UNIVERSITY OF MISSOURI
PeopleSoft End User Training

NON-PO VOUCHERS
(VOUCHER CREATE)
TRAINING PARTICIPANT GUIDE

PEOPLESOF T FINANCIALS 9.0
ACCOUNTS PAYABLE
OCTOBER 2008
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Introduction

INTRODUCTION TO PROCESSING NON-PO VOUCHERS

Vouchers are records that are created for the processing of vendor invoices or adjustments. A voucher is also created for those items for which you must make payments, but do not receive an invoice. Rent payments, leases, travel reimbursements, and honorariums are good examples of a monthly payment for which you would not normally receive a vendor invoice. Vouchers tie together the vendor, invoice date, invoice amount, line items, and distribution (accounting) for individual vendor invoices.

PeopleSoft Voucher Format

Invoice Lines - Allow you to break out the contents of the invoice into multiple lines (e.g. taxable and non-taxable).
Distribution Lines - Allow you to specify multiple ChartField strings for each voucher line (split-fund voucher lines).
Entering Vouchers

ENTERING VOUCHER INFORMATION

Entering vouchers allows the University to accurately track and manage invoices from vendors, suppliers, and employee travel reimbursements. Specific details uniquely identify the voucher while the voucher lines record the actual vendor invoice line items.

KEY POINTS

Using the Accounts Payable Voucher function is useful when you are entering vouchers that contain a lot of detail and/or distribution lines, but are not related to a purchase order.

When you enter the vendor for a voucher, you can enter the short name, the vendor ID, or search for a vendor using advanced search methods by clicking the vendor search button. When a vendor is selected by using any one of these three methods, PeopleSoft populates the remaining vendor selection fields.

When entering vouchers, you can only use vendors who are active and approved.

Out-of-balance vouchers cannot be saved. If you try to save an out-of-balance voucher, an error message will display and you will be required to balance the voucher before saving.

Voucher entries include the following:
- The Invoice Information page records unique invoice identifier information to create a voucher.
- The Invoice Lines and Distribution Lines boxes contain fields for entering the individual line items that appear on the vendor invoice along with the accounting distribution information.
- The Comments link enables you to record voucher comments.

Enter Voucher Information

Voucher information allows the University to accurately track and manage invoices from vendors, suppliers, and employee travel.

The lesson will demonstrate the specific details that uniquely identify the voucher as well as the voucher lines that record the actual vendor line items.

Note: The invoice number and invoice line description will print on the remittance check or ACH (direct deposit) notifications.
Procedure

**Navigation:** Accounts Payable > Vouchers > Add/Update > Regular Entry

**Hint:** To expand your browser window and view more of the screen, press the F11 key on your keyboard.

### Step | Action
---|---
1. | Under the Add a New Value tab, the Business Unit, Voucher ID, and Voucher Style fields default. If necessary, the Business Unit may be changed. There are two options for entering initial voucher information:  
1. Enter additional information on this page and click the Add button.  
2. Click the Add button and enter additional information on the Invoice Information page.

**Note:** The Business Unit selected must match all of the funding used on the voucher.
Step | Action
--- | ---
2. | If entering information under the Add a New Value tab, proceed by entering the Short Vendor Name or Vendor ID. You may also search for the vendor using the lookup feature.

For this training example, click the **Lookup Short Vendor Name (Alt+5)** button.

**Hint:** The Short Vendor Name is the first 10 characters of the Vendor Name without spaces or commas.
3. The **Look Up Short Vendor Name** page will display. Enter search criteria in the search fields.

For this training example, enter the desired information into the **Short Vendor Name** field. Enter "HOLIDAYINN".

4. Click the **Look Up** button.

5. Search results will display below the search fields. Select the appropriate vendor from the **Search Results** list.

For this training example, select the first vendor in the list.
Step | Action
--- | ---
6. | After selecting a Short Vendor Name (or entering a Vendor ID), the Short Vendor Name, Vendor ID, and Vendor Location fields will automatically populate.

