**Voucher Summary & Related Documents**

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

1. Click Regular Entry

![Regular Entry Menu](image)

2. Enter Voucher search criteria.

![Voucher Search Criteria](image)
3. Based upon your search criteria, the voucher search results will appear. Select the voucher you want to review.

4. The summary tab appears allowing you to view related information. Select Accounting Entries Inquiry and click the Go icon.
5. The accounting entries will appear in a new window. (Close the window to return to the summary page.)