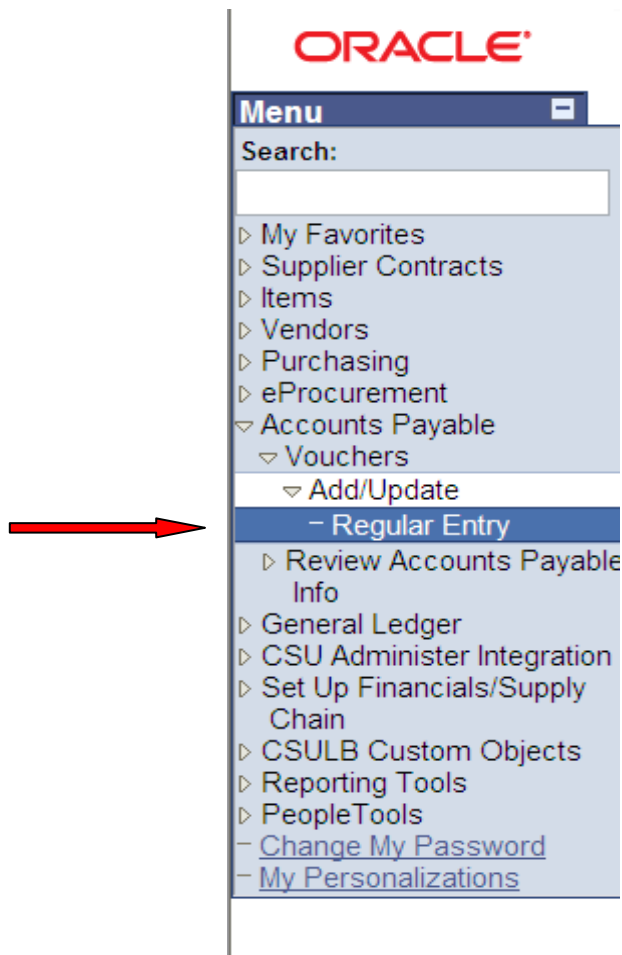

PeopleSoft Finance 9.0 – Accounts Payable Payment Inquiry for Travel

1. **Purpose: To find out if a Travel Authorization has been paid, when you know the Travel Authorization number.**

Navigate to:

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



2. **Enter Your Dept. Travel Authorization number preceded by TX, as the [invoice number](#).** (The invoice number for Travel has a leading prefix of TX followed by the 6-digit travel authorization number.)

3 For example, inquire on Inv. #TX714811

Voucher

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

Find an Existing Value

Business Unit: [=] LBCMP

Voucher ID: [begins with] []

Invoice Number: [begins with] TX714811

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

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

Click on the [Search](#) button.

Results: The panel below has four tabs and each contains information described on the Tabs. The **“Summary”** tab is displayed below.

Summary | Invoice Information | Payments | Voucher Attributes

Business Unit: LBCMP	Invoice Date: 08/27/2002
Voucher ID: 00045255	Invoice No: TX714811
Voucher Style: Regular	Invoice Total: 96.60 USD
Contract ID: []	Pay Terms: DUENOW
Vendor Name: WELCH, CHRISTINE	Voucher ID: []
Entry Status: Postable	Origin: ONL
Match Status: No Match	Created: 09/05/2002
Approval Status: Approved	Created By: FCHANG
Post Status: Posted	Modified: 09/05/2002
	Modified By: FCHANG
	Close Status: Open
Budget Status: Valid	Control Group ID: 004174
Budget Misc Status: Valid	Remit Vendor: 000008369
	Pymnt Reference ID: 082219

View Related Payment Inquiry Go

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

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

- > The **Payment reference** number is circled in red. This is the check number. The amount paid is the **Invoice Total**.
- > Select the **Payments** tab for additional information about the payee and payment.