

AP - Voucher Inquiries

See "The FIN SOURCE" for Ohio for the most recent version of this process.



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Steps for Voucher Inquiries

Process

Once a voucher is created in OAKS FIN a variety of methods exist to search for vouchers and payment inquiries.

Inquiring on Payments

Individuals are able to search for payment information in a variety of ways, such as payment reference number or method, supplier, date or bank account.

Inquiring on Vouchers

The Voucher Inquiry allows the user to search for voucher status information and any related payment information. This inquiry allows the user to search for information a variety of ways, such as supplier invoice number, voucher ID, supplier name.

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Inquiring on Payments

Overview

Use this process to check the status of a payment. Search for payment information in a variety of ways, such as payment reference number or method, supplier, date or bank account.

These tabs contain the following information:

- **Payment Details** - Main payment information, such as Payment Reference ID, Payment Method, Amount, and Payment Date.
 - **Additional Info** - Banking information for the payment.
 - **supplier Details** - Location where the payment was sent.
 - **Payment Reference ID** - Voucher information.
 - **Vouchers for a Payment** - Invoices paid based on this warrant, including voucher IDs, discounts taken, or late charges applied.
 - **Voucher Inquiry** - Detailed information about the voucher, accessed via the Voucher ID.
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- [Click here for assistance with accessing the OAKS FIN AP Module.](#)

Steps

- **OAKS FIN > Accounts Payable > Review Accounts Payable Info > Payments > Payment**

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[Favorites](#) > [Main Menu](#) > [Accounts Payable](#) > [Review Accounts Payable Info](#) > [Payments](#) > [Payment](#)

OAKS Financials

Payment Inquiry

Search Criteria

Search Name 

From

Supplier Name 
 Supplier Location 

*Amount Rule 
 Amount
 Currency 

Bank SetID 
 Bank Code 
 Bank Account 
 Bank Account #

Reference

Payment Date 

Payment Method 
 Pay Cycle 

Seq Num 
 Payment Status 
 Remit SetID 
 Remit Supplier 
 Settle By 
 Settlement Status 

Single Payment Vouchers

Max Rows [Keyword Search](#)

Show Chart *Chart Type 

1. Enter the desired search criteria.
 2. Verify that the **Bank SetID** is populated with **STATE**.
 3. Verify that the **Remit SetID** is populated with **STATE**.
 4. Click **Search**.
- After conducting a search, click the **Recent Search Results** icon at the end of the breadcrumb navigation anytime to display the **Recent Search Results** in a pop-up window.

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5. Click the **link** for the desired payment.
6. Review the voucher.
 - A description of what data can be found on which page is described in the Overview.

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Inquiring on Vouchers

Overview

The Voucher Inquiry allows the user to search for voucher status information and any related payment information. This inquiry allows the user to search for information a variety of ways, such as supplier invoice number, voucher ID, approval status, voucher style, or supplier name.

Use this inquiry to review payments searching by supplier, payment, bank, account, and date.

Search for voucher information a variety of ways, such as by supplier invoice number, supplier name, voucher ID, approval status, or voucher style. Use the **From Invoice** and **To Invoice** fields to search for a range of invoices.

- The Payment Reference ID is the warrant number.

Steps

- **OAKS FIN FIN > Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher**

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

OAKS Financials

Voucher Inquiry

▼ Search Criteria

Search Name	<input type="text" value="ALL"/>		
	From		To
Business Unit	<input type="text"/>		<input type="text"/>
Voucher ID	<input type="text"/>		<input type="text"/>
Invoice Id	<input type="text"/>		<input type="text"/>
Supplier SetID	<input type="text"/>		<input type="text"/>
Short Name	<input type="text"/>		<input type="text"/>
Supplier Name	<input type="text"/>		<input type="text"/>
Additional Name	<input type="text"/>		<input type="text"/>
Supplier ID	<input type="text"/>		<input type="text"/>
Supplier Location	<input type="text"/>		<input type="text"/>
Entry Status	<input type="text"/>		<input type="text"/>
Incomplete Voucher	<input type="text"/>		<input type="text"/>
Accounting Dt	<input type="text"/>		<input type="text"/>
Invoice Date	<input type="text"/>		<input type="text"/>
Due Date	<input type="text"/>		<input type="text"/>
Entered Date	<input type="text"/>		<input type="text"/>
Origin Set ID	<input type="text"/>		<input type="text"/>
Origin	<input type="text"/>		<input type="text"/>
Control Group ID	<input type="text"/>		<input type="text"/>
Contract ID	<input type="text"/>		<input type="text"/>
Lease Number	<input type="text"/>		<input type="text"/>
PO Business Unit	<input type="text"/>		<input type="text"/>
Purchase Order	<input type="text"/>		<input type="text"/>
Item ID	<input type="text"/>		<input type="text"/>
*Amount Rule	<input type="text" value="Any"/>		<input type="text"/>
Amount	<input type="text"/>		<input type="text"/>
Currency	<input type="text"/>		<input type="text"/>
*Voucher Style	<input type="text" value="All Vouchers"/>		<input type="text"/>

1. Enter the desired search criteria.
2. Verify that the **Supplier SetID** field is populated with **STATE**.
3. Click **Search**.
 - The **Vouchers Details** tab displays in the Voucher Inquiry Results.
 - After conducting a search, click the **Recent Search Results** icon at the end of the breadcrumb navigation anytime to display the **Recent Search Results** in a pop-up window.

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4. Click the **More Details** tab.
 - The More Details tab contains the follow fields:
 - **Approval Status** field displays whether the voucher was approved.
 - **Match Status** field displays whether the voucher was matched correctly (if appropriate.)
 - **Due Date** field displays the payment due date.
 - **Entered On** field displays when the invoice was entered into OAKS FIN.
 - **Budget Header Status** and **Budget Misc Status** fields display whether the voucher passed budget check successfully - if budget check fails, the payment is not created.
 - **Bank**
 - **Bank Account**
5. Click the **Voucher Details** tab.
 - It's optional to click the **Actions** link and select **Voucher Details** to review detailed information about the voucher in a separate window. Close the window when done.
6. To view Payment Information click **Actions**.
7. Click the **Payment Information** button to review more payment information for this voucher.
 - The **Hold Payment** check box indicates whether the voucher was placed on hold.
 - The **Payment Information** page displays.

[Back To Voucher Inquiry](#)

Business Unit TAX01 Voucher ID 00000001 Invoice Number M-BUD-74AQ7Y

Supplier Name Supplier Location EFT-1

Gross Invoice Amount 626.36 Transaction Currency USD

Details										Personalize Find View All 
Bank SetID	Bank Code	Bank Account	Payment Reference ID	Applied Business Unit	Applied Voucher ID	Payment Date	Payment Amount	Payment Currency	Voucher Paid Amount	
STATE	KEYBK	MAIN	0000000808			07/06/2007	626.36	USD	626.36	

8. Click the **Back to Voucher Inquiry** link.

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