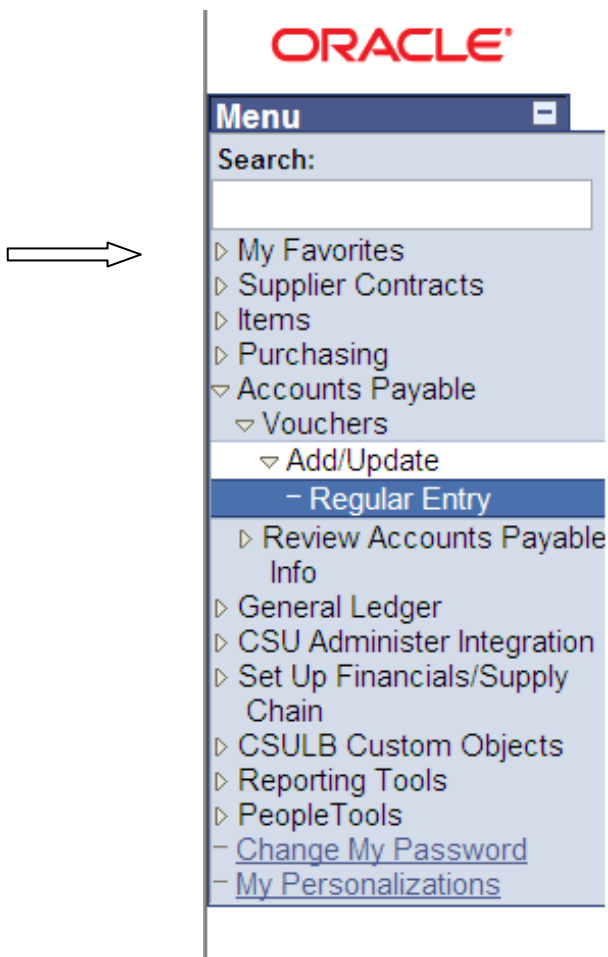

PeopleSoft Finance 9.0 – Accounts Payable Payment and Voucher Inquiry

1. **Purpose: To find out if a particular invoice has been paid.**

Navigate to the Voucher Inquiry page.

[Accounts Payable](#) > [Vouchers](#) > [Add/Update](#) > [Regular Entry](#) >



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

Voucher

Enter any information you have and click Search. Leave fields blank for a list of all

Find an Existing Value

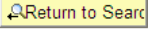
Business Unit:	=	▼	LBCMP	
Voucher ID:	begins with	▼		
Invoice Number:	begins with	▼	F002461IN	
Short Vendor Name:	begins with	▼		
Vendor ID:	begins with	▼		
Name 1:	begins with	▼		
Voucher Style:	=	▼		▼
Related Voucher:	begins with	▼		
Entry Status:	=	▼		▼
Voucher Source:	=	▼		▼

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

Click on the button.

Review the voucher summary information on the Summary tab. You will find the check number on this tab listed as Payment Reference.

Summary		Invoice Information	Payments	Voucher Attributes
Business Unit:	LBCMP	Invoice Date:	08/25/2003	
Voucher ID:	00081211	Invoice No:	F002461IN	
Voucher Style:	Regular	Invoice Total:	3,562.51 USD	
Contract ID:		Pay Terms:	NET30	
Vendor Name:	APPLIED GRAPHICS 940 D RAMONA AVE GROVER BEACH, CA 93433	Voucher Source:	Online	
Entry Status:	Postable	Origin:	ONL	
Match Status:	Matched	Created:	09/24/2003	
Approval Status:	Approved	Created By:	MOW	
Post Status:	Posted	Modified:	09/24/2003	
		Modified By:	MOW	
		Close Status:	Open	
Budget Status:	Valid	Control Group ID:	007123	
Budget Misc Status:	Valid	Remit Vendor:	0000004264	
		Pymnt Reference ID:	156511	
View Related	Payment Inquiry	Go		
				
Summary Invoice Information Payments Voucher Attributes				



Click on the Payments Tab **Payments** to view payment information:

Summary	Invoice Information	Payments	Voucher Attributes
---------	---------------------	-----------------	--------------------

Business LBCMP Invoice Number: F002461IN
Unit:
Voucher ID: 00081211 Invoice Date: 08/25/2003
Voucher Style: Regular [Print Invoice](#)
Vendor: APPLIED GRAPHICS Total: 3,562.51
 940 D RAMONA AVE Pay Terms: NET30 [Schedule Payment](#)
 GROVER BEACH, CA 93433