Enter the desired information into the **Invoice Number** field (up to 30 characters). For this training example, enter "001".

**Note:** The Invoice Number will print on the check.

---

Step | Action
--- | ---
7. | Enter the desired information into the **Invoice Date** field or select the date using the pop-up calendar. This should be the date on the invoice, last date of travel for a travel invoice, or the current date for a prepayment.

For this training example, enter "01/01/07".

8. | Enter the desired information (invoice total) into the **Gross Invoice Amount** field. For this training example, enter "100.00".

9. | Click the **Add** button.
Step | Action
--- | ---
10. | The **Invoice Information** page will display. This page contains unique invoice identifying information for creating a voucher.

If a vendor was not entered under the Add a New Value tab, enter a vendor or select one using the lookup feature. The Name, Location, and Address fields will automatically populate once a vendor is entered.

11. | If an Invoice Number, Invoice Date, and Total were not entered under the Add a New Value tab, that information may also be entered on the Invoice Information page.

**Note:** The Invoice Number will print on the check.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.</td>
<td>It is important to verify that the correct vendor &quot;Remit To&quot; address has been selected. Click the <strong>Look up Address (Alt+5)</strong> button.</td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
13. | Select the correct "Remit To" address for the invoice from the **Search Results** list.

For this training example, select the first Columbia address.
Step | Action
---|---
14. | Click the **Comments** link to enter voucher comments.

**Note:** The 0 in parentheses after Comments indicates that no comment has been entered.
Step | Action
--- | ---
15. | The **Voucher Comments** page is used to enter:
   1. The reason for payment (required entry).
   2. Name, phone number, and reason for a check hold request.
   3. Backup documentation (e.g., contract numbers, benefit statements, membership renewals, enclosures). Note that enclosures are any documentation (e.g., registration form, license renewal form) that is required to be sent with the check.
For this training example, enter "**The reason for payment goes here.**"

**Note:** A maximum of 254 characters will print on the voucher.

Step | Action
--- | ---
16. | Click the **OK** button.
17. | The **Comments** link now shows one comment, which is the maximum number that can be entered.
### Step 18

**Action**

The Pay Terms, Accounting Date, and Currency fields will default. Accept the default.

### Step 19

**Action**

The Invoice Lines and Distribution Lines grids contain fields for entering individual line items that appear on the vendor invoice along with the accounting distribution information.

First, verify that the Extended Amount field is populated from the information above. If it does not automatically populate, enter the Extended Amount.
The **Calculate** button is located in three places on the **Invoice Information** page: in the header, **Invoice Lines** section, and **Balancing** section (bottom of page). You can click the **Calculate** button in the header and **Balancing** section to view any balance discrepancies. If the voucher is out of balance, the difference will display with a red background and if the voucher is in balance, the difference will display as 0.00. The voucher cannot be saved if it is out of balance.

**Step**

20. **Action**

Enter the desired information into the **Description** field (maximum 30 characters, first 17 print on remittance advice). This field can be used to tell the vendor what is being paid.

For this training example, enter "**Travel**".
21. Enter the **SpeedChart** (MoCode) or select one using the lookup feature.

   If SpeedChart is used, you must also enter the **Account**. The rest of the Distribution Line information will automatically populate.

22. If SpeedChart is not used, enter or select the **Account**, **Fund**, **Dept**, **Program**, **Class**, and **Project**.
23. When a portion of the payment must be reported as taxable, you can add an Invoice Line to separate the taxable and nontaxable portions.

Click the **Add multiple new rows at row 1 (Alt+7)** button under the **Invoice Lines** bar.
## Step 24
Enter the number of additional lines in the pop-up window. For this training example, enter "2".

