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*Note: Save to “My Favorites” for easy access in the future.*

Sample Page 1. Make sure the *Business Unit* is *NDSU1* in the *From* and *To* areas and that the *Vendor Set ID* is *SHARE*. After that, you can enter any criteria you want...the sample has a specific vendor with a specific range of dates entered and a specific dept number. Click search at bottom when finished entering your search criteria.

Sample Page 2. After you have clicked *Search*, the system will display the search results based on your search criteria. Click on the  icon for the voucher you would like more information on.

Sample Page 3. After clicking on the  icon, you will get more details on that voucher....the *Payment Date*, the check number (*Payment Reference ID*), the total amount of check (*Payment Amount*), the amount on that specific voucher (*Voucher Paid Amount*) and the *Payment Status*.

Sample Page 4. By clicking on the *Payment Reference ID*, you will get a little more information on how the payment went (check or ACH) and when an actual check/ACH was printed (*Creation Date*). The *Creation Date* would also be the date that the check/ACH would have been mailed.

Sample Page 5. By clicking on the *Payment Reference ID* link, you will get a list of all of the vouchers that total the payment amount of the check/ACH. You may get more information on each individual voucher by clicking on the voucher ID for those vouchers.

Search Name	<input type="text" value="ALL"/>	
	<b>From</b>	<b>To</b>
Business Unit	<input type="text" value="NDSU1"/>	<input type="text" value="NDSU1"/>
Voucher ID	<input type="text"/>	<input type="text"/>
Invoice Id	<input type="text"/>	
Vendor SetID	<input type="text" value="SHARE"/>	
Short Name	<input type="text"/>	
Vendor ID	<input type="text" value="0000007990"/>	<input type="text" value="0000007990"/>
Vendor Location	<input type="text"/>	
Entry Status	<input type="text"/>	
Accounting Dt	<input type="text"/>	<input type="text"/>
Invoice Date	<input type="text"/>	<input type="text"/>
Due Date	<input type="text"/>	<input type="text"/>
Entered Date	<input type="text" value="10/01/2008"/>	<input type="text" value="10/28/2008"/>
Origin Set ID	<input type="text"/>	
Origin	<input type="text"/>	
Control Group ID	<input type="text"/>	
Contract ID	<input type="text"/>	
Lease Number	<input type="text"/>	
PO Business Unit	<input type="text"/>	
Purchase Order	<input type="text"/>	
Item ID	<input type="text"/>	
*Amount Rule	<input type="text" value="Any"/>	
Amount	<input type="text"/>	
Currency	<input type="text"/>	
*Voucher Style	<input type="text" value="All Vouchers"/>	
Post Status	<input type="text"/>	
Approval Status	<input type="text"/>	
Voucher Balance	<input type="text"/>	
Voucher Source	<input type="text"/>	
User ID	<input type="text"/>	
GL Business Unit	<input type="text"/>	
Account	<input type="text"/>	
Department	<input type="text" value="2715"/>	
VAT No	<input type="text"/>	
Process Instance	<input type="text"/>	
Match Status	<input type="text"/>	
Financial Sanctions Status	<input type="text"/>	
Max Rows	<input type="text" value="300"/>	<input type="button" value="Search"/> <input type="button" value="Clear"/>

Sort Criteria

\*Sort By:  \*Sort Asc/Desc:

Display Currency Criteria

Voucher Inquiry Results

Customize | Find | View All | First 1-9 of 9 Last

Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Entry Status	Accounting Entries	Match Status	Payment Information	Short Vendor Name
NDSU1	00386629	35767605	09/10/2008	0000007990	Postable		No Match	\$	VWR INTERN-001
NDSU1	00389057	35764589	09/10/2008	0000007990	Postable		No Match	\$	VWR INTERN-001
NDSU1	00389060	35764593	09/10/2008	0000007990	Postable		No Match	\$	VWR INTERN-001
NDSU1	00392786	35933717	09/25/2008	0000007990	Postable		No Match	\$	VWR INTERN-001
NDSU1	00392791	35877678	09/19/2008	0000007990	Postable		No Match	\$	VWR INTERN-001
NDSU1	00392797	35904700	09/23/2008	0000007990	Postable		No Match	\$	VWR INTERN-001
NDSU1	00392800	35904697	09/23/2008	0000007990	Postable		No Match	\$	VWR INTERN-001
NDSU1	00392806	35748942	09/09/2008	0000007990	Postable		No Match	\$	VWR INTERN-001
NDSU1	00392807	36097072	10/09/2008	0000007990	Postable		No Match	\$	VWR INTERN-001

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**Business Unit:** NDSU1      **Voucher ID:** 00386629      **Invoice Number:** 35767605  
**Vendor Name:** VWR INTERN-001      **Vendor Location:** DALLAS  
**Gross Invoice Amount:** 242.18      **Transaction Currency:** USD

