

Voucher Document Status Inquiry

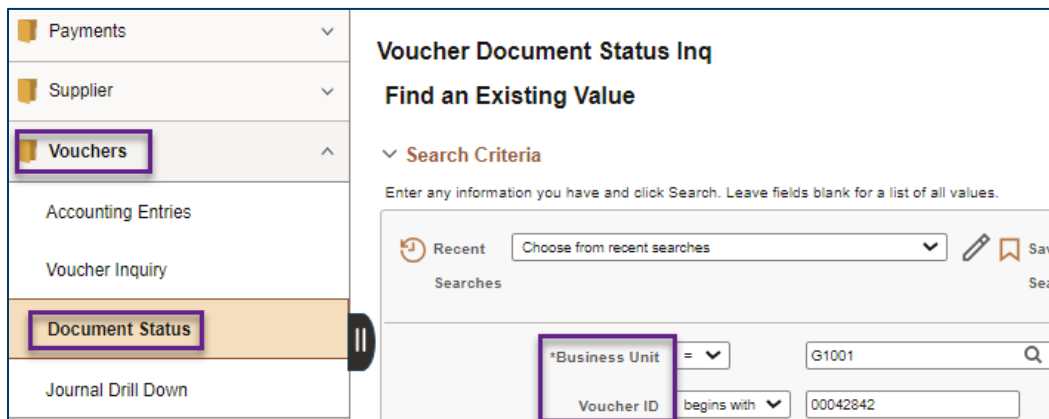
Use the Voucher Document Status Inquiry to find documents associated with a voucher. Associated documents include contracts, purchase orders, receipts, invoices, error corrections vouchers, and payments. This guide provides the steps to use the Voucher Document Status Inquiry.

Step 1: Search on the Voucher Document Status Inquiry page

1. Navigate to the Voucher Document Status Inquiry page.

Navigation Option	Navigation Path
Navigation Collection	Financials, Accounts Payable, Review Accounts Payable Info. Left-menu, Vouchers folder, Document Status.

2. On the Voucher Document Status Inquiry page, enter or confirm the agency number in the Business Unit field.
 - a. Enter values in the search fields such as the Voucher ID, Invoice Number, Supplier ID or Invoice Date.
 - b. Press the **Search** button.



3. The Search Results displays. Select the voucher from the search results.

Step 2: Review the Voucher Document Status to find associated documents

The Voucher Document Status page displays for the voucher. When you select a link that brings you to a separate page, close the separate page in your browser when you're done with it.

Review document information in the header

- You can find information about the voucher including Approval Status, Budget Status, and Invoice Date.
- Select the **Voucher ID** link to open the Voucher Inquiry page. You can see voucher details, amounts and supplier details for that voucher.
- Select the **Status link** to see posted accounting information for this voucher. You can find the Chartfields, Monetary Amounts, Journal and Budget Dates.

Voucher Document Status							
Business Unit	G1001	Voucher ID	00042842	Document Tolerance Status	Valid		
Invoice ID	56396	Invoice Date	03/23/2023	Budget Misc Status	Valid		
Gross Amount	1259.78	USD	Approval Status	Approved	Budget Status	Valid	
Supplier ID	0000203534	Actions	ATMOSPHERE-002	Document Type	Voucher	Match Status	Matched
Location	001	Status	Posted				

Review the links in the Document line

You can select the link below any active documents to see information about it. It has the same information as the Associated Documents section.



Review the information in the Associated Documents section

- The **Documents** tab displays the Document Type such as purchase order or payment.
 - Select the link in the Document ID to access the inquiry page for that document.
 - If the Document Type field says "Payment," the voucher has been paid.

Associated Document

1-3 of 3 | View All

Documents Related Info

Actions	SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Supplier ID	Location	Go To Document Status Inquiry
▼ Actions		G1001	Purchase Order	3000007283	Dispatched	02/02/2023	0000203534	001	
▼ Actions		G1001	Receipt	0000024595	Received	07/06/2023	0000203534	001	
▼ Actions	SHARE		Payment	0008199673	Posted	07/07/2023	0000203534	001	

- Select the **Related Information** tab to view accounting entries for voucher. Select the **Accounting Entries** link to open the Voucher Accounting Entries page.

Documents **Related Info**

Actions	SetID	Business Unit	Document Type	Accounting Entries
▼ Actions		G1001	Purchase Order	Accounting Entries
▼ Actions		G1001	Receipt	
▼ Actions	SHARE		Payment	Accounting Entries