

2009

# The University of New Orleans

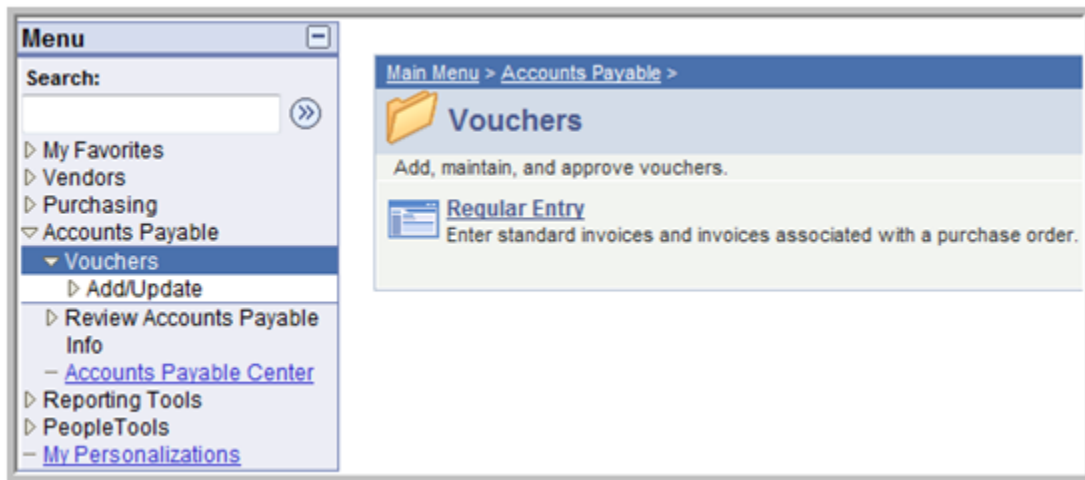
## PeopleSoft Financials 9.0: Voucher Summary



## 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, there is a checkbox for 'Case Sensitive'. Below the form are buttons for 'Search' (highlighted with a red box), 'Clear', and links for '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  
**Pay Terms:** Net 30  
900 L & A RD  
**Voucher Source:** Online  
METAIRIE, LA 70001  
**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 information for this voucher.*

\*View Related  
Payment Inquiry  
**Accounting Entries Inquiry**  
Payment Inquiry  
Purchase Order Inquiry  
Voucher Document Status  
Voucher Inquiry

Go

Save Return to Search Notify Refresh

Summary | Related Documents

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