

# Voucher Inquiry

## Usage

Normally, this page is used by Accounts Payable personnel. This documentation was customized for department users, such as the Library, who order supplies directly from the vendor and need this page to manage their voucher/invoice activity. The information contained on this page defaults from the voucher information entered. The voucher information includes the Business Unit, Voucher ID, Invoice Number, Invoice Date, Vendor ID, Short Vendor Name, Vendor Location, and Voucher Style. You can also access voucher line details and payment details from this page.

### Search Page

The screenshot shows the 'Voucher Inquiry' search page. At the top, there is a header with user information: 'Kie Veen (11439)' and 'Last Accessed: 11/18/2004 10:36:25'. Navigation links include 'Sign out', 'Campus Home', 'My Fresno State', and 'Add to My Links'. The main content area is titled 'Voucher Inquiry' and contains a 'Search Criteria' section. This section includes several input fields and dropdown menus: 'From Business Unit' (FRSNO), 'To Business Unit' (FRSNO), 'From Voucher ID', 'To Voucher ID', '\*Voucher Style' (All Vouchers), 'From Invoice' (circled in red), 'To Invoice', 'Post Status', 'Approval Status', 'Voucher Balance', 'SetID' (FRSNO), 'From Vendor Short Name', 'To Vendor Short Name', 'Voucher Date Type', 'From Vendor ID', 'To Vendor ID', 'Vendor Location', 'From Date' (11/19/2004), 'To Date' (11/19/2004), '\*Amount Rule' (Any), 'Voucher Gross Amount', 'Transaction Currency', 'Max Rows' (300), and a 'Search' button (circled in red) next to a 'Reset Criteria' button. Below the search criteria is a 'Sort Criteria' section with '\*Sort By' (Voucher ID), '\*Sort Asc/Desc' (Ascending), and a 'Sort' button. There are also links for 'Display Currency Criteria' and 'Late Interest Analysis'.

## Steps

1. Enter the criteria to search for the voucher and click **Search**.

Voucher search options include:

- Business Unit (FRSNO required)
- Invoice Number (recommended search criteria)
- Voucher ID
- Vendor ID

- Voucher Inquiry Results – Voucher Details will display.


Voucher Inquiry Results include: Business Unit, Voucher ID, Invoice Number, Invoice Date, Vendor ID, Short Vendor Name, Vendor Location, Voucher Style, Currency, Gross Invoice Amount, Voucher Unpaid Balance, Unapplied Prepayments, Total Non-Merch, Gross Amount Paid, and Net Amount Paid.


### Voucher Inquiry Results

Voucher Inquiry Results								
Voucher Details		More Details						
Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Short Vendor Name	Vendor Loc	Voucher Style	Detail Payment Lines Information
FRSNO	00153498	0000-005	05/10/2004	0000012719	DRIVER-001	000001	Regular	 

Transaction Currency	Gross Invoice Amount	Voucher Unpaid Balance	Unapplied Prepayments	Total Non-Merch	Entered VAT	Gross Amount Paid	Net Amount Paid
USD	83.32					83.32	83.32

Click  (under Detail Lines) if you need to view distribution line information for the voucher. This brings you to the [Voucher Line Display page](#). When finished, you will be returned to this Voucher Inquiry page. For more information refer to Page 3.

Click  (under Payment Information) if you need to view payment information for the voucher. This brings you to the [Voucher Payments page](#). When finished, you will be returned to this Voucher Inquiry page. For more information, refer to Page 4 through 6.

- Click More Details tab.


More Details include: Business Unit, Voucher ID, Post Status, Appr Stat, Match Status, Close Status, Due Date, Acctg Date, Entered on, Bdgt Hdr Status, and Bdgt Misc Status.

