

Look Up Voucher or Payment Information

Purpose

Use this quick reference to answer FAQs about web vouchers.

Procedure

1. Use this quick reference to answer frequently asked questions about finding information on your web vouchers and payment information.

Question	Where to Find Answer	Next Steps
What was the check number of a payment?	<p>If you know the invoice number:</p> <ol style="list-style-type: none"> 1. Use → Invoice Search. 2. Enter the invoice number. <p>If you know the web voucher number:</p> <ol style="list-style-type: none"> 1. Use → Invoice Search. <p>Note: Choose “PO Number starts with” (instead of “Invoice Number starts with”).</p> <ol style="list-style-type: none"> 2. Enter the web voucher number. 	<p>Review the Payment Number field to get the check number. You can then click on the Payment Number (and then click on it again on the next screen) to go to the Payment Details screen, which has extra information about the check date, check amount, and the address it was sent to.</p>
When was a payment made and where was it sent?	<p>If you know the invoice number:</p> <ol style="list-style-type: none"> 1. Use → Invoice Search → Payment Number → Payment Number. 2. Enter the invoice number. <p>If you know the web voucher number:</p> <ol style="list-style-type: none"> 1. Use → Invoice Search → Payment Number → Payment Number. <p>Note: Choose “PO Number starts with” (instead of “Invoice Number starts with”).</p> <ol style="list-style-type: none"> 2. Enter the web voucher number. 	<p>Review the Payment Date and Supplier Address fields</p> <p>Note: Payment date is the date the payment was generated. The Cleared Date, which also appears on this page, shows the date the payment cleared the bank.</p>
When will the vendor be paid?	<p>If you know the invoice number:</p> <ol style="list-style-type: none"> 1. Use → Invoice Search. 2. Enter invoice number <p>If you know the web voucher number:</p> <ol style="list-style-type: none"> 1. Use → Invoice Search. <p>Note: Choose “PO Number starts with” (instead of “Invoice Number starts with”).</p> <ol style="list-style-type: none"> 2. Enter the web voucher number. 	<p>Review the Due Date field</p> <p>Note: This field shows the date the payment will be made.</p>



Question	Where to Find Answer	Next Steps
When will the reimbursee be paid?	If you know the web voucher number: 1. Use → Invoice Search . Note: Choose “PO Number starts with” (instead of “Invoice Number starts with”). 2. Enter the web voucher number. To search by reimbursee name: 1. Use → Invoice Search . Note: Choose “Vendor Name starts with.” 2. Enter the reimbursee’s name in all caps, for example, FIRSTNAMEspaceLASTNAME.	Review the Due Date field Note: This field shows the date the payment will be made.
How can I search for a web voucher using the web voucher line description?	1. Use → Open Requisitions/Vouchers . Note: Choose “Description contains” (instead of “Number starts with”). Enter something that you included in the web voucher line description.	Review the Number (web voucher #) field
Where can I view account coding and descriptions for web voucher # xxxx?	1. Use → Open Requisitions/Vouchers . 2. Enter the web voucher number.	Review the Tub, Org, Object, Fund, Activity, Sub-activity, and Root (descriptions provided) fields, using the scroll bar on the bottom of the screen
I created a web voucher yesterday, but forgot the web voucher number. How can I locate the web voucher?	1. Use → Open Requisitions/Vouchers . 2. Click the Advanced Search button. 3. Enter the appropriate date in the Creation Date field and your name in the Preparer field to search for the vouchers you created on a given day. Note: The date format should be DD-MMM-YYYY and the name format should be “Lastname, Firstname.”	Review the Number (web voucher #) field
Where is web voucher # xxxx in the review process?	1. Use → Open Requisitions/Vouchers . 2. Enter the web voucher number. 3. Use → Status .	Review the Date, Status, and Approver fields Note: The Approver field will show reviewers as well.
Who approved web voucher # xxxx?	1. Use → Open Requisitions/Vouchers . 2. Enter the web voucher number.	Review the Approver field



Question	Where to Find Answer	Next Steps
How do I know if lines of coding have been cancelled before web voucher # xxxx was approved?	<ol style="list-style-type: none">1. Use → Requisitions/Voucher History.2. Enter the web voucher number.3. Use → Number.	Review the Cancelled and Cancel Reason fields Note: If a line was cancelled, a Y will be displayed in the Cancelled field.
Where can I find the information I put in the business purpose field?	<ol style="list-style-type: none">1. Use → Requisitions/Voucher History.2. Enter the web voucher number.3. Use → Line.	Review the Description in the header information