

2009

The University of New Orleans

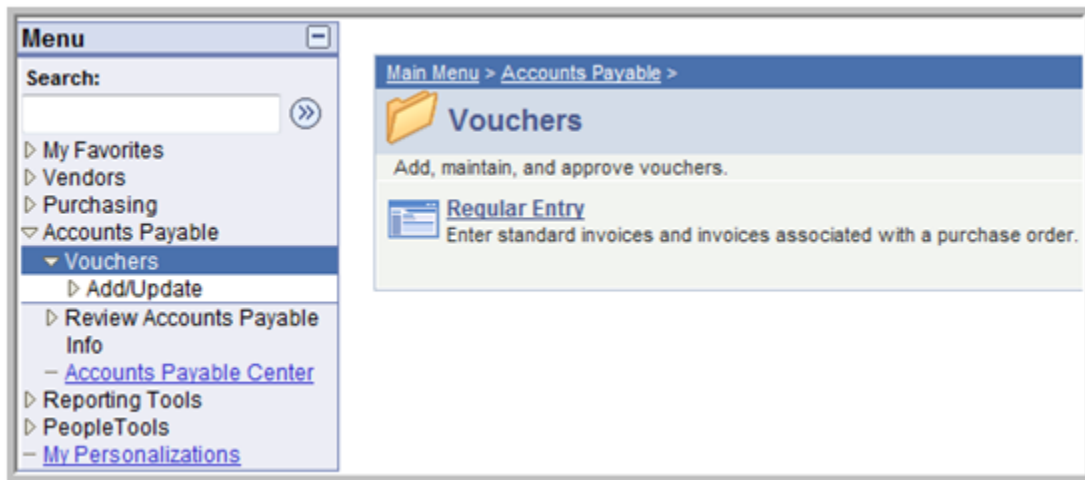
PeopleSoft Financials 9.0: Voucher Summary



Voucher Summary & Related Documents

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

1. Click Regular Entry



2. Enter Voucher search criteria.

The screenshot shows the 'Voucher' search form. At the top, it says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a tab labeled 'Find an Existing Value'. The form contains several search criteria fields:

- Business Unit:** = [dropdown] UNOLF [magnifying glass icon]
- Voucher ID:** begins with [dropdown] [text box]
- Invoice Number:** begins with [dropdown] [text box]
- Short Vendor Name:** begins with [dropdown] [text box]
- Vendor ID:** begins with [dropdown] [text box] [magnifying glass icon]
- Name 1:** begins with [dropdown] [text box]
- Voucher Style:** = [dropdown] [dropdown]
- Related Voucher:** begins with [dropdown] [text box]
- Entry Status:** = [dropdown] [dropdown]
- Voucher Source:** = [dropdown] [dropdown]

 At the bottom left, there is a 'Case Sensitive' checkbox. At the bottom right, there are buttons for 'Search' (highlighted with a red box), 'Clear', 'Basic Search', and 'Save Search Criteria'.

- Based upon your search criteria, the voucher search results will appear. Select the voucher you want to review.

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

Find an Existing Value

Business Unit: = UNOLF

Voucher ID: begins with

Invoice Number: begins with

Short Vendor Name: begins with

Vendor ID: begins with

Name 1: begins with

Voucher Style: = Regular Voucher

Related Voucher: begins with

Entry Status: =

Voucher Source: =

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results
Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

View All First 1-100 of 300

Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Payment Amount	Invoice Date	Short Vendor Name	Vendor ID	Name 1	Voucher Style	Related Voucher	Entry Status	Voucher Source
UNOLF	FNL3920	FINAL3920	0	0	06/30/2001	VERIZON-001	0000006809	VERIZON	Regular	(blank)	Postable	Online
UNOLF	FNL38682	FINAL3868-2	0	0	06/30/2002	STERIS COR-001	0000001785	STERIS CORP	Regular	(blank)	Postable	Online

- The summary tab appears allowing you to view related information. Select Accounting Entries Inquiry and click the [Go](#) icon.

Menu

Search:

- My Favorites
- Vendors
- Purchasing
- Accounts Payable
 - Vouchers
 - Add/Update
 - Regular Entry
 - Review Accounts Payable Info
 - Accounts Payable Center
 - Reporting Tools
 - PeopleTools
 - My Personalizations

Summary | **Related Documents**

Business Unit: UNOLF
Invoice Date: 06/30/2001
Voucher ID: FNL3920
Invoice No: FINAL3920
Voucher Style: Regular
Invoice Total: 0.00 USD
Contract ID:
Vendor Name: VERIZON
900 L & A RD
METAIRIE, LA 70001
Pay Terms: Net 30
Voucher Source: Online
Entry Status: Postable
Origin: ONL
Match Status: No Match
Created: 07/16/2002
Approval Status: Approved
Created By: PNBENOIT
Post Status: Posted
Modified: 07/16/2002
Modified By: PNBENOIT
Document Tolerance Status: Valid
ERS Type: Not Applicable
Budget Status: Not Chkd
Close Status: Open
Budget Misc Status: Exceptions

***View Related**

- Payment Inquiry
- Accounting Entries Inquiry**
- Payment Inquiry
- Purchase Order Inquiry
- Voucher Document Status
- Voucher Inquiry

[Go](#) [Notify](#) [Refresh](#)

Save Return to Search

Summary | Related Documents

View related information for this voucher.

5. The accounting entries will appear in a new window. (Close the window to return to the summary page.)