### More Details

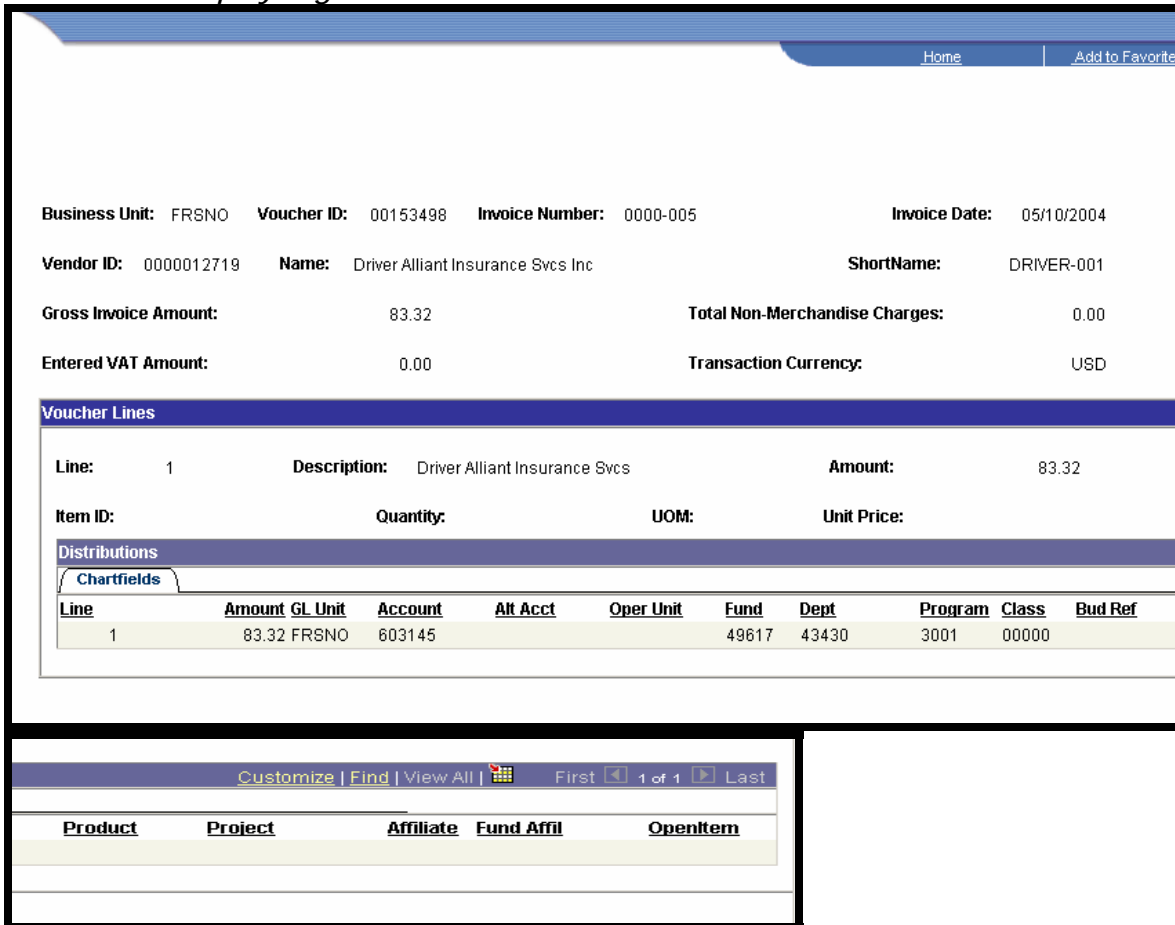
Voucher Inquiry Results										
Voucher Details		More Details								
Business Unit	Voucher ID	Post Status	Appr Stat	Match Status	Close Status	Due Date	Acctg Date	Entered on	Bdgt Hdr Status	Bdgt Misc Status
FRSNO	00153498	Posted	Approved	No Match	Open	05/10/2004	05/11/2004	05/11/2004	Valid	Valid

# Voucher Line Display

## Usage

The Detail Lines button, , available on the Voucher Inquiry page, launches the Voucher Line Display page and is used to view distribution line information for the voucher. The distribution information displayed includes: GL Unit, Account, Department, Fund, Amount, etc.

### Voucher Line Display Page




The screenshot displays the Voucher Line Display page. At the top right, there are links for 'Home' and 'Add to Favorite'. The main content area shows the following details:

- Business Unit:** FRSNO    **Voucher ID:** 00153498    **Invoice Number:** 0000-005    **Invoice Date:** 05/10/2004
- Vendor ID:** 0000012719    **Name:** Driver Alliant Insurance Svcs Inc    **ShortName:** DRIVER-001
- Gross Invoice Amount:** 83.32    **Total Non-Merchandise Charges:** 0.00
- Entered VAT Amount:** 0.00    **Transaction Currency:** USD

Below this is the 'Voucher Lines' section, which includes a table for 'Distributions' and a 'Chartfields' table.

