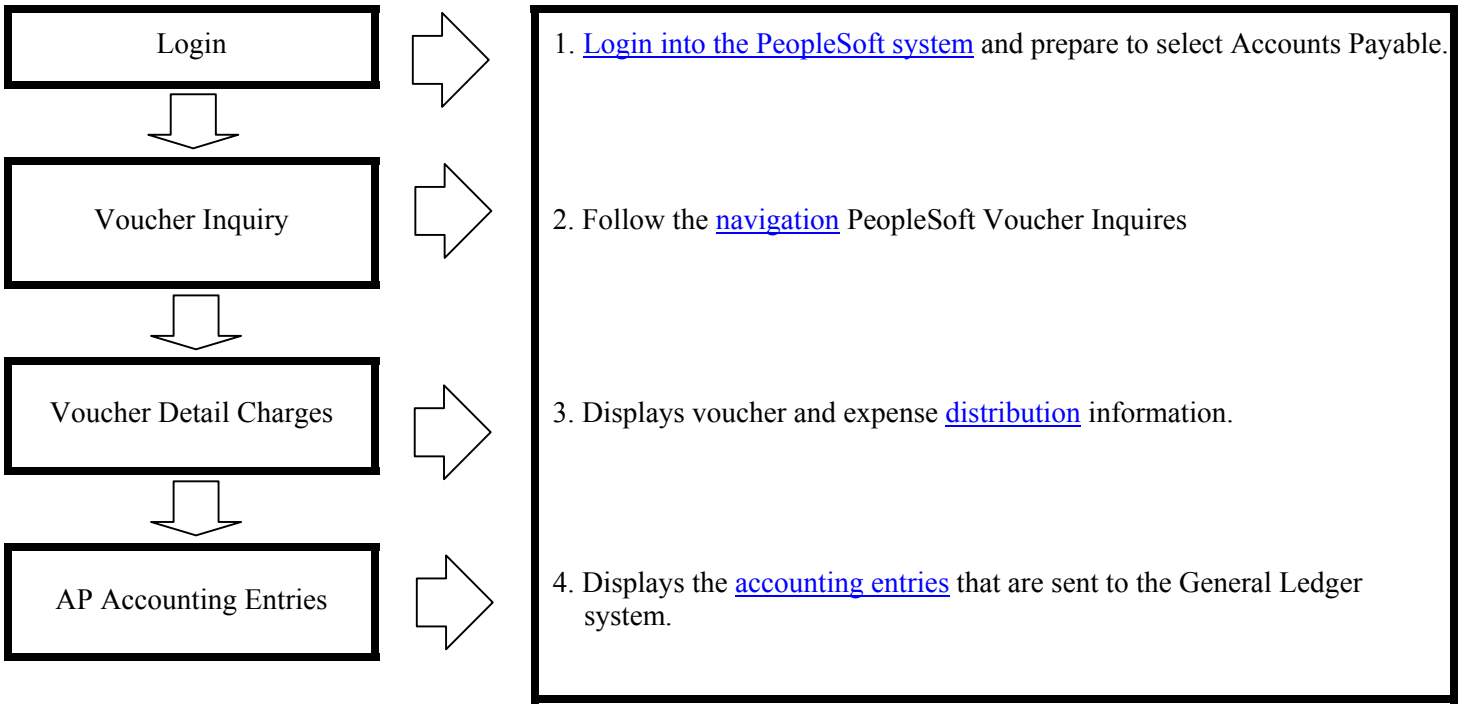
Voucher Inquiry

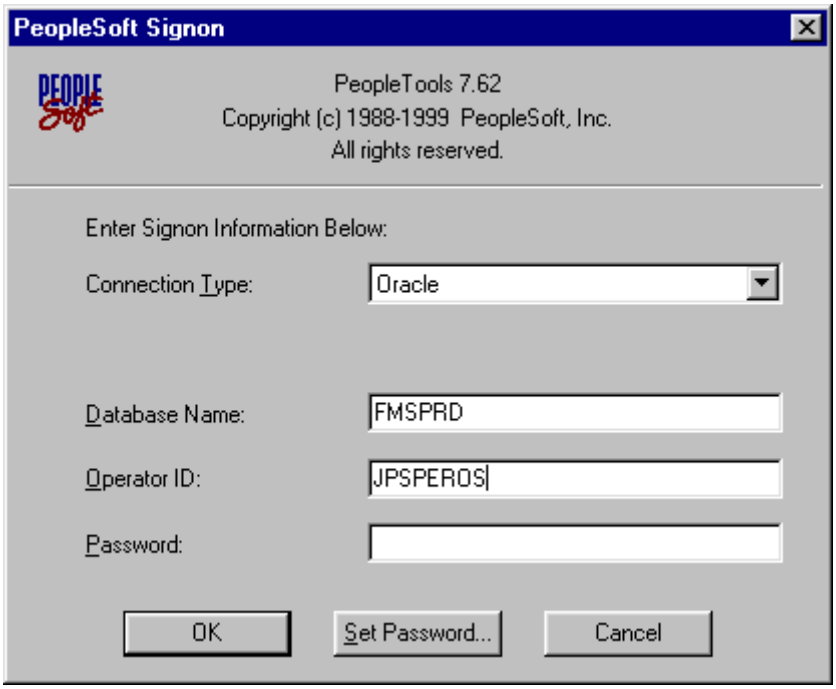
The system provides inquiry panels that enable operators to inquire on the status of a voucher and any payment information.



Voucher Inquiry

Step 1: Login

- Launch the PeopleSoft Signon from the Novel Application launcher.
  - Connection type “Oracle” (Defaulted)
  - Database Name “FMSPRD” (Defaulted)
  - Enter your login name. (UPPERCASE only)