## Step 25
Click the **OK** button.
### Step 26

The additional Invoice Lines will display. Click the **Delete row 1 (Alt+8)** button to remove an Invoice Line.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>27.</td>
<td>Click the <strong>OK</strong> button.</td>
</tr>
</tbody>
</table>
To split-fund a line item, you can add a Distribution Line. Click the **Add multiple new rows at row 1 (Alt+7)** button below the **Distribution Lines** bar.

If the PeopleSoft Account is valid, clicking the add a new row button (plus sign button) will copy the ChartField information down to the new line(s) automatically. If the PeopleSoft Account is not valid, it will not copy the information down automatically. When using an Account that is not valid, you can select the **Copy Down** check box before clicking the add a new row button, and the ChartField information will copy down automatically.
### Step 29
Enter the number of additional lines in the pop-up window. For this training example, enter "1".

### Step 30
Click the **OK** button.

### Step 31
The additional Distribution Line will display.

If a valid PeopleSoft Account is used, the ChartField information will copy down to the new line(s). The Amount will not copy down.

If necessary this information may be changed.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>32.</td>
<td>Once you are finished entering voucher information, scroll down as needed and click the Save button.</td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
33. | After saving make sure to note the **Voucher ID**.
34. | You have successfully completed the procedure for entering voucher information. **End of Procedure.**
Print Non-PO Vouchers

There are two ways to print Non-PO Vouchers. This lesson will demonstrate how to send/print a voucher as an e-mail attachment as well as how to view/print a voucher from a browser window.

Procedure

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Under the Add a New Value tab, enter the desired information into the Run Control ID field. For this training example, enter &quot;voprint&quot;.</td>
</tr>
</tbody>
</table>
Training Guide
UMSYS FS 9.0 Non-PO Vouchers (Voucher Create)

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 2.   | Click the **Add** button.  

**Note:** You will only have to add a Run Control ID the first time you print a voucher. Once a Run Control ID is added, run a search under the Find an Existing Value tab and select your Run Control ID from the search results list. |

3.   | Once a Run Control ID is added, you must enter the Report Request Parameters. Enter report criteria such as the User ID, Voucher ID range, or From and Through dates.  

For this training example, enter the desired information into the **Voucher ID** field. Enter "**00415000**". |

4.   | Click the **Run** button. |
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 5.   | On the Process Scheduler Request page, click the **Server Name** list.  

   ![Screen capture of Process Scheduler Request page](image)

| 6.   | Select **PSUNX** from the list.  

   ![PSUNX selected](image)

| 7.   | Click the **Type** list.  

   ![Type list](image)

| 8.   | To view/print the report from a browser window, select **Window**. To send the report as an e-mail attachment, select **Email**.  

   For this training example, select **Window** from the list.  

   ![Window selected](image)

| 9.   | Click the **Format** list.  

   ![Format list](image)

| 10.  | Select **PDF** from the list.  

   ![PDF selected](image)

| 11.  | Click the **OK** button.  

   ![OK button](image)
If you use software that blocks pop-up advertisements, you will need to disable the software in order to view and print a voucher. Pop-ups should not be blocked for any PeopleSoft URLs.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.</td>
<td>The SQR Process window will denote the status as Queued, then Initiated, then Processing, and finally Success. Upon successful processing the voucher will display in a separate window in Adobe Acrobat Reader. Select File &gt; Print and the voucher will print to your default printer.</td>
</tr>
<tr>
<td>13.</td>
<td>You have successfully completed the procedure for printing non-PO vouchers. <strong>End of Procedure.</strong></td>
</tr>
</tbody>
</table>
Voucher Template Information

ENTERING VOUCHER TEMPLATE INFORMATION

Note: Voucher templates are not supported by all campuses. If you have questions about voucher templates on your campus, please contact Accounting.

Voucher templates allow you to save and copy voucher information. If you create repetitive vouchers, such as for multiple ChartField distributions, you can save time by using a template.

If you want to create a voucher from a template, you must first have saved a previously created regular voucher as a template for a specific vendor. The template creates a voucher, which is never paid, budget checked, or posted. It is a model for other vouchers.