Line	Amount	GL Unit	Account	Alt Acct	Oper Unit	Fund	Dept	Program	Class	Bud Ref
1	83.32	FRSNO	603145			49617	43430	3001	00000	


At the bottom of the screenshot, there is a navigation bar with 'Customize | Find | View All |  First 1 of 1 Last' and a table with the following headers: Product, Project, Affiliate, Fund Affil, and OpenItem.

## Steps

This page opens in a new browser window.


1. View the distribution line information for the voucher.

Distribution line information includes all of the Chartfields entered for the displayed voucher.

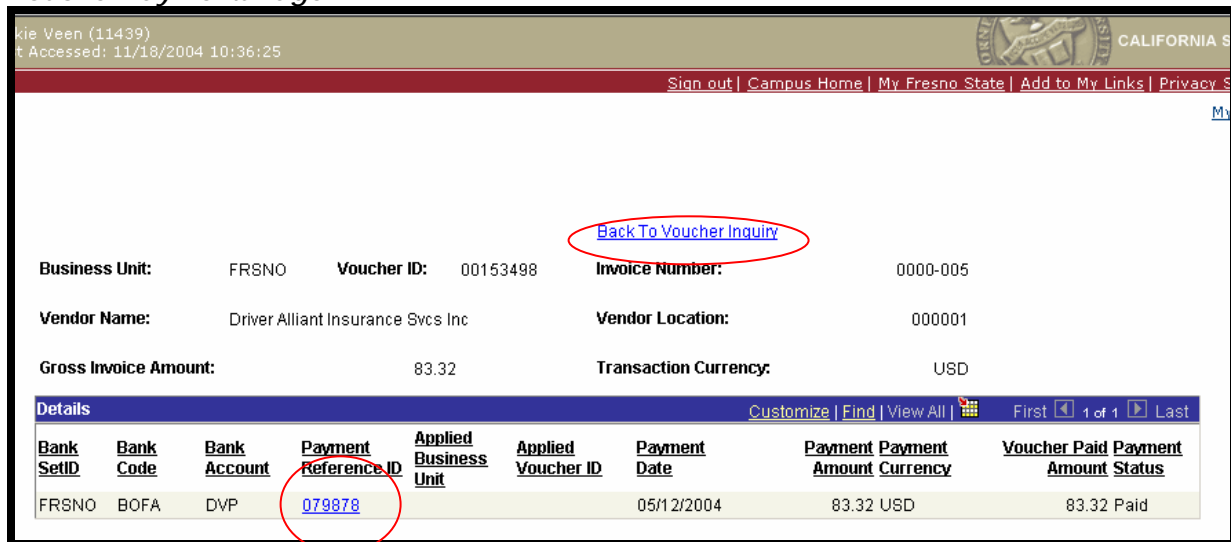
2. Click  to close the window and return to the Voucher Inquiry page.

# Voucher Payments Page

## Usage

The [Payment Information](#) button, , accessed from the Voucher Inquiry page, launches the Voucher Payments page, and is used to view payment information for the voucher. From this page, you can access the Payment Inquiry page.

### Voucher Payments Page



The screenshot shows the Voucher Payments Page interface. At the top, there is a navigation bar with links: [Sign out](#), [Campus Home](#), [My Fresno State](#), [Add to My Links](#), and [Privacy S](#). Below the navigation bar, there is a header area with the text: "kie Veen (11439)", "t Accessed: 11/18/2004 10:36:25", and "CALIFORNIA S".

The main content area displays the following information:

- [Back To Voucher Inquiry](#) (circled in red)
- Business Unit:** FRSNO      **Voucher ID:** 00153498      **Invoice Number:** 0000-005
- Vendor Name:** Driver Alliant Insurance Svcs Inc      **Vendor Location:** 000001
- Gross Invoice Amount:** 83.32      **Transaction Currency:** USD

Below this information is a table titled "Details" with the following columns: **Bank SetID**, **Bank Code**, **Bank Account**, **Payment Reference ID**, **Applied Business Unit**, **Applied Voucher ID**, **Payment Date**, **Payment Amount**, **Payment Currency**, **Voucher Paid Amount**, and **Payment Status**. The table contains one row of data:

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
FRSNO	BOFA	DVP	<a href="#">079878</a>			05/12/2004	83.32	USD	83.32	Paid

## Steps

1. View the payment information.

Payment information includes: Bank SetID, Bank Code, Bank Account, Payment Reference ID, Payment Date, Payment Amount, Payment Currency, Payment Status, etc.

