FIND VOUCHERS AND PAYMENT INFORMATION ("Review Accounts Payable" Method)

In this example, we search for vouchers by vendor and then look at payment information for one of the vouchers.


2. Next, enter your search criteria.

   In this example, we are searching by vendor number. (We are looking for all vouchers for a particular vendor.) Note that any leading zeros in the vendor number must be entered.

   Note: If the vendor is a student, you must also change the Business Unit and Vendor Set ID to ST000. If the vendor is an employee, you must change the Business Unit and the Vendor Set ID to EM000.

Voucher Inquiry
3. You could also search for all vouchers related to a PO by entering the PO number in the Purchase Order field. (Note: any leading zeros in the PO number must be entered.)

A third way to search is by Level Name (usually “Department” which is Org Level 4) and Tree Node (your five-letter “Processing Unit” code). This will limit you search to your department’s vouchers.

After you have entered your search criteria, click on the yellow Search button at the bottom of the page.

4. The search results (a list of vouchers) will display at the bottom of the page:

5. Click on the Amounts tab to view information about the gross and non-merchandise amounts on the voucher:
5. Click on the **More Details** tab to view information regarding the payment due date and the basis date (invoice date), as well as the date the voucher was entered.

Click on the **Detail Lines icon** to see more voucher details.

6. When you click on the **Detail Lines icon** (see step 5), the Voucher Details page opens on the Voucher Line Display tab and shows such information as the related PO number and PO line charged, merchandise ("line") and gross dollar amounts, and the chartstring for each voucher line. Be sure to click on "**View All**" at the right end of the Invoice Lines header to see all lines if there are multiple voucher lines.

7. To view an image of the invoice for this voucher, you can click on the **Image** tab and then the **View Image** button.
8. Back on the first tab in the search results (Voucher Details), a dollar sign icon indicates that the voucher has been paid. Click on the dollar sign icon to access the Payment Inquiry page for that voucher.

9. The following page will be displayed. This shows the Payment Reference ID ("check/EFT" number), the payment date, and the dollar amount.

   Click on the Payment Reference ID link for more payment details:

   10. The Payment Inquiry page will display. Scroll down to the bottom of that page and click on the Payment Reference ID link:
11. The **Vouchers for a Payment** page will be displayed.

This page shows the payee name, payment number (*Pymnt Ref ID*), payment method, payment amount and payment address. Checks will also show a date once the payment clears in the *Payment Clear Date* field.

If there were special handling issues such as a stop payment/cancellation, returned EFT resulting in issue of paper check, etc; the comment will be displayed in the *Description* field.

### Vouchers For a Payment

- **Bank Name:** Bank of New York Mellon EFT
- **Bank Account #:** 006-3585
- **Pay Cycle:** DAILY  **Seq Num:** 16
- **Vendor Name:** ALKO OFFICE SUPPLY
- **Address:** 2225 SHATTUCK AVE.

- **Pymnt Ref ID:** 00002970
- **Accounting Date:** 07/19/2010
- **Payment Date:** 07/19/2010
- **Days Outstanding:** 86
- **Payment Clear Date:**

- **Reconcile Date:**

- **Payment Amount:** 52.64 USD  **Payment Method:** EFT

### Payment Details

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<th>Voucher ID</th>
<th>Advice Seg</th>
<th>Advice Date</th>
<th>Invoice Number</th>
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<th>Paid Amount</th>
<th>Currency</th>
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