Details											Customize	Find	View All	First	1 of 1	Last
Bank SetID	Bank Code	Bank Account	Payment Reference ID	Applied Business Unit	Applied Voucher ID	Payment Date	Payment Amount	Payment Currency	Voucher Paid Amount	Payment Status						
NDSU1	BND	BND	<a href="#">197377</a>			10/01/2008	3,252.41	USD	242.18	Paid						

**Search Criteria**

Search Name:

Vendor Name:  **From**  **To**

\*Amount Rule:

Amount:

Currency:

Bank SetID:

Bank Code:

Bank Account:

Bank Account #:

Reference:

Payment Date:

Payment Method:

Pay Cycle:

Seq Num:

Payment Status:

Remit SetID:

Remit Vendor:

Settle By:

Settlement Status:

Single Payment Vouchers:

Max Rows:

Show Chart \*Chart Type:

**Sorting Criteria**

1st sort:   Descending 2nd sort:   Descending

**Payment Inquiry Result**

Customize | Find | View All | First  Last

Payment Details									
Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
VCHF	197377	Check	3,252.41	USD	10/02/2008	10/01/2008	Paid	Unrecon	

# Vouchers For a Payment

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Bank Name: Bank of North Dakota  
 Bank Account #: 05-20-575  
 Pay Cycle: APCK Seq Num: 45  
 Vendor Name: VWR INTERNATIONAL INC  
 Address: PO BOX 676125

Pymnt Ref ID: 197377  
 Accounting Date: 10/02/2008  
 Payment Date: 10/01/2008  
 Days Outstanding: 27  
 Payment Clear Date:  
 Reconcile Date:  
 Value Date: 10/01/2008

DALLAS TX 75267-6125 USA

Payment Amount: 3,252.41 USD

Payment Method: CHK

Description

Business Unit	Voucher ID	Advice Seq	Advice Date	Invoice Number	Gross Paid Amount	Paid Amount	Currency	Discount Taken	Late Charge	Source
NDSU1	<a href="#">00386920</a>	1	09/02/2008	35673319	57.09	57.09	USD			Accounts Payable Vouchers
NDSU1	<a href="#">00386918</a>	1	09/11/2008	35780728	31.95	31.95	USD			Accounts Payable Vouchers
NDSU1	<a href="#">00386916</a>		09/03/2008	35685528	144.15	144.15	USD			Accounts Payable Vouchers
NDSU1	<a href="#">00386902</a>	1	09/15/2008	35813981	355.61	355.61	USD			Accounts Payable Vouchers
NDSU1	<a href="#">00386736</a>	1	09/09/2008	35750840	114.59	114.59	USD			Accounts Payable Vouchers
NDSU1	<a href="#">00386735</a>	1	09/17/2008	35841022	531.00	531.00	USD			Accounts Payable Vouchers
NDSU1	<a href="#">00386734</a>	1	09/17/2008	35841027	149.90	149.90	USD			Accounts Payable Vouchers
NDSU1	<a href="#">00386733</a>	1	09/16/2008	35830947	288.32	288.32	USD			Accounts Payable Vouchers
NDSU1	<a href="#">00386629</a>	1	09/10/2008	35767605	242.18	242.18	USD			Accounts Payable Vouchers
NDSU1	<a href="#">00386625</a>	1	08/29/2008	35658784	94.93	94.93	USD			Accounts Payable Vouchers
NDSU1	<a href="#">00386624</a>	1	08/29/2008	35657336	21.54	21.54	USD			Accounts Payable Vouchers
NDSU1	<a href="#">00386955</a>	1	09/18/2008	35857714	79.00	79.00	USD			Accounts Payable Vouchers
NDSU1	<a href="#">00386950</a>	1	09/18/2008	35858100	71.37	71.37	USD			Accounts Payable Vouchers
NDSU1	<a href="#">00386948</a>	1	09/18/2008	35858098	16.76	16.76	USD			Accounts Payable Vouchers
NDSU1	<a href="#">00386912</a>	1	09/22/2008	35892450	238.00	238.00	USD			Accounts Payable Vouchers
NDSU1	<a href="#">00386909</a>	1	09/22/2008	35888430	106.00	106.00	USD			Accounts Payable Vouchers
NDSU1	<a href="#">00386905</a>	1	09/18/2008	35860410	118.40	118.40	USD			Accounts Payable Vouchers
NDSU1	<a href="#">00386831</a>	1	09/18/2008	35862908	482.00	482.00	USD			Accounts Payable Vouchers
NDSU1	<a href="#">00386737</a>	1	09/18/2008	35859074	109.62	109.62	USD			Accounts Payable Vouchers