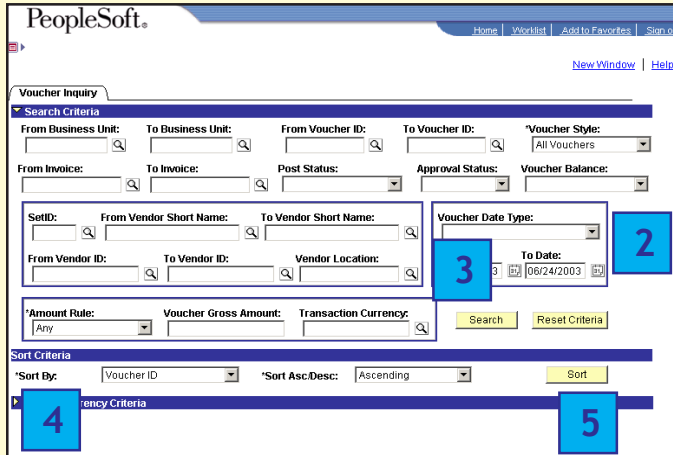
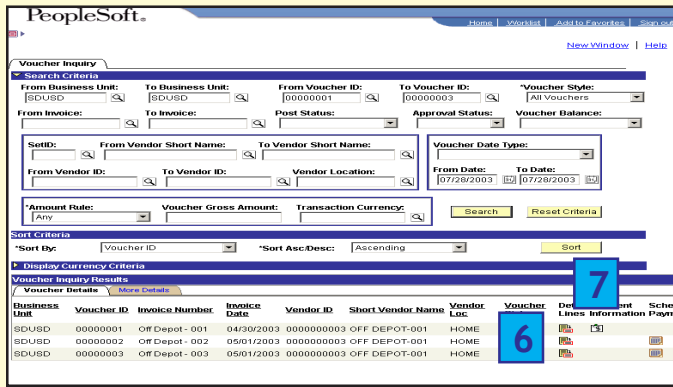





Finding a Voucher.....

What if a vendor calls looking for an outstanding invoice? PeopleSoft Payables provides pages and reports that enable you to access your voucher information quickly and easily.



1. Navigate to: Accounts Payable→ Review→Vouchers→Voucher Inquiry.
2. Search by desired fields. You can search by specific values or by a range of values. (See the Search Values below for a list of the search options available.)
3. Click Search.
4. Choose Sort Criteria options to sort your vouchers.
5. Click Sort.



6. By clicking on the  icon, you can drill down into the Detail Lines of the voucher in question.
7. To view Payment Information, click the  icon.
8. To view the payment schedule, click the  icon.

Vendor Inquiry Search Values.....

To search by a specific value, use the following fields.

To search by a range, use the following field ranges.

Value Searches by:		
Field	Choices	
Voucher Style	All Vouchers Journal	Adjustment Regular
Post Status	Posted Unposted	Payment Not Applied
Approval Status	Approved Denied	Unapproved
Voucher Balance	Balance Remains	No Balance Remains

Range Search by:
Voucher ID
Invoice
Vendor Short Name
Voucher Date