

Voucher Inquiry

PeopleSoft Payables provides inquiry pages and reports that enable you to access your voucher information quickly and easily. The voucher inquiry page can be used to look up information when a customer calls and wants you to research information for them about an invoice or payment.

Using Customer Information to Access Vouchers and Payment Data

What if a vendor calls looking for an outstanding invoice? The vendor won't have any of the information that has become part of the voucher (such as Voucher ID), but only raw data as it appears on their invoice. How do you find the information they are requesting? In this instance, you would:

Use the Voucher Inquiry page to search for vouchers by vendor and vendor invoice number.

Drill down to the Vendor Schedule Payment Inquiry page to view the scheduled payment details for the vouchers (such as payment method, scheduled pay date, and approval status).

Drill down to the Voucher Inquiry Lines page to view invoice and distribution line level detail for the vouchers (such as General Ledger business unit, Chartfields, and line amounts).

Drill down to the Voucher Payment Detail page to access detail on the payment itself (such as bank, payment date, payment amount and currency).

Drill down to the Payment Inquiry page to see a listing of transactions that were included as part of the payment (such as transaction number, date, paid amount and currency).

Search Values

Below is a table of the search field values which can be used individually or in combination when searching for a single voucher or a group of vouchers.

Search Field Name	Criteria for Entry
From / To Business Unit	A business unit is required for your search and SDUSD will default in for your search.
From / To Voucher ID	To search on one voucher ID, enter that voucher ID in both the From Voucher ID field and the To Voucher ID field. To search on a range of voucher IDs, enter the first voucher ID of your range in the From field and enter the last voucher ID of your range in the To field.
From / To Invoice	To search on one invoice number, enter that invoice number in both the From Invoice field and the To Invoice field. To search on a range of invoice numbers, enter the first invoice number of your range in the From field and enter the last invoice number of your range in the To field.

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Daniela Niemeyer



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