Payment Information Inquiry
Navigation: Accounts Payable>Vouchers>Add/Update>Regular Entry

1. Enter Invoice Number
2. Select yellow button.
3. Select the link to retrieve the voucher summary page.

Voucher
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Use Saved Search: ▼

Business Unit: ▼ UNOLF ▼
Voucher ID: ▼ begins with ▼
**Invoice Number:** begins with ▼ BLNK4TEST8
Short Vendor Name: ▼ begins with ▼
Vendor ID: ▼ begins with ▼
Name 1: ▼ begins with ▼
Voucher Style: ▼ ▼
Related Voucher: ▼ begins with ▼
Entry Status: ▼ ▼
Voucher Source: ▼ ▼

☑ Case Sensitive

Search ▼ Clear ▼ Basic Search ▼ Save Search Criteria ▼ Delete Saved Search

Search Results
View All

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Voucher ID</th>
<th>Invoice Number</th>
<th>Gross Invoice Amount</th>
<th>Payment Amount</th>
<th>Invoice Date</th>
<th>Short Vendor Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNOLF</td>
<td>00340170</td>
<td>BLNK4TEST8</td>
<td>410.69</td>
<td>410.69</td>
<td>04/23/2009</td>
<td>VWR INTL C-001</td>
</tr>
</tbody>
</table>
4. Select the Related Documents Tab.
5. View Purchase Order Payment Status, Scheduled Pay Date, Payment Reference (Check Number) and Payment Amount.