2. If you need to inquire on the payment, click the [Payment Reference ID link](#), otherwise continue with Step 3.
3. Click the Back to Voucher Inquiry link to return to the Voucher Inquiry page.

# Payment Inquiry

## Usage

The [Payment Reference ID link](#), available from the Voucher Payments page, launches the Payment Inquiry page, and is used to view detailed payment information.

kie Veen (11439)  
t Accessed: 11/18/2004 10:36:25

Sign out | Campus Home | My Fresno State | Add to My

**Payment Inquiry**

[Back To Voucher Payments](#)

**Search Criteria**

Payment Reference ID: 079878    Payment Status:    Payment Method: Check

Bank SetID: FRSNO    Bank Code: BOFA

Bank Account: DVP    Bank Account #:   

Pay Cycle:    Pay Cycle Seq #:   

Remit SetID:    Remit Vendor:   

Vendor Name:    Vendor Location:   

\*Amount Rule: Any    Amount:    Currency:   

From Date:    To Date:       Search    Reset Criteria

**Sorting Criteria**

\*1st sort: Account    \*Sort Type: Asc

\*2nd sort: Pymnt Ref    \*Sort Type: Asc    Sort

**Payment Inquiry Result**

Payment Details    Additional Info    Vendor Details

<u>Payment Reference ID</u>	<u>Payment Method</u>	<u>Amount</u>	<u>Currency</u>	<u>Creation Date</u>	<u>Payment Date</u>	<u>Payment Status</u>	<u>Recon Status</u>	<u>Reconcile Date</u>
<a href="#">079878</a>	Check	83.32	USD	05/12/2004	05/12/2004	Paid	Recon	10/29/2004

## Steps

1. View the results of the Payment Inquiry.

Payment results include: Payment Reference ID, Payment Method, Amount, Currency, Creation Date, Payment Date, Payment Status, Recon Status, and Reconcile Date.

2. If you need to inquire on the vouchers that make up the payment, click on the [Payment Reference ID link](#).
3. Click the [Back to Voucher Payments link](#) to return to the Voucher Payments page.

## Payment Voucher Detail Page

### Usage

The [Payment Reference ID link](#), available from the Payment Inquiry page, launches the Payment Voucher Detail page and is used to view the different vouchers that make up the payment, when the payment was made, and when the payment cleared. From this page, you can access the Voucher Inquiry page by click on the [Voucher ID link](#).

### Payment Voucher Detail Page

File Veen (11439)  
Accessed: 11/18/2004 10:36:25

CALIFORNIA STATE UNIVERSITY, FRESNO

Sign out | Campus Home | My Fresno State | Add to My Links | Privacy Statement | Questions/Comm

My Links:

New Window | Help

[Back To Payment Inquiry](#)

**Bank Name:** Bank of America  
**Bank Account #:** 222  
**Pay Cycle:** ALLBU **Seq Num:** 1810  
**Vendor Name:** Driver Alliant Insurance Svcs Inc  
**Address:** PO Box 28323  
Santa Ana CA 92799-8323 USA  
**Payment Amount:** 83.32 USD **Payment Method:** CHK

**Pymnt Ref ID:** 079878  
**Accounting Date:** 05/10/2004  
**Payment Date:** 05/12/2004  
**Days Outstanding:** 69  
**Payment Clear Date:** 07/20/2004  
**Reconcile Date:** 10/29/2004  
**Value Date:** 05/12/2004

**Description:**

Business Unit	Voucher ID	Advice Seq	Advice Date	Invoice Number	Gross Paid Amount	Paid Amount	Currency	Discount Taken	Late Charge	Source
FRSNO	<a href="#">00153498</a>	1	05/10/2004	0000-005	83.32	83.32	USD			Accounts Payable Vouchers

### Steps

1. View the payment voucher details.

Payment voucher details include: Bank Name, Bank Account Number, Pay Cycle, Payment Amount, Payment Reference ID, Payment Date, Days Outstanding, Payment Clear Date, Reconcile Date, Value Date, etc.

2. Click the Voucher ID link if you need to access the Voucher Inquiry page where you can view details for the voucher.
3. Click the [Back to Payment Inquiry link](#) to return to the Payment Inquiry page.