Payment Information		Find	View All	First	1 of 1	Last
Scheduled	1					
Payment:						
Remit to:	0000004264	Gross	3,562.51	USD		
Location:	MAIN	Amount:				
Address:	1	Discount:	0.00	USD		
	APPLIED GRAPHICS	Scheduled	09/24/2003			
	940 D RAMONA AVE	Due:	09/24/2003			
	GROVER BEACH, CA 93433	Net Due:	09/24/2003			
		Discount Due:				
		Accounting	09/26/2003			
		Date:				

Payment Method	
Bank:	STATE Pay Group: RE
Account:	DVP Handling: RE

Click on the **Voucher Attributes** to view information:

Summary	Invoice Information	Payments	Voucher Attributes
---------	---------------------	----------	---------------------------

Business LBCMP Invoice Number: F002461IN
Unit: Number:
Voucher ID: 00081211 Invoice Date: 08/25/2003
Voucher Style: Regular [Print Invoice](#)
 Total: 3,562.51

Voucher Processing	
<input checked="" type="checkbox"/> Post Voucher	<input type="checkbox"/> Close Voucher
<input checked="" type="checkbox"/> Revalue Voucher	<input type="checkbox"/> Delete Voucher

Accounting Instructions	
Accounting Template:	STANDARD Account Gross At:

Match Action	
Status:	Matched Match Due Date: 08/25/2003
<input type="checkbox"/> Pay UnMatched Voucher	

Transaction Currency	
Source:	Tables Currency: USD Rate CRRNT Exchange Rate: 1.00000000
	Type:

Voucher Approval	
Approval:	Pre-Approved Business Process: Approval Rule Set:

Self Billing Invoice	
SBI Num Option:	Group Vouchers (Auto-Num) SBI Number:

Click on **Invoice Information** to view additional information regarding the vendor's invoice:

[Summary](#) | **[Invoice Information](#)** | [Payments](#) | [Voucher Attributes](#)

Business Unit: LBCMP **Invoice Number:** F002461IN
Voucher ID: 00081211 **Invoice Date:** 08/25/2003 [Print Invoice](#)

Voucher Style: Regular

Copy from a Source Document

PO Unit:	Purchase Order:	Copy PO	Worksheet Copy Option:	None
----------	-----------------	-------------------------	------------------------	------

Vendor: 0000004264 **Pay Terms:** NET30 NET30 **Basis Dt Inv Date Type**
Name: APPLIEDGRA-001 **Control Group:** 007123 **Comments(0)**
Location: MAIN **Accounting Date:** 09/24/2003
Address: 1 Advanced Vendor Search **Currency:** USD **Non Merchandise Summary**
 APPLIED GRAPHICS **Total:** **3,562.51** [Calculate](#) **Sales/Use Tax Summary**
 940 D RAMONA AVE **Difference** 0.00 **Session Defaults**
 GROVER BEACH, CA 93433

Packing Slip:

Invoice Lines

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Quantity		CSU Check stock Form #901	30.0000	M	109.70000	3,291.00

Ship To: SpeedChart RECEIVING [Use One Asset ID](#) [Force Price](#) [Calculate](#)

Sales/Use Tax Purchase Order & Receiver Info Associate Receiver(s)

Distribution Lines [GL Chart](#) [Exchange Rate](#) [Statistics](#) [Assets](#) [Print](#) [Customize](#) | [Find](#) | [View All](#) | [First](#) 1 of 1 [Last](#)

Down	Line	Amount	Quantity	UOM	Account	Open Item	Order Unit	Fund	Dept	Program	Class	Bud Ref	Product	PC Bus Unit	Project
	1	3,291.00	30.0000	M	LBCMP 860003			RAE03	00106	R0178					

Business Unit: LBCMP **Voucher ID:** 00081211 [Print Invoice](#)

Balancing

Invoice Lines	3,291.00
Misc Charge Amount	
Freight Amount	
Sales Tax Amount	271.51
(minus) Total	3,562.51 Calculate
(equals) Difference Amount	0.00
Non Merchandise Summary	
Sales/Use Tax Summary	
<input type="checkbox"/> Tax Exempt Flag	
Use Tax	0.00

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

[Summary](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#)

Click on any of the tabs below the dark blue DISTRIBUTION LINE for additional information.
View Chartfields in the [GL Chart](#) tab