- Password is left blank.
- Click “OK”



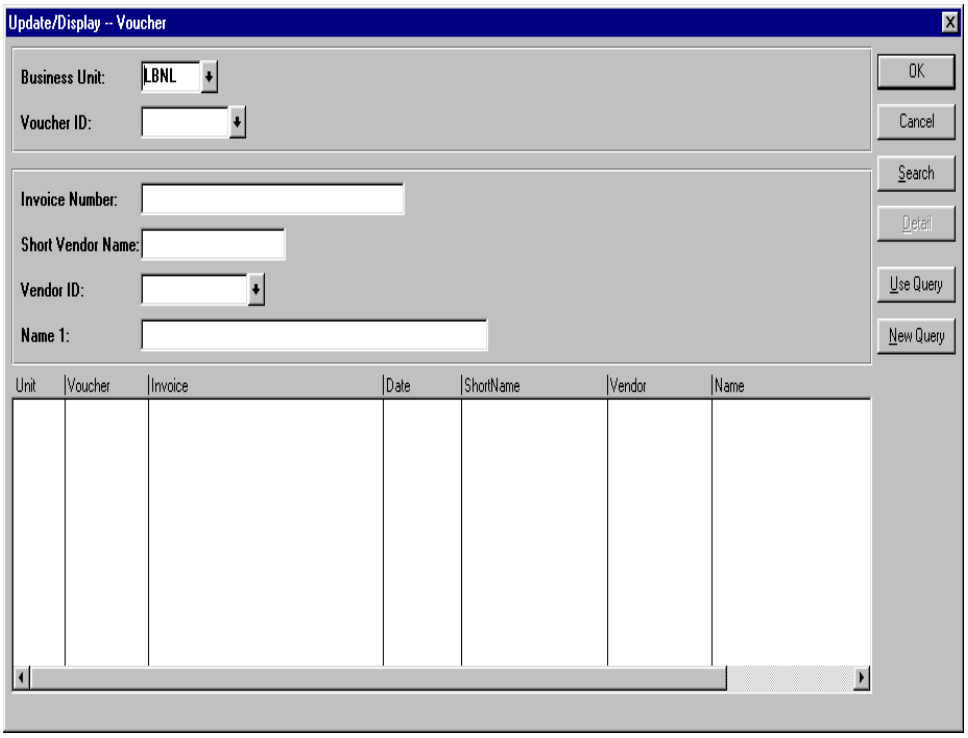
Voucher Inquiry

Step 2: Voucher Inquiry

- ⇨ Go
- ⇨ Administer Procurement
- ⇨ Enter Voucher Information
- ⇨ Inquiry
- ⇨ Voucher
- ⇨ Voucher Inquiry

PeopleSoft delivers a number of Voucher Inquiry panels. Below we will review each of the Voucher inquiry panels you may typically use.

The Voucher Inquiry dialog box displays.

