



UNIVERSITY OF South Carolina

Controller's Office – General Accounting Accounts Payable Voucher Lookup Inquiry

Use the Accounts Payable Voucher Inquiry to view voucher details and payment information.

Navigation: [Main Menu](#) > [Accounts Payable](#) > [Review Accounts Payable Info](#) > [Vouchers](#) > [Voucher](#)

Step 1: Enter the invoice number in both **From Invoice Number** fields. For this example, there is only one invoice. If applicable, you can enter a range.

Step 2: Enter the supplier ID in the **From Supplier ID** fields.

Voucher Inquiry

Search Criteria

Search Name	ALL	Q		
From Voucher ID		Q	To	
From Invoice Number	22634	Q	22634	Q
Supplier SetID	USC01	Q		
From Supplier Short Name		Q		Q
From Supplier Name		Q		Q
From Additional Name		Q		Q
From Supplier ID	000009111	Q	000009111	Q
Supplier Location		Q		
Entry Status				
Incomplete Voucher				
From Accounting Date		Q		Q
From Invoice Date		Q		Q
From Due Date		Q		Q
From Entered Date		Q		Q
Origin Set ID		Q		
From Origin		Q		Q

Step 3: Scroll down and click the **Search** button.

University of South Carolina Voucher Inquiry Search Interface

Search Criteria:

- *Voucher Style: All Vouchers
- Post Status
- Approval Status
- Voucher Balance
- Voucher Source
- User ID
- GL Business Unit
- Account
- Department
- VAT No
- Process Instance
- Transaction ID
- Match Status
- Sanctions Status
- Max Rows: 300

Buttons: Search (highlighted), Clear

Sort Criteria:

- *Sort By: Voucher ID
- *Sort Asc/Desc: Ascending

Buttons: Sort Display

> Display Currency Criteria

Step 4: Click the **Actions** drop-down arrow and select **Voucher Details** from the list.

University of South Carolina Voucher Inquiry Results

Table Columns:

- Voucher ID
- Invoice Number
- Invoice Date
- Supplier ID
- Entry Status
- Incomplete
- Match Status
- Short Supplier Name

Table Data:

Actions	Voucher ID	Invoice Number	Invoice Date	Supplier ID	Entry Status	Incomplete	Match Status	Short Supplier Name	
<ul style="list-style-type: none"> View Attachments Review Accounting Entries Payment Information Voucher Details (highlighted) Review Document Status 	USC01	02371588	22634	02/07/2024	000009111	Postable	<input type="checkbox"/>	Not Applicable	SANDLAPPER-001

Step 5: Review the voucher details, attachments, and available comments.

Step 6: Click the **X** to close the Voucher Line Details page.

Voucher Line Details ✕

[Help](#)

Voucher Details

Business Unit	USC01	Gross Amount	390.00
Voucher ID	02371588	Misc Charges	0.00
Invoice No	22634	Total VAT	0.00
Invoice Dt	02/07/2024		
Supplier ID	0000009111	Attachments (1)	
Name	SANDLAPPER CLEANING & SERVICES LLC	Comments(0)	
		Transaction Currency	USD

Invoice Lines

Line	Description	Merchandise Amt	390.00
Item ID	Quantity	UOM	Unit Price
PO Business Unit	PO Number	PO Line	PO Schedule
Receipt Unit	Receipt Number	Receipt Line	Schedule

Distributions

Distrib Line	Merchandise Amt	GL Unit	Oper Unit	Dept	Fund	Account	Class	PC Bus Unit	Project	Activity	Cost Share	Produ
1	390.00	USC01	CL003	600327	CA200	52110	805					

Step 7: To view the payment status, scroll to the bottom of the page, click the **Actions** drop-down arrow, and select **Payment Information** from the list.

Favorites Main Menu Accounts Payable Review Accounts Payable Info Vouchers Voucher
Worklist Home Sign Out

UNIVERSITY OF SOUTH CAROLINA
Add To Notifications NavBar

View Attachments
Review Accounting Entries
Payment Information
Voucher Details
Review Document Status

Actions	Voucher ID	Invoice Number	Invoice Date	Supplier ID	Entry Status	Incomplete	Match Status	Short Supplier Name
⌵ Actions	USC01	02371588	22634	02/07/2024	0000009111	Postable	<input type="checkbox"/>	Not Applicable

Step 8: Review the payment information. Notice that this voucher has been paid.

Step 9: Click the **Back to Voucher Inquiry** link to continue your search.

The screenshot displays the University of South Carolina Accounts Payable interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', and a breadcrumb trail: 'Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher'. The right side of the header includes 'Worklist', 'Home', and 'Sign Out'. Below the header, there is a search bar with 'All' and 'Advanced Search' options, and utility links for 'Add To', 'Notifications', and 'NavBar'. The main content area shows voucher details: Business Unit (USC01), Voucher ID (02371588), Invoice Number (22634), Supplier Name (SANDLAPPER CLEANING & SERVICES LLC), Supplier Location (0001), Gross Invoice Amount (390.00), and Transaction Currency (USD). A red box highlights the 'Back To Voucher Inquiry' link. Below this, a 'Details' section contains a table with one row of payment data. The table has columns for 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 'Payment Status' column for the single entry is 'Paid', which is also highlighted with a red box.

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
USC01	WF01	WF01	6000224123			02/20/2024	7,552.00	USD	390.00	Paid