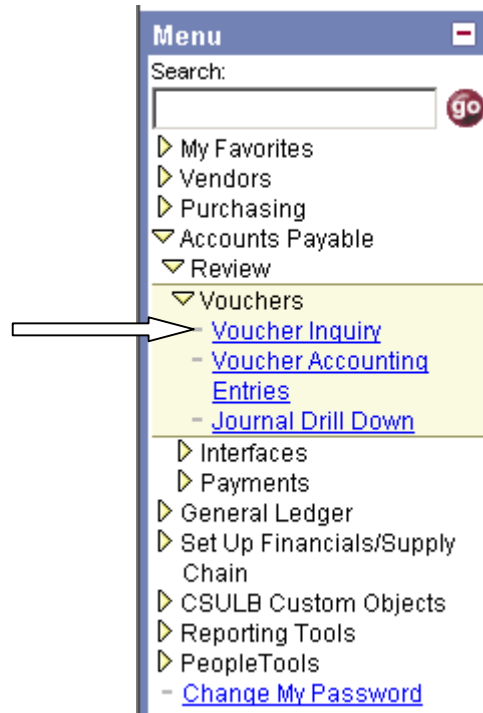



PeopleSoft Finance 8.4 – Accounts Payable Payment Inquiry for Travel

1. **Purpose: You know your travel authorization number and you want to know if it has been paid.**

Navigate to the Voucher Inquiry page.

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



 *The invoice number for Travel has a leading prefix of **TX** followed by the 6-digit travel authorization number.*

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

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

- For example, inquire on Inv. #TX212256.

Click on the **Search** button.

- 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	Gross Invoice Amount	Voucher Unpaid Balance
LBCMP	00073441	TX212256	06/10/2003	0000006821	RANDIGKRIS-001	MAIN	Regular		USD	37.60	

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

- Click on the Payment Information

Business Unit: LBCMP		Voucher ID: 00073441		Invoice Number: TX212256						
Vendor Name: RANDIG, KRISTINA				Vendor Location: MAIN						
Gross Invoice Amount: 37.60				Transaction Currency: USD						
Back To Voucher Inquiry										
Bank SetID	Bank Code	Bank Account	Payment Reference ID	Applied Business Unit	Applied Voucher ID	Payment Date	Payment Amount	Payment Currency	Voucher Paid Amount	Payment Status
LBCMP	STATE	DVP	133887			06/20/2003	37.60	USD	37.60	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'.

Business Unit	Voucher ID	Post Status	Appr Stat	Match Status	Close Status	Due Date	Acctg Date	Entered on	Bdat Status	Hdr Status	Bdat Misc Status
LBCMP	00073441	Posted	Approved	No Match	Open	06/10/2003	06/18/2003	06/18/2003	Valid		Valid

- The required exercise is complete.