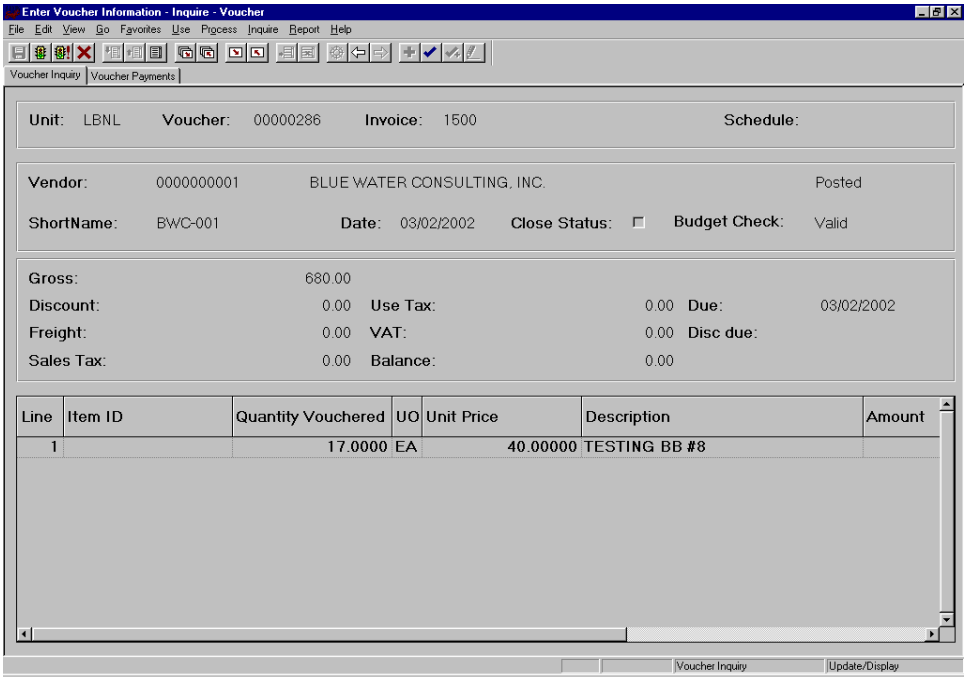


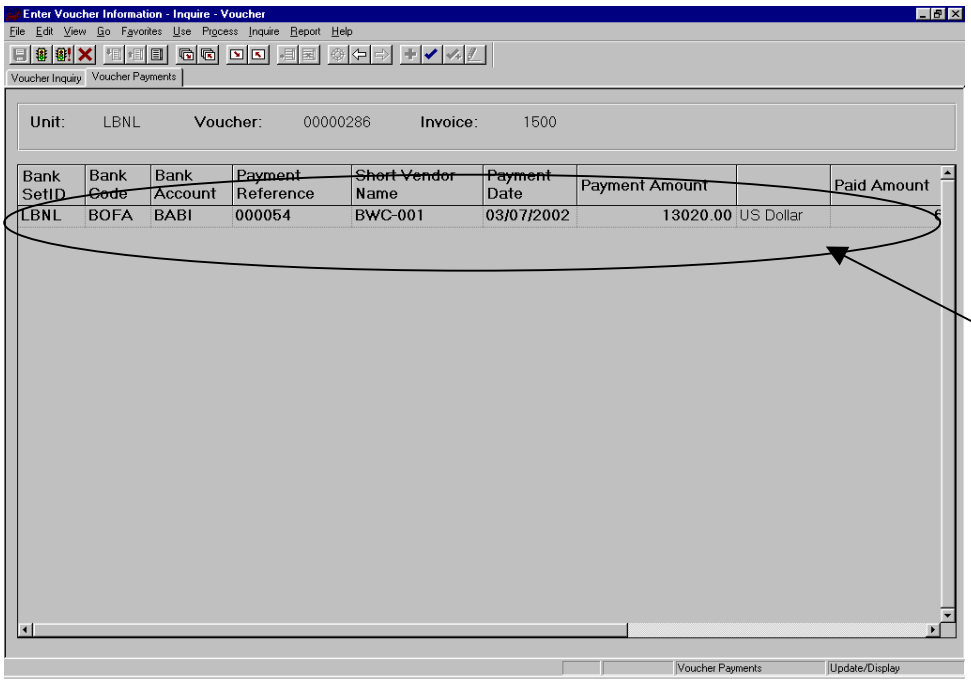
Click on the search pushbutton

and select a voucher from the list and Click **OK.**

Voucher Inquiry

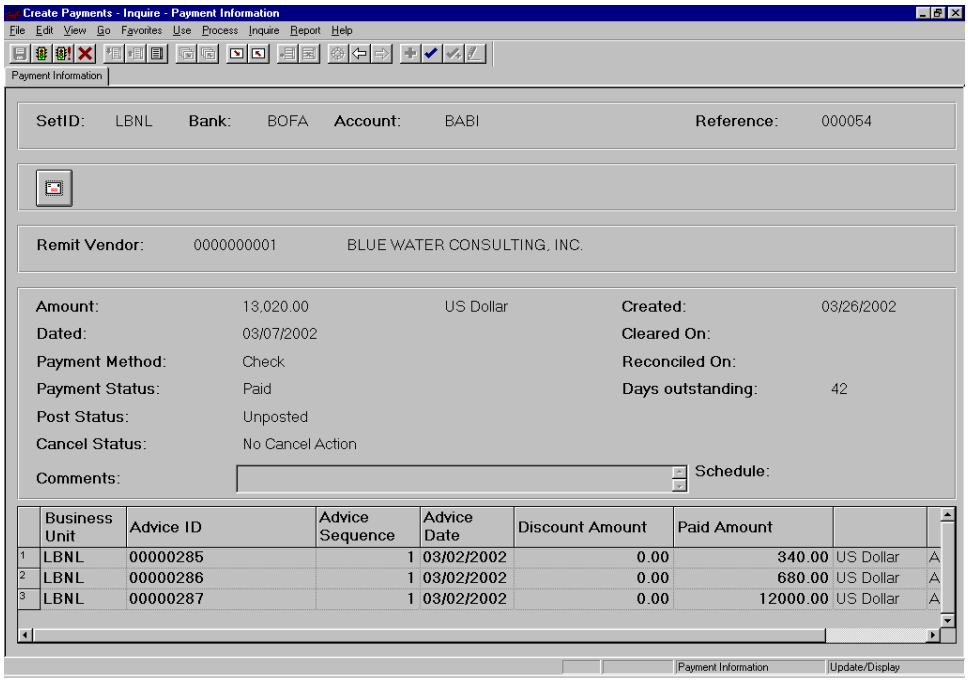
Voucher – Display's Voucher Information and Payment Information. (Note: You can see more information by scrolling using the horizontal scroll bars.)





Right mouse clicking on this line and selecting the **Payment Inquiry** pushbutton will transfer you to a payment information panel that displays the check

Voucher Inquiry



	Business Unit	Advice ID	Advice Sequence	Advice Date	Discount Amount	Paid Amount		
1	LBNL	00000285	1	03/02/2002	0.00	340.00	US Dollar	A
2	LBNL	00000286	1	03/02/2002	0.00	680.00	US Dollar	A
3	LBNL	00000287	1	03/02/2002	0.00	12000.00	US Dollar	A

