## Review Invoice from Voucher Inquiry

1. Click the **Accounts Payable** link.

2. Click the **Vouchers** button.

3. Click the **Voucher Detail Inquiry** button.

4. Click in the **Voucher ID** field.

5. Enter the desired information into the **Voucher ID** field. Enter a valid value e.g. "10422148".

6. Click the **Search** button.

7. Go to the **Invoice Information** page.

   Click the **View Image** button.

8. A new window will open launching access to the Imaging system. Depending upon your browser settings, the window may look different from the one shown here.

   Click the **Yes** button.

9. Exit the Imaging system.

   Click the **Close** button at the upper right corner of the browser page.

10. You will return to the Invoice Information page.

    **End of Procedure.**