KEY POINTS

When copying from a voucher template, PeopleSoft copies the ChartField information. Therefore, templates are the most useful when there are many distribution lines.

Voucher templates are associated with particular vendors and business units. Note that if you create a template, anyone can access and use it.

If you have already entered voucher lines for a voucher and then decide to copy from a template, any data entered will be replaced.

A voucher template continues to be used after the original voucher has been paid and posted. However, a voucher template cannot be created from a voucher that is paid or posted.

Create a Voucher Template

Voucher templates are not actual vouchers. Instead they serve as models for actual vouchers. This lesson will demonstrate how to save and copy voucher information for repetitive vouchers that are created.

Procedure

**Navigation:** Accounts Payable > Vouchers > Add/Update > Regular Entry
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Under the Add a New Value tab, the Business Unit and Voucher ID fields default. If necessary, the Business Unit may be changed. Click the <strong>Voucher Style</strong> list.</td>
</tr>
<tr>
<td></td>
<td><strong>Regu lar Voucher</strong></td>
</tr>
</tbody>
</table>

**Note:** The Business Unit selected must match all of the funding used on the voucher.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Click <strong>Template Voucher</strong> in the list.</td>
</tr>
<tr>
<td></td>
<td><strong>Template Voucher</strong></td>
</tr>
</tbody>
</table>
Step| Action
---|---
3. | Enter the Short Vendor Name or Vendor ID. You may also search for the vendor using the lookup feature.

For this training example, click the **Look up Short Vendor Name (Alt+5)** button.

**Hint:** The Short Vendor Name is the first 10 characters of the Vendor Name without spaces or commas.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>Enter the desired information into the <strong>Short Vendor Name</strong> field. For this training example, enter &quot;<strong>HOLIDAYINN</strong>&quot;.</td>
</tr>
<tr>
<td>5.</td>
<td>Click the <strong>Look Up</strong> button.</td>
</tr>
<tr>
<td>6.</td>
<td>Search results will display below the search fields. Select the appropriate vendor from the <strong>Search Results</strong> list. For this training example, select the first vendor in the list.</td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
7. | After selecting a Short Vendor Name (or entering a Vendor ID), the Short Vendor Name, Vendor ID, and Vendor Location fields will automatically populate.

Click the **Add** button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.</td>
<td>The <strong>Invoice Information</strong> page will display. Enter the desired information into the <strong>Invoice Number</strong> field. For this training example, enter &quot;6363&quot;.</td>
</tr>
<tr>
<td>9.</td>
<td>Enter the desired information into the <strong>Invoice Date</strong> field. For this training example, enter &quot;12/05/2007&quot;.</td>
</tr>
<tr>
<td>10.</td>
<td>Enter the desired information into the <strong>Template ID</strong> field. For this training example, enter &quot;CACCTSER&quot;.</td>
</tr>
<tr>
<td>11.</td>
<td>Enter the desired information into the <strong>Description</strong> field. For this training example, enter &quot;Accounting Services&quot;.</td>
</tr>
</tbody>
</table>

**Hint:** Refer to the Voucher Template Naming Convention Chart in the Non-PO Vouchers Appendix for Template ID and Description field details.
## Step 12
Enter the **SpeedChart** (MoCode) or select one using the lookup feature. If SpeedChart is used, you must also enter the Account. The rest of the ChartField data will automatically populate.

For this training example, enter "C0537".

## Step 13
Enter the desired information into the **Account** field.

For this training example, enter "742000".

## Step 14
Click the vertical scroll bar to scroll down to the bottom of the page.

## Step 15
Click the **Save** button.

## Step 16
You have successfully completed the procedure for creating a voucher template. **End of Procedure.**
Use a Voucher Template

This lesson will demonstrate how to use a previously created voucher template.