Voucher Inquiry

Step 3: Voucher Detailed Charges

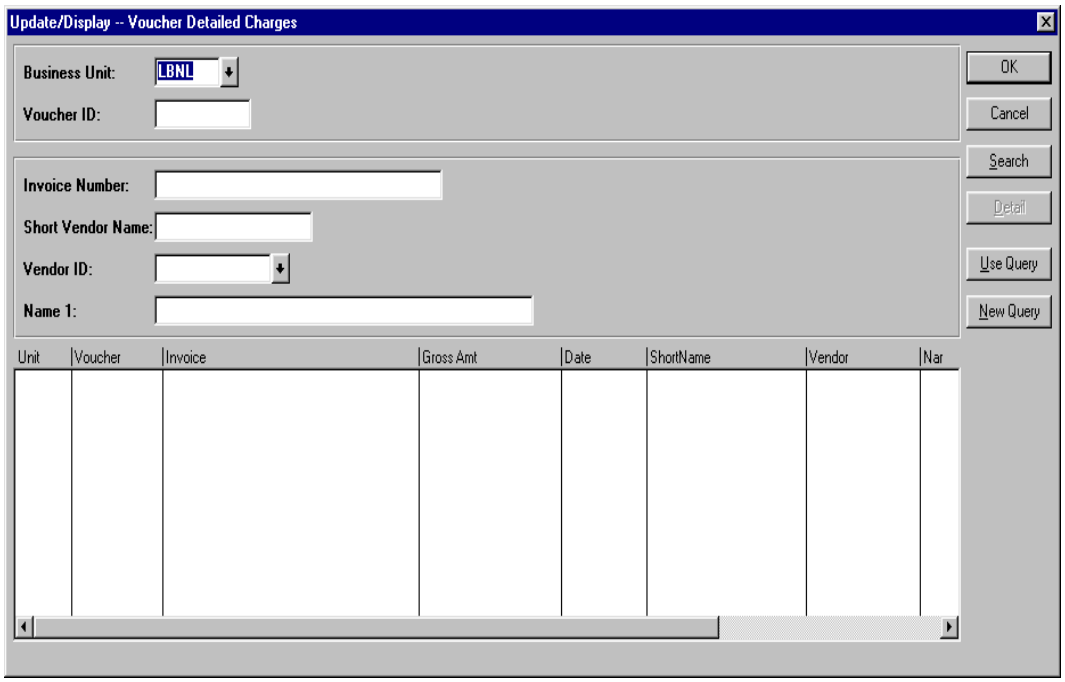
⇒ Go

⇒ Administer Procurement

⇒ Enter Voucher Information

⇒ Voucher Detailed Charges

The Voucher Detailed charges Inquiry dialog box displays.



Click on the search pushbutton

and select the voucher from the list.

Click **OK.**

Voucher Inquiry

Voucher Detailed Charges – Displays voucher and expense distribution information. (Note: You can see more information by scrolling using the horizontal scroll bars.)

Voucher Inquiry

Step 4: Voucher Accounting Entries

⇒ Go

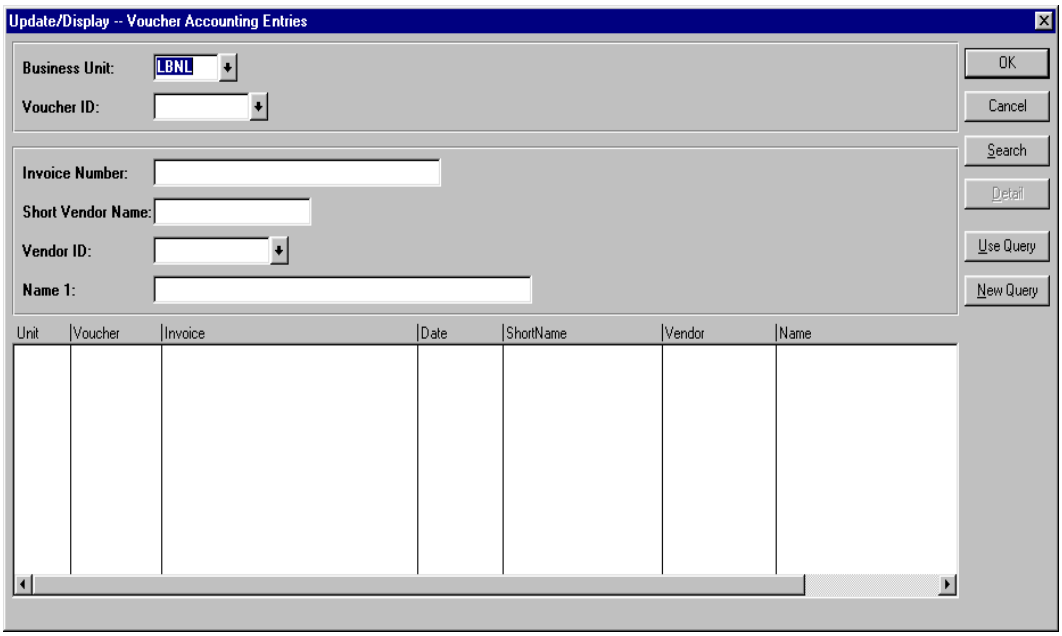
⇒ Administer Procurement

⇒ Enter Voucher Information

⇒ Inquire

⇒ Voucher Accounting Entries

The Voucher Accounting Entries Inquiry dialog box displays.



