

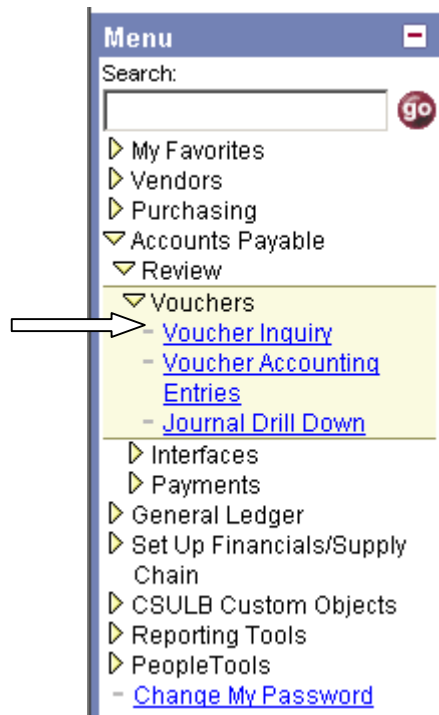
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# PeopleSoft Finance 8.4 – Accounts Payable Voucher Inquiry

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

**Voucher Inquiry**

**Search Criteria**

From Business Unit: LBCMP To Business Unit: LBCMP From Voucher ID: To Voucher ID: \*Voucher Style: All Vouchers

From Invoice: F002461IN To Invoice: F002461IN Post Status: Approval Status: Voucher Balance:

SetID: From Vendor Short Name: To Vendor Short Name: Voucher Date Type:

From Vendor ID: To Vendor ID: Vendor Location: From Date: 02/21/2004 To Date: 02/21/2004

\*Amount Rule: Any Voucher Gross Amount: Transaction Currency: Search Reset Criteria

**Sort Criteria**

\*Sort By: Voucher ID \*Sort Asc/Desc: Ascending Sort

Display Currency Criteria

Click on the **Search** button.

4. View the voucher information.


Display Currency Criteria


**Voucher Inquiry Results**

Voucher Details More Details

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 

<a href="#">Back To Voucher Inquiry</a>										
<b>Business Unit:</b>	LBCMP	<b>Voucher ID:</b>	00081211	<b>Invoice Number:</b>	F002461IN					
<b>Vendor Name:</b>	APPLIED GRAPHICS			<b>Vendor Location:</b>	MAIN					
<b>Gross Invoice Amount:</b>	3,562.51			<b>Transaction Currency:</b>	USD					
<b>Details</b> <span style="float: right;"><a href="#">Customize</a>   <a href="#">Find</a>   <a href="#">View All</a>    First <a href="#">1</a> of 1 <a href="#">Last</a></span>										
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	<a href="#">156511</a>			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 or click on the Payment Reference ID [156511](#) for further details regarding payment information.

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

<b>Voucher Inquiry Results</b> <span style="float: right;"><a href="#">Customize</a>   <a href="#">Find</a>   <a href="#">View All</a>    First <a href="#">1</a> of 1 <a href="#">Last</a></span>										
<a href="#">Voucher Details</a>		<a href="#">More Details</a>								
Business Unit	Voucher ID	Post Status	Appr Stat	Match Status	Close Status	Due Date	Acctg Date	Entered on	Bdot Hdr Status	Bdot 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.