

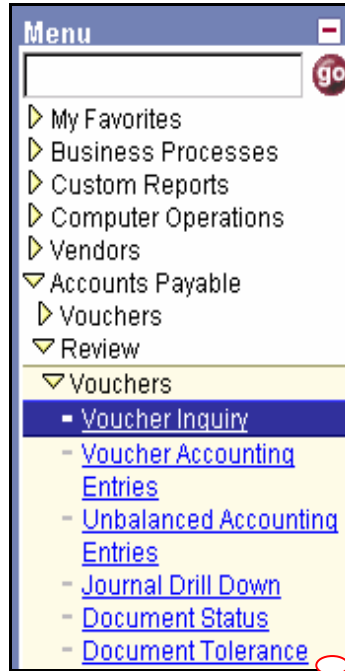
Access the Financial Production database: <https://my.uh.edu/fs>

Or, See the [SignOn Financial Production](#) job aid.

Remember to use ALL CAPS

NAVIGATION / PATH

- Under **Menu** click on:
- ▶ **Accounts Payable**
 - ▶ **Review**
 - ▶ **Vouchers**
 - ▶ **Voucher Inquiry**




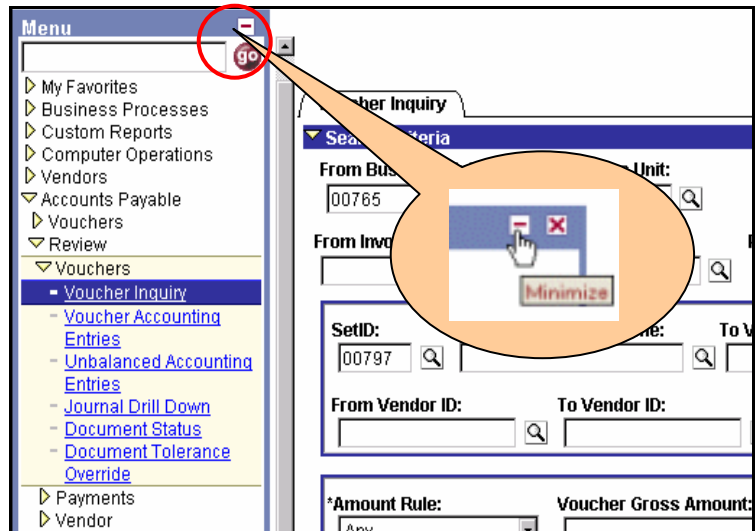
Be sure to add to "Favorites"!

Option:

In order to have more viewing of Voucher panel, minimize the Menu by clicking on the red minus sign.

It will then appear as an *Expand* button

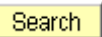
 if needed again.



INSTRUCTIONS – To Find by Vendor SSNs

STEP 1: Under the **Voucher Inquiry** tab, **Search Criteria** section:

Search by Social Security Number (SSN):

- **From/To Business Unit:** change to **SA765**
- **From Vendor ID:** Enter SS#.
- **Tab** to the **To Vendor ID:** field, the same SSN will populate as you have entered in the **From Vendor ID:** field.
- **Click** 


Then, at the bottom of the screen **Voucher Inquiry Results** appears, which contains the results of your search.


- Select the appropriate Voucher by ID or amount or invoice number from the list in the “Search Results” that will appear at the bottom of the screen.

Voucher Inquiry Results

Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Short Vendor Name	Vendor Loc	Voucher Style	Detail Payment Lines Information	Scheduled Payments	Transaction Currency	Gross Invoice Amount
00765	00024507	T741021	05/14/2004	0000052994	SEGURAPER-001	V	Regular			USD	337.81
00765	00025611	08/19/04	08/19/2004	0000052994	SEGURAPER-001	V	Regular			USD	38.19


STEP 2: Under the **Voucher Inquiry Results** section:

- If the voucher has been paid, then, there will be a  icon under **Payment Information** column.



-To view the payment information, click on  icon.

Payment Reference ID: = the check number.

- If the voucher has not been paid, then, there will be a  icon under **Scheduled Payments** column.

-To view the **Scheduled Due Date** (when the voucher will be paid