

VOUCHER INQUIRY

What happens after AP approves a voucher?

Accounts Payable.....Review Accounts Payable Information.....Vouchers.....Voucher

1. VOUCHER INQUIRY SCREEN

Voucher Inquiry

The screenshot shows the 'Voucher Inquiry' screen with various search criteria fields. A red arrow points to the 'From' field, which is set to 'WSLY7'. Another red arrow points to the 'Search' button at the bottom of the search criteria section. Below the search criteria, there are 'Sort Criteria' and 'Display Currency Criteria' sections.

2. Select appropriate search field (e.g. voucher ID)

3. ☞ “Search” on bottom of panel

4. VOUCHER INQUIRY RESULTS

Voucher Inquiry Results									
Customize Find View All First 1 of 1 Last									
Voucher ID	Invoice Number	Invoice Date	Vendor ID	Short Vendor Name	Accounting Entries	Payment Information	Gross Invoice Amount	Net Amount Paid	Due Date
00000790	9818360856	06/17/2009	0000005997	APPLE COMP-001		\$	2,146.78	2,146.78	07/17/2009

Smartkey and Account Information

Was Payment Sent and Cashed?

5. PAYMENT INFORMATION RESULTS

[Back To Voucher Inquiry](#)

Business Unit: WSLYN **Voucher ID:** 00000790 **Invoice Number:** 9818360856
Vendor Name: APPLE COMPUTER INC **Vendor Location:** 01
Gross Invoice Amount: 2,146.78 **Transaction Currency:** USD

Details		Customize Find View All [Grid Icon]		First	1 of 1	Last
Payment Reference ID	Payment Date	Voucher Paid Amount	Payment Amount	Payment Status		
0000010223	07/17/2009	2,146.78	3,220.17	Paid		

Check #
Was check
cashèd?

Voucher paid is less than
payment amount; more than
one voucher going to this
vendor

Check
Created

6. PAYMENT INQUIRY RESULTS (from on Payment Reference ID)

Payment Inquiry Result												Customize Find View All [Grid Icon]		First
Payment Reference ID	Payment Method	Amount	Payment Date	Payment Status	Reconciliation Status	Cancel Action	Cancel Date	Vendor Name	Address	City	State			
0000010223	Check	3,220.17	07/17/2009	Paid	Unrecon	No Cancel		APPLE COMPUTER INC	PO BOX 281877	ATLANTA	GA			

Unrecon = outstanding
Recon = cashèd

7. VOUCHERS for a PAYMENT RESULT (from on Payment Reference ID)

Vouchers For a Payment

[Back To Payment Inquiry](#)

Bank Name: BANK OF AMERICA **Payment Ref ID:** 0000010223
Bank Account #: 2240009054 **Accounting Date:** 07/16/2009
Pay Cycle: WEEKLY **Seq Num:** 9 **Payment Date:** 07/17/2009
Vendor Name: APPLE COMPUTER INC **Days Outstanding:** 5
Address: PO BOX 281877 **Payment Clear Date:**
Reconcile Date:
 ATLANTA GA 30384-1877 USA **Value Date:** 07/17/2009
Payment Amount: 3,220.17 USD **Payment Method:** CHK
Description: