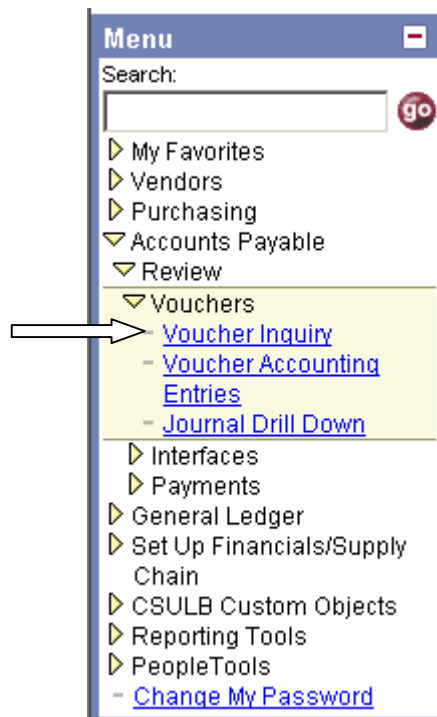

PeopleSoft Finance 8.4 – Voucher Accounting Lines Inquiry

1. **Purpose: You want to find out if a particular invoice has been paid.**

Navigate to the Voucher Inquiry page.

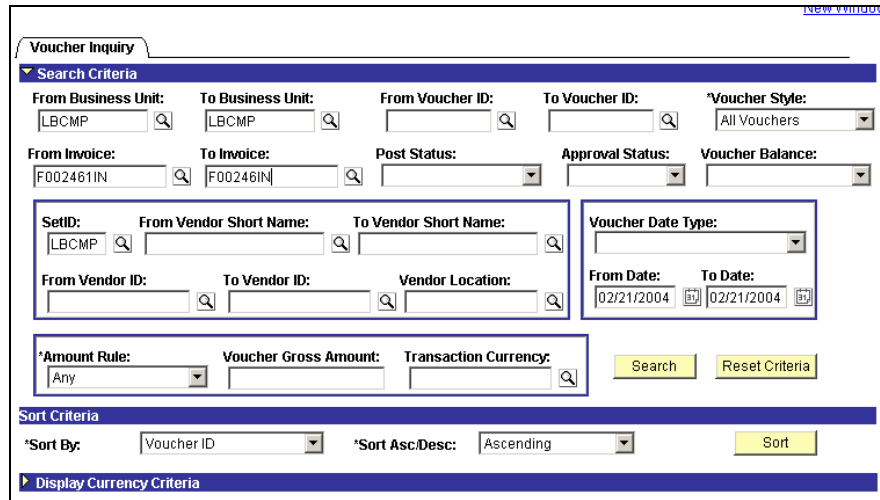
Accounts Payable -> Review -> Vouchers -> [Voucher Inquiry](#)



2. Depending on the information available, you may inquire on the following fields:

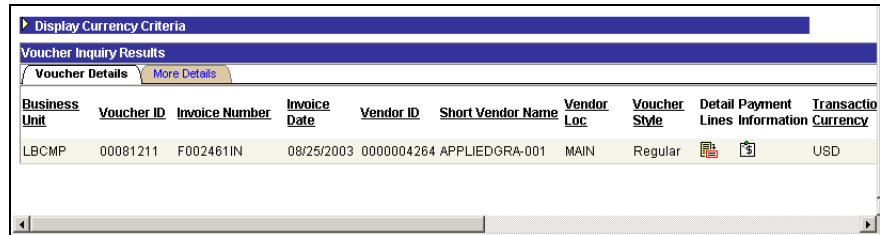
- **Voucher ID**
- **Invoice Number**
- **Short Vendor Name**
- **Vendor ID**
- **Vendor Name**



3. For example, inquire on Inv. #F002461IN




Click on the button.


4. View the voucher information.



Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Short Vendor Name	Vendor Loc	Voucher Style	Detail Payment Lines Information	Transaction Currency
LBCMP	00081211	F002461IN	08/25/2003	0000004264	APPLIEDGRA-001	MAIN	Regular	 	USD


Utilize the scroll bar to see more information hidden at the right.

5. Click on the Payment Information 

Back To Voucher Inquiry										
Business Unit:	LBCMP	Voucher ID:	00081211	Invoice Number:	F002461IN					
Vendor Name:	APPLIED GRAPHICS	Vendor Location:	MAIN							
Gross Invoice Amount:	3,562.51	Transaction Currency:	USD							
Details Customize Find View All  First 1 of 1 Last										
Bank SetID	Bank Code	Bank Account	Payment Reference ID	Applied Business Unit	Applied Voucher ID	Payment Date	Payment Amount	Payment Currency	Voucher Paid Amount	Paym Status
LBCMP	STATE	DVP	156511			09/26/2003	3,562.51	USD	3,562.51	Paid

Return to the previous page by clicking on the [Back to Voucher Inquiry](#) link in the top right hand corner.

Click on the More Details tab to check various Status'.

Voucher Inquiry Results Customize Find View All  First 1 of 1 Last										
Voucher Details		More Details								
Business Unit	Voucher ID	Post Status	Appr Stat	Match Status	Close Status	Due Date	Acctg Date	Entered on	Bdgt Hdr Status	Bdgt Misc Status
LBCMP	00081211	Posted	Approved	Matched	Open	09/24/2003	09/24/2003	09/24/2003	Valid	Valid

The required exercise is complete.

Return to the Main Menu.