How do I inquire on a Voucher?

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> Voucher

You can use the menu on the left or you can use the folders on the main screen to navigate to the Voucher Payment Inquiry.
Voucher Payment Inquiry

There are a number of different ways in which you can inquire on a Voucher. If you are looking for a specific Voucher, you can enter the Voucher Number. You can also search for your Voucher by entering the Vendor information or even the PO information in the criteria.

In addition, you can search by range. Enter values in the “From” and “To” columns to inquire by range.

Some of the more common criteria are identified below.

**If you search by Department, you’ll want to enter a “from” and “to” date in the Invoice Date criteria.**
Voucher Payment Inquiry

Here are search results based on the following criteria:
  Department = 3100
  Invoice Date From = 07/01/2007
  Invoice Date To = 06/30/2008

Click on the different tabs to get more information. Here are the details under the “Amounts” tab.

Here are the results under the “More Details” tab.

Or you can choose to see all the information at once. Click on the expand icon.
The results are then displayed in one line:

As you can see, there is a lot of information available and you’ll have to scroll to the right in order to review it all. If this is too much information, you can Customize the view to eliminate some of the unnecessary columns.

You can also export the information to Excel using the download button.

Now let’s take a look at one of these Vouchers. We need to identify what charges were incurred on Fund 22290 on this Voucher.

Voucher ID, #00009020, is for Invoice Number GE Card 07-30-07 thru 08-02-07. The Invoice is dated 08/02/2007 for Vendor ID, 0000070485, which is GE CORPORA-001 from the Short Vendor Name column. The Gross Invoice Amount is for $42,217.37. This amount is the gross amount for all departments. You will need to view the individual accounting lines to obtain the amount specific to your department. But let’s look at the other information on the inquiry results.
As you can see, the Voucher has a Post Status of “Posted” with an Acctg Date of “08/07/2007.”

Now, let’s go back and look at the Voucher Accounting Entries.

There are 472 lines to this Voucher. We can view 100 at a time, so let’s click “View 100.”
Now let's look at all the information in one line.

Click on the expand button.

Again, there's a lot of information here, so we can customize our columns to eliminate those we don't need to look at.
We need to find the items that were paid on Fund 22290. Clicking on a column header will sort the information by that column. Let’s find our transactions by clicking on the Fund Code header.

This Voucher, #0009020, paid for items purchased at Office Max in the amount of $450.64.

Now, let’s look at the Payment Information for this Voucher.
Voucher Payment Inquiry

Click on the icon in the Payment Information column.

Payment Information Screen:

Clicking on the Payment Reference ID hyperlink will bring you to a Payment Inquiry screen with the results displayed under the criteria parameters.
Voucher Payment Inquiry

More information is available about this payment by clicking on the tabs across the top; however, you may only be concerned with the Vendor Details tab.

Vendor Details

This payment went to Salt Lake City UT.

As with any other inquiry in PeopleSoft Finance 9.0, feel free to click on any hyperlink to see what additional information might be available to you.