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**
Paying Vendors: Using the Voucher Inquiry

- For this example, search by Department. Enter "85010100" in the Department field.
  - Click the Search button.
  - The results for this example show vouchers for:
    - Department 85010100
    - 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.
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:
  a. Payment Method
  b. Scheduled to Pay
  c. Payment Amount

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

---

© Training and Organizational Development - Office of Human Resource Services
University of Florida, Gainesville, FL 32611