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 **Main Menu**, then click on **Accounts Payable**. Click on **Review Accounts Payable Information**, then click on **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**
Instruction Guide

Paying Vendors: Using the Voucher Inquiry

- 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:

- Voucher Details
- Amounts
- More Details
- 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

![Scheduled Payment Inquiry Screenshot]

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

![Detail Lines Screenshot]

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