Procedure

**Navigation:** Accounts Payable > Vouchers > Add/Update > Regular Entry
### Step 1
Under the Add a New Value tab, the Business Unit and Voucher ID fields default. If necessary, the Business Unit may be changed. Enter the Short Vendor Name or Vendor ID, or select one using the look up feature.

For this training example, enter "0100007501" in the **Vendor ID** field.

**Note:** The Business Unit selected must match all of the funding used on the voucher.

**Hint:** The Short Vendor Name is the first 10 characters of the Vendor Name without spaces or commas.

### Step 2
Click the **Add** button.
### Step 3

The **Invoice Information** page will display. Click the **Worksheet Copy Option** list.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>The <strong>Invoice Information</strong> page will display. Click the <strong>Worksheet Copy Option</strong> list.</td>
</tr>
<tr>
<td>4.</td>
<td>Click <strong>Template</strong> in the list.</td>
</tr>
</tbody>
</table>

**Hint:** If you create a template, any user can access and use that template.
Step | Action
--- | ---
5. | The **Voucher Template** page is used to locate a previously saved template for the selected Business Unit and Vendor. Enter or select the Template ID using the lookup feature.

**Note:** The Template ID field will automatically display any previously saved template.

Click the **Copy from template** button.

**Warning:** If voucher line information has already been entered and you then decide to copy from a template, any previously entered data will be replaced.
### Step 6

The **Invoice Information** page will display again.

Enter the desired information into the **Invoice Number** field if different from the template.

For this training example, enter "1234".

---

### Step 7

Enter the desired information into the **Invoice Date** field if different from the template.

For this training example, enter "01/01/2007".

---

### Step 8

Enter the desired information into the **Total** field if different from the template.

For this training example, enter "100.00".
### Step 9

Click the vertical scroll bar to scroll to the bottom of the page.
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<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.</td>
<td>PeopleSoft automatically fills in the ChartField information based on the previously created voucher template. Click the <strong>Save</strong> button.</td>
</tr>
</tbody>
</table>

**Note:** The Invoice Number will print on the check.
Step | Action
--- | ---
11. | When using a voucher template, update Comments for each voucher, enter any additional Description information (maximum 30 characters, first 17 print on remittance advice), and click Save again to re-save your entry.

After saving, make sure to make note of the Voucher ID.

12. | You have successfully completed the procedure for using a voucher template. **End of Procedure.**
Voucher Deletion

PROCESSING VOUCHER DELETION

Occasionally, you may find vouchers that you no longer need or want -- possibly a duplicate voucher or one that was entered incorrectly. PeopleSoft lets you review the information a voucher contains. Then, once you have determined that you want to delete the voucher, you process the deletion.

End users can only delete vouchers the same day they were entered into the system. If you need a posted voucher deleted, you must contact Accounting.

KEY POINTS
When a voucher is deleted, it is no longer available for viewing, processing, or use by any users on the system. However, the record of the voucher still exists as an audit trail.

You can view details for the voucher on the Voucher Details page before saving the information on the Delete Voucher panel.

Process Voucher Deletion

Vouchers that are no longer needed, duplicate vouchers, or vouchers that were entered incorrectly can be deleted from the system.

When a voucher is deleted it is no longer available for viewing, processing, or use by any users on the system. However, a record of the voucher still exists as an audit trail.

Users can only delete vouchers the same day they were entered into the system. To close a posted voucher, you must contact Accounting.

This lesson will demonstrate the process for deleting vouchers.

Procedure

Navigation: Accounts Payable > Vouchers > Add/Update > Delete Voucher
Step | Action
---|---
1. | Under the Find an Existing Value tab, enter search criteria in the search fields.
   For this training example, enter the desired information into the **Voucher ID** field.
   Enter "0052".
2. | Click the **Search** button.
3. | Search results will display below the search fields. Select the appropriate voucher from the **Search Results** list.
   For this training example, select the first voucher in the list.
4. The **Delete Voucher** tab will display. Click the **Voucher Details** tab.

