OVERVIEW

Use the **Voucher Inquiry** page to retrieve as much information about a voucher as possible in the search result.

STEPS

1. To navigate to the Voucher Inquiry page, start by clicking on **Nav Bar > Main Menu > Financials > Accounts Payable > Vouchers > Review Accounts Payable Information > Vouchers**. Finally, click on **Voucher**.

2. The **Voucher Inquiry** page contains many search parameters. This page works best when used with a unique parameter such as:
   - Voucher ID
   - Purchase Order ID
   - Invoice Id

**Example 1**

Searching by several search fields at once:

- Always use **Vendor ID** and **Accounting Date** with other search field combinations to narrow down the search results, for example:
  - **Vendor ID** = 0000000009 for DELL
  - **Acctg Dates from 01/01/2011 to 01/30/2011**

![Voucher Inquiry screenshot](image-url)
For this example, search by Department. Enter "16180100" in the Department field.

- Click the **Search** button.
- The **results** for this example show vouchers for:
  - Department 16180100
  - Vendor ID 0000000003 (DELL)
  - For the month of January 2011

**Example 2**

Searching by **Voucher ID** only:

- For example, enter the **Voucher ID** number "03036649" in the Voucher ID field
- The type-ahead feature will display information about the voucher, such as **Invoice Number** and **Vendor information**.
- Click the **Search** button.

**Viewing Search Results**

The results contain voucher information in four tabs:

- a. Voucher Details
- b. Amounts
- c. More Details
- d. Vendor Details

You may also click the drilldown buttons to view:

- Click the **Match Workbench** button to check the **Match Status** of the voucher.
• Click the **Scheduled Payments** button. This will take you to the **Scheduled Payment Inquiry** page. Here you may view information on payment such as:
  a. Payment Method
  b. Scheduled to Pay
  c. Payment Amount

• Click the **More Details** tab. Click the **Detail Lines** button

Contact University Disbursements at 392-1241 or email Disbursements@ufl.edu for help.