

**Paying Vendors: Using the Voucher Inquiry**

**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

Search Criteria	
Search Name	ALL
Business Unit	UFLOR
Voucher ID	
Invoice Id	
Vendor SetID	UFLOR
Short Name	
Vendor Name 1	
Vendor Name 2	
Vendor ID	0000000003
Vendor Location	
Entry Status	
Accounting Dt	01/01/2011
Invoice Date	
Due Date	
Entered Date	
Origin Set ID	
Origin	
Control Group ID	
Contract ID	
Lease Number	
PO Business Unit	

## Paying Vendors: Using the Voucher Inquiry

- For this example, search by Department. Enter **"16180100"** in the Department field.
  - Click the **Search** button.
  - The **results** for this example show vouchers for:
    - Department 16180100
    - 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:

- Voucher Details
- Amounts
- More Details
- Vendor Details

You may also click the drilldown buttons to view:

- Click the **Match Workbench** button to check the **Match Status** of the voucher.

Voucher Inquiry Results									
Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Entry Status	Match Status	Match WorkBench	Scheduled Payments	Short Vendor Name
UFLOR	03036649	8945671	01/04/2011	0000000007	Postable	Matched			MISTERPAPE-001

**Matched Vouchers**

<b>Business Unit:</b> UFLOR UF	<b>Vendor:</b> 0000000007	<b>Vendor Name:</b> Mister Paper Inc	<b>Updated By:</b> TOD_AP_Originator	<b>Terms:</b> 30 Net 30	<b>Gross Amt:</b> 328.970 USD	<b>Voucher:</b> 03036649	<b>Vendor SetID:</b> UFLOR	<b>Match Due Date:</b> 01/04/2011	<b>Due Date:</b> 02/03/2011	<b>Origin:</b> ONL	<b>Control Group:</b>	<b>Invoice:</b> 8945671	<b>Vendor Location:</b> 003	<b>Invoice Date:</b> 01/04/2011	<b>Matched Date:</b> 01/04/2011	<b>Match Status:</b> Matched	<b>Match Type:</b> Auto - Matched
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Document Details

<b>Line Details</b>	<b>Voucher Line Number:</b> 1	<b>Rule:</b>	<b>PO Business Unit:</b> 1606	<b>PO Number:</b> 1100073649
	<b>Line Number:</b> 1	<b>Schedule Number:</b> 1	<b>View Document:</b>	Purchase Order
<b>Line Document Details</b>	<b>Document ID:</b> 1606 1100073649	<b>Go</b>		

**Match Rules**

Details	Match Rule	Voucher	Purchase Order	Receiver
	Life to date voucher amount is greater than PO amt	14.27	14.27	

**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

Voucher Inquiry Results									
Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Entry Status	Match Status	Match WorkBench	Scheduled Payments	Short Vendor Name
UFLOR	03036649	8945671	01/04/2011	0000000007	Postable	Matched			MISTERPAPE-001

Scheduled Payment Listing								
Business Unit	Voucher ID	Pymnt Nbr	Payment Method	Scheduled to Pay	Hold Payment	Gross Amount	Trans Currency	Name
UFLOR	<u>03036649</u>	1	CHK	02/03/2011	<input type="checkbox"/>	328.97	USD	Mister Paper Inc
Total Gross Amount:							328.97	USD

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

Voucher Inquiry Results														
Business Unit	Voucher ID	Voucher Style	Vendor Loc	Detail Lines	Post Status	Approval Status	Close Status	Origin	Due Date	Basis Date	Acctg Date	Entered on	Budget Header Status	Budge
UFLOR	03036649	Regular Voucher	003		Unposted	Pending	Open	ONL	02/03/2011	01/04/2011	01/04/2011	01/04/2011	Valid	Valid E

Voucher Details															
Business Unit: UFLOR					Gross Amount: 328.97										
Voucher ID: 03036649					Misc Charges: 0.00										
Invoice No: 8945671					Total VAT: 0.00					<a href="#">Attachments (0)</a>					
Invoice Dt: 01/04/2011					Transaction Currency: USD					<a href="#">Comments(0)</a>					
Vendor ID: 0000000007															
Name: MISTER PAPER INC															
Invoice Lines															
Line:	1	Description:	Porelon BR80C-6 Red/Black Repl							Merchandise Amt:	14.27				
Item ID:		Quantity:	1.0000	UOM:	PAK	Unit Price:	14.27000								
PO Business Unit:	1606	PO Number:	1100073649			PO Line:	1	PO Schedule:	1						
Receipt Unit:		Receipt Number:													
Distributions															
Distrib Line	Merchandise Amt	GL Unit	Account	Reference	Source	Dept	Program	Bud Ref	CRIS	PC Bus Unit	Project	Activ			
1	14.27	UFLOR	732100			16060100	1100	CRRNT							

Contact University Disbursements at 392-1241 or email [Disbursements@ufl.edu](mailto:Disbursements@ufl.edu) for help.