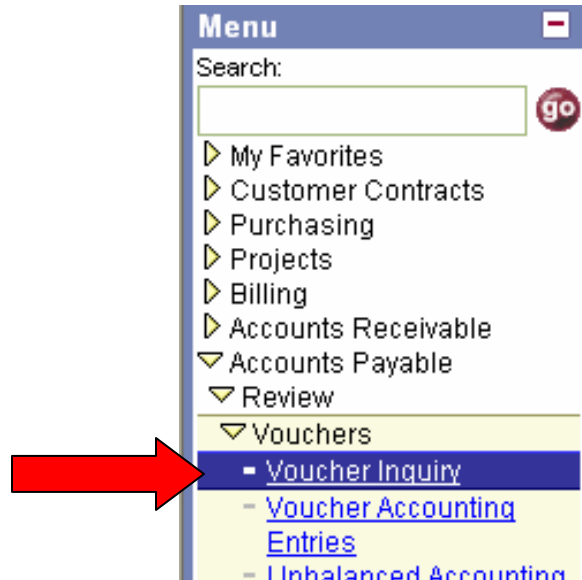


Voucher Payment Inquiry

How do I inquire on a Voucher?

- Navigation:
 - Accounts Payable
 - Review
 - Vouchers
 - Voucher Inquiry



Required Fields:

A screenshot of the "Voucher Inquiry" search criteria form. The form is titled "Voucher Inquiry" and has a "Search Criteria" section. It contains several input fields and dropdown menus. The fields are: From Business Unit (UND01), To Business Unit (UND01), From Voucher ID (25512Q), To Voucher ID (25512Q), *Voucher Style (All Vouchers), From Invoice, To Invoice, Post Status, Approval Status, Voucher Balance, SetID (SHARE), From Vendor Short Name, To Vendor Short Name, Voucher Date Type, From Vendor ID, To Vendor ID, Vendor Location, From Date (01/27/2005), To Date (01/27/2005), *Amount Rule (Any), Voucher Gross Amount, Transaction Currency, Max Rows (300), Search, and Reset Criteria. Red arrows point to the "From Invoice" field, the "SetID" field, and the "Search" button.

Business Unit = "UND01"
SetID = SHARE

Click "SEARCH"

Search Options

Voucher ID

From Date & To Date

Search Results

Sort Criteria

*Sort By: *Sort Asc/Desc:

Display Currency Criteria

Voucher Inquiry Results

<u>Business Unit</u>	<u>Voucher ID</u>	<u>Invoice Number</u>	<u>Invoice Date</u>	<u>Vendor ID</u>	<u>Short Vendor Name</u>	<u>Vendor Loc</u>	<u>Voucher Style</u>	<u>Detail Lines</u>	<u>Payment Information</u>
UND01	25512Q	7761076	12/30/2004	000000019	COLE-001	MAIN 2	Regular	