number to be used in the search. To search for one Invoice Number, use the From Invoice Number field and leave the To Invoice Number field blank.

Step	Action
8.	<p>Users can use date ranges to further narrow search results. Available options include Invoice Date, Due Date, Entered Date.</p> <p>To search for a date range, enter a From Date and a To Date to be used in the criteria search.</p>
9.	<p>Users can look for a specific amount by using the Amount Rule and Amount criteria.</p> <p>By clicking the Amount Rule list, users can search by: Any, Equal To, Greater Than, Equal to or Greater Than, Less Than, or Equal to or Less Than amounts.</p> <p>The Amount field can be used in conjunction with the Amount Rule selected above.</p>
10.	<p>Users can search for one of the following specific Voucher Styles:</p> <ul style="list-style-type: none"> • All Vouchers • Adjustment Vouchers • Regular Vouchers • Single Payment Vouchers.
11.	<p>Users can search for one of the following specific Payment Post Statuses:</p> <ul style="list-style-type: none"> • Payment Not Applied • Posted • Unposted
12.	<p>Users can search for one of the following specific Approval Statuses:</p> <ul style="list-style-type: none"> • Approved • Denied • Unapproved
13.	<p>Users can search for one of the following specific Voucher Balance options:</p> <ul style="list-style-type: none"> • Balance Remains • No Balance Remains

Step	Action
14.	Users can search for one of the following specific Voucher Match Statuses: <ul style="list-style-type: none"> • Manually Overridden • Match Dispute • Match Exceptions Exist • Matched • Not Applicable • Overridden • To Be Matched
15.	Once all criteria have been selected, click the Search button.
16.	View the search results in the Voucher Inquiry Results grid.
17.	The results are sorted in ascending order based on Voucher ID (by default). Users can change the sort criteria by using the fields in the Sort Criteria section or by double-clicking any column header.
18.	To drill down into additional details for any of the vouchers, click the Actions link. The system provides the following options and users are free to select any options to review details: <ul style="list-style-type: none"> • Review Accounting Entries • Payment Information • Voucher Details • Review Document Status
19.	To view the various amounts and charges for a voucher, click the Amounts tab.
20.	To view the various statuses of a voucher and the dates associated with the voucher, click the More Details tab.
21.	To view the Supplier information, click the Supplier Details tab.