

## **Vouchers**

Step	Action
1.	Click the Main Menu button.  Main Menu
2.	Click the Accounts Payable menu.  Accounts Payable
3.	Click the Vouchers link.  Vouchers
4.	Click the Voucher link.  Voucher
5.	Verify "SMETH" is present for <b>Business Unit</b> and <b>Vendor SetID</b> . Enter 'SMETH' in those two fields if not present.
6.	Click the <b>Look up Vendor Name 1</b> button.
7.	Enter the desired information into the <b>begins with</b> field.
8.	Click the <b>Look Up</b> button.
9.	Select the desired <b>Vendor</b> link.
10.	If available, you can narrow down your criteria by entering an <b>Invoice Date.</b>
11.	The value "Any" is the default for the <b>Amount Rule</b> field. ( <b>Example:</b> If you entered \$50 and searched using "Any" the results for items to the same vendor that had been entered in the amounts of \$500 or \$350 would also display. These would be retrieved since "50" was kept in the Any field.) Change if desired.  To search for a specific amount, select <b>Equal to</b> from the <b>Amount</b> drop down list. ( <b>Note:</b> If you are changing the value of "Any" you must enter "USD" in the <b>Currency</b> field.)
	Equal to
12.	Enter the desired information into the <b>Amount</b> field.
13.	Enter a valid value e.g. "USD" into the currency field.
14.	Click the Search button.  Search
15.	Click the Accounting Entries icon.



Step	Action
16.	A new window will open and display more information.
	Click the <b>Chartfields</b> tab to display <b>Account-Fund-Org</b> information.
17.	The <b>Journal</b> tab provides information on the <b>Journal Id</b> , <b>Journal Date</b> , and the date the transaction posted to the general ledger ( <b>Accounting Date</b> field).
18.	Information for all tabs can be expanded into one view. Click the <b>Show all columns</b> button.
19.	Click the Close button to close the additional window.
20.	Click on the <b>Payment Information</b> icon.
21.	Payment information is available. You can navigate to the <b>Payment Inquiry</b> page by selecting the <b>Payment Reference ID</b> link.
	The <b>Payment Status</b> will be displayed for you.
22.	
	End of Procedure.