5. Use the additional information under the Voucher Details tab to verify that you have selected the correct voucher.

6. Once you have verified that you have selected the correct voucher, click the **Delete Voucher** tab.
Step 7. Click the **Delete** button.

**Hint:** Users can only delete vouchers the same day they were entered into the system. If you need a posted voucher closed, you must contact Accounting.
### Step 8

When the confirmation message displays, click OK to continue and delete the voucher or Cancel to return to the previous page without deleting the voucher.

For this training example, click the **OK** button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.</td>
<td>Confirm the voucher has been deleted under the Delete Voucher tab The Entry Status will show &quot;Deleted.&quot;</td>
</tr>
<tr>
<td>10.</td>
<td>You have successfully completed the procedure for deleting a voucher. <strong>End of Procedure.</strong></td>
</tr>
</tbody>
</table>
**Voucher Document Status Information**

**FIND AN EXISTING VOUCHER**

Voucher Doc Status provides an overview of the voucher status. Voucher details can be viewed any time after entering a voucher.

**KEY POINTS**

The Voucher Doc Status page displays the following information:

- Business Unit
- Voucher
- Updated
- Sched Type
- Status
- Budget Check
- Post Status
- Close Status
- Match Status
- Vendor Name
- Gross Amt
- Invoice

**Note:** A deleted voucher may not be viewed under voucher doc status information.

**Find an Existing Voucher**

It may be necessary to locate a voucher after it has been entered into the system to verify voucher status information. This lesson will demonstrate how to locate an existing voucher, verify the voucher status information, and find other related voucher information.

**Procedure**

**Navigation:** Accounts Payable > Vouchers > Add/Update > Regular Entry
## Step | Action
--- | ---
1. | Click the **Find an Existing Value** tab.
2. | Under the **Find an Existing Value** tab, enter search criteria into the search fields. For this training example, enter the desired information into the **Voucher ID** field. Enter "012".
3. | Click the **Search** button.
4. | Search results will display below the search fields. Select the appropriate voucher from the **Search Results** list. For this training example, select the first voucher in the list.
Step | Action
--- | ---
5. | The **Summary** page will display. This page contains general information about the voucher including status information.
6. | You can also view related invoice or voucher information by selecting an entry in the **View Related** drop-down list and then clicking the **Go** link. A new browser window will open with the inquiry page, so you can review both the invoice and the related information at the same time.
Step 7. Click the Related Documents tab.

This table describes the purpose of each of the inquiry pages listed in the View Related drop-down list.

<table>
<thead>
<tr>
<th>View Related Page</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Entries Inquiry</td>
<td>Select to access the Voucher Accounting Entries inquiry page to view accounting entries for posted vouchers. If a voucher has not been posted yet, the page does not display accounting entries.</td>
</tr>
<tr>
<td>Payment Inquiry</td>
<td>Select to access the Payment Inquiry page for related payment information such as the check date, check total, check cleared date, or status (e.g., outstanding, voided). If a payment has not been processed, this page does not display.</td>
</tr>
<tr>
<td>Purchase Order Inquiry</td>
<td>Select to access the Purchase Order Inquiry page. If the voucher does not have a PO, the page does not display PO information. Note: Non-PO vouchers will not display on this page.</td>
</tr>
<tr>
<td>Voucher Document Status</td>
<td>Select to access the Voucher Document Status inquiry page. The Related Info tab provides information such as Payment ID, Vendor ID, Approval Status, and Accounting Entries.</td>
</tr>
<tr>
<td>Voucher Inquiry</td>
<td>Select to access the Voucher Inquiry page. This page provides related information such as Accounting Entries, Amount, Match Status for PO vouchers, etc.</td>
</tr>
</tbody>
</table>
### Step 8.
On the **Related Documents** page, you can find more payment details related to the voucher as well as PO and receiver information.

### Step 9.
You have successfully completed the procedure for finding a voucher. **End of Procedure.**