

### **OVERVIEW**

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

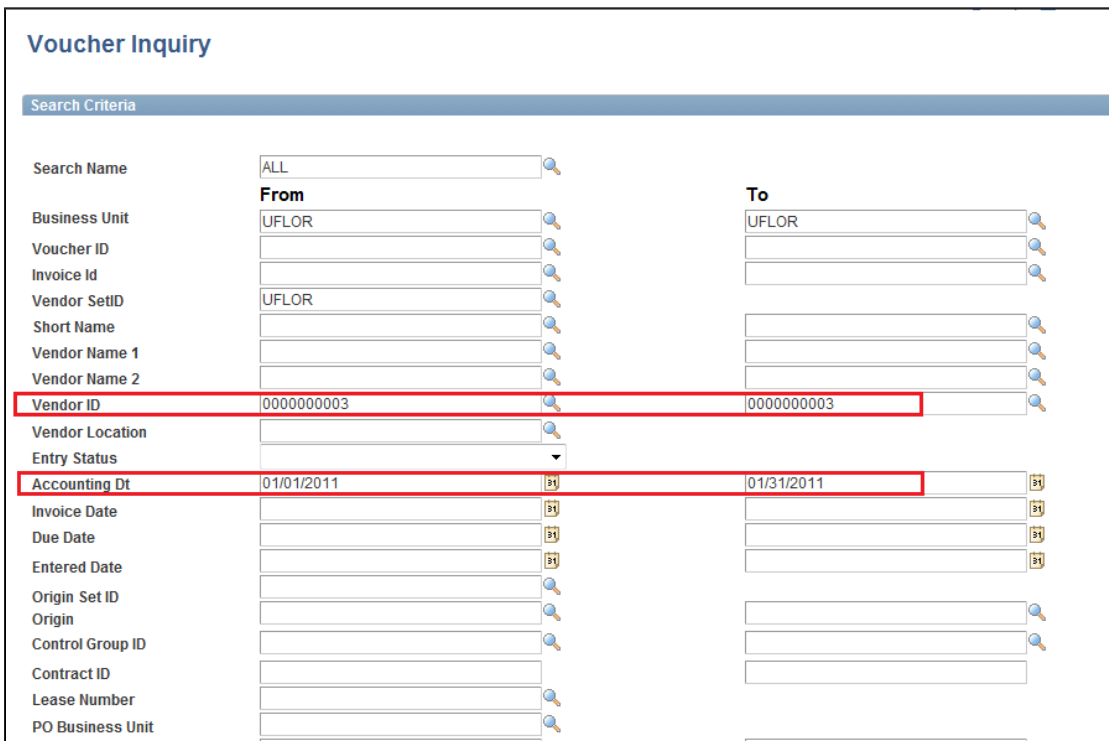
### **STEPS**

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



Search Criteria	
Search Name	ALL
Business Unit	UFLOR
Voucher ID	
Invoice Id	
Vendor SetID	UFLOR
Short Name	
Vendor Name 1	
Vendor Name 2	
Vendor ID	0000000003
Vendor Location	
Entry Status	
Accounting Dt	01/01/2011 to 01/31/2011
Invoice Date	
Due Date	
Entered Date	
Origin Set ID	
Origin	
Control Group ID	
Contract ID	
Lease Number	
PO Business Unit	

## 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:

- 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.

Voucher Inquiry Results									
Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Entry Status	Match Status	Match WorkBench	Scheduled Payments	Short Vendor Name
UFLOR	03036649	8945671	01/04/2011	0000000007	Postable	Matched			MISTERPAPE-001

 New Window
  Help
  Customize Page
  http


### Matched Vouchers

Business Unit:	UFLOR UF	Voucher:	03036649	Invoice:	8945671
Vendor:	0000000007	Vendor SetID:	UFLOR	Vendor Location:	003
Vendor Name:	Mister Paper Inc	Match Due Date:	01/04/2011	Invoice Date:	01/04/2011
Updated By:	TOD_AP_Originator	Due Date:	02/03/2011	Matched Date:	01/04/2011
Terms:	30 Net 30	Origin:	ONL	<b>Match Status:</b>	<b>Matched</b>
Gross Amt:	328.970 USD	Control Group:		Match Type:	Auto - Matched

#### Document Details

Line Details	
Voucher Line Number:	1
PO Business Unit:	1606
Line Number:	1

Rule:		PO Number:	1100073649
Schedule Number:	1	View Document:	Purchase Order
Document Id:	1606 1100073649	Go	

Match Rules				
Details	Match Rule	Voucher	Purchase Order	Receiver
	Life to date voucher amount is greater than PO amt	14.27	14.27	

## Paying Vendors: Using the Voucher Inquiry

- Click the **Scheduled Payments** button. This will take you to the **Scheduled Payment Inquiry** page. Here you may view information on payment such as:
  - Payment Method
  - Scheduled to Pay
  - Payment Amount

Voucher Inquiry Results									
Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Entry Status	Match Status	Match WorkBench	Scheduled Payments	Short Vendor Name
UFLOR	03036649	8945671	01/04/2011	0000000007	Postable	Matched			MISTERPAPE-001

Scheduled Payment Listing								
Business Unit	Voucher ID	Pymnt Nbr	Payment Method	Scheduled to Pay	Hold Payment	Gross Amount	Trans Currency	Name
UFLOR	<u>03036649</u>	1	CHK	02/03/2011	<input type="checkbox"/>	328.97	USD	Mister Paper Inc
Total Gross Amount:							328.97	USD

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

Voucher Inquiry Results														
Business Unit	Voucher ID	Voucher Style	Vendor Loc	Detail Lines	Post Status	Approval Status	Close Status	Origin	Due Date	Basis Date	Acctg Date	Entered on	Budget Header Status	Budge
UFLOR	03036649	Regular Voucher	003		Unposted	Pending	Open	ONL	02/03/2011	01/04/2011	01/04/2011	01/04/2011	Valid	Valid E

Voucher Details													
<b>Business Unit:</b> UFLOR							<b>Gross Amount:</b> 328.97						
<b>Voucher ID:</b> 03036649							<b>Misc Charges:</b> 0.00						
<b>Invoice No:</b> 8945671							<b>Total VAT:</b> 0.00 <a href="#">Attachments (0)</a>						
<b>Invoice Dt:</b> 01/04/2011							<b>Transaction Currency:</b> USD <a href="#">Comments(0)</a>						
<b>Vendor ID:</b> 0000000007							<b>Name:</b> MISTER PAPER INC						
Invoice Lines													
Line:	1	Description:	Porelon BR80C-6 Red/Black Repl								Merchandise Amt:	14.27	
Item ID:		Quantity:	1.0000	UOM:	PAK	Unit Price:	14.27000						
<b>PO Business Unit:</b> 1606			<b>PO Number:</b> 1100073649			<b>PO Line:</b> 1			<b>PO Schedule:</b> 1				
<b>Receipt Unit:</b>			<b>Receipt Number:</b>			<b>Receipt Line:</b>			<b>Schedule:</b>				
Distributions													
Distrib Line	Merchandise Amt	GL Unit	Account	Reference	Source	Dept	Program	Bud Ref	CRIS	PC Bus Unit	Project	Activi	
1	14.27	UFLOR	732100			16060100	1100	CRRNT					

Contact University Disbursements at 392-1241 or email [Disbursements@ufl.edu](mailto:Disbursements@ufl.edu) for help.