

AP.090.050 – REVIEWING VOUCHER DOCUMENT STATUS

Purpose	<ul style="list-style-type: none"> To review documents associated with a voucher.
Description	<p>Users can inquire and cross-reference related documents across the procure-to-pay business cycle to tie all documents together for the same transaction flow from the Voucher Document Status page. From this page, users have quick access to:</p> <ul style="list-style-type: none"> Requisitions Purchase orders Receivers Vouchers/payments associated with the requested voucher or payment ID. <p>Users can also see such things as:</p> <ul style="list-style-type: none"> Post status Budget check status Match status Gross amount <p>The Voucher Document Status page also shows:</p> <ul style="list-style-type: none"> Payment PO Requisition Accounting Entry information for a selected purchase order
Security Role	BOR_AP_INQUIRY
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to review voucher document statuses.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the Accounts Payable link.
4.	Click the Review Accounts Payable Info link.
5.	Click the Vouchers link.
6.	Click the AP Voucher Document Status link. The system navigates to the Voucher Document Status Inquiry page.
7.	Enter criteria to narrow search results.
8.	Click the Search button.
9.	<p>Select one of the vouchers listed in the search results to view more information on that voucher. The system navigates to the Voucher Document Status page which displays all the documents associated with the voucher ID selected.</p> <ul style="list-style-type: none"> • Users can click the Voucher ID link open the Voucher Inquiry page. • Users can click the Matched link to review matched status. • Users can click Posted link to review Voucher Accounting Entries.
10.	Click the Actions drop down to review supplier, supplier conversations, or supplier contacts.
11.	In the Associated Document section, users can click the DOC ID link to open the inquiry page for a document in a separate browser.
12.	In the Go To Document Status Inquiry column, click the icon to go to the Document Status Inquiry page for that document in a separate browser.