# USF Controller's Office
# Accounts Payable – Inquire On Voucher

**Philosophy:**

In accordance with effective internal control procedures and established accounting processes, as well as University regulations these guidelines are offered regarding accounts payable procedures.

**Procedure:**

SHORT GUIDE:

Step 1: Navigate to the Voucher Inquiry

Step 2: Enter the Select Criteria

Step 3: Review Search

STEP 1 NAVIGATE TO THE VOUCHER INQUIRY PAGE

1.1 FAST Menu: **Accounts Payable, Review Accounts Payable Info, Vouchers, Voucher**.

STEP 2 ENTER THE SEARCH CRITERIA

2.1 Enter the AP **Business Unit**. *NOTE: There is only one AP Business Unit – USF01.*

2.2 Enter the **Voucher ID** (8 characters) you wish to inquire on.

2.3 If the Voucher ID is not available enter any of the other criteria to narrow the search. For example, you may receive a call from a vendor and the only available information you have is the Invoice Number. You can use the invoice number to define your search.

2.4 Click on **Search**.

2.5 Click on the appropriate **Voucher ID** to view the **Invoice Information** page.

STEP 3 REVIEW RELATED VOUCHER INFORMATION

3.1 The search results page contains information including Invoice Number, date, amount, match status, budget status.  Review for any matching or budget errors that may be holding up payment.

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3.2 Click on the **Payments Icon** to view information related to payment of the voucher. If payment has not been made a **Scheduled Payments Icon** is available.

3.3 The **Payments** page will provide the check number and check date if the voucher has been paid. If the voucher has not been paid, the Schedule Due date will identify when the voucher should be released for payment.

3.4 Click on the **Voucher Details Icon.** This page contains information including Purchase Order Number, Receipt Number, and Chartfields.

3.6 The **Image Button** will allow you to view the image of the invoice that was processed in Accounts Payable. If you have problems viewing the image, contact aphelp@usf.edu.

**Resources:**

For additional questions concerning this process, please contact the AP Helpdesk at aphelp@usf.edu.