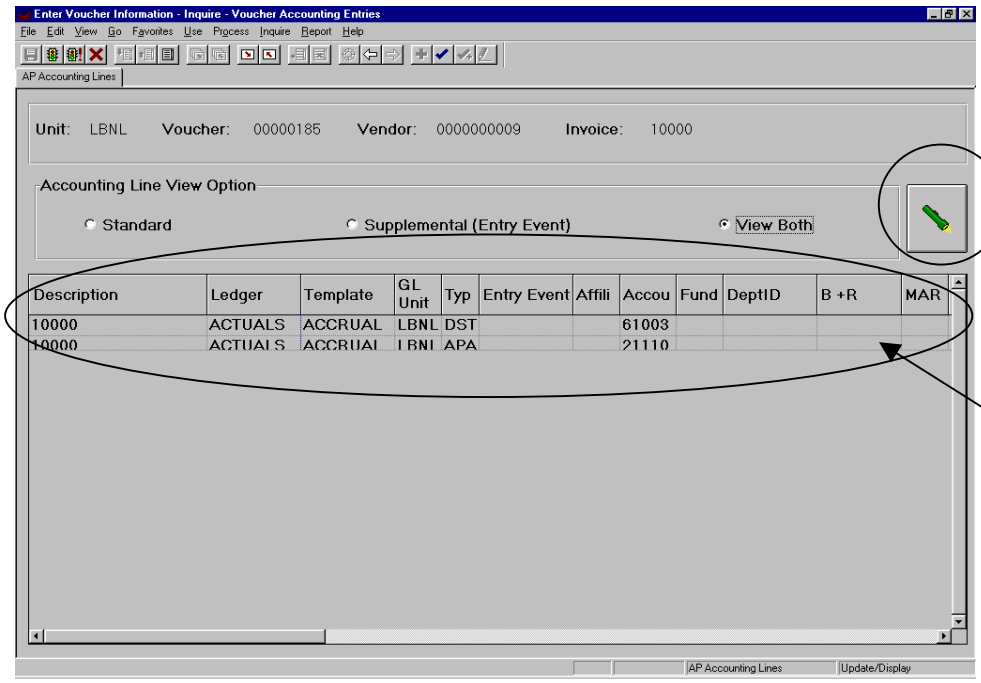
Click on the search pushbutton

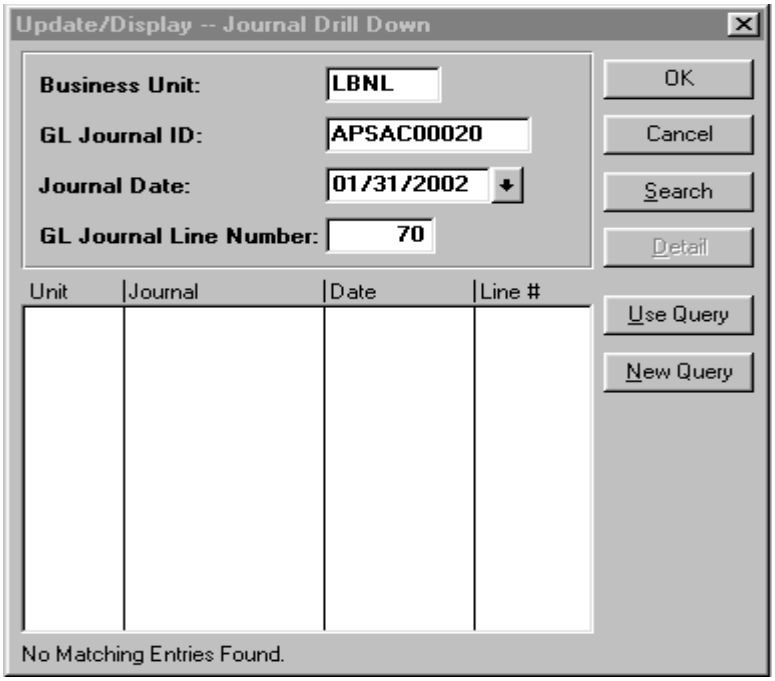
and select a voucher from the list.

Click **OK.**

Voucher Inquiry

AP Accounting Entries – Displays the accounting entries that are sent to the General Ledger system. (Note: You can see more information by scrolling using the vertical and horizontal scroll bars.)



Click the "Lookup" button and activate the "View Both" radio button for all accounting lines.

Right mouse clicking on this line and selecting the **Journal Detail** pushbutton will transfer you to a Journal Drill panel that displays the GL journal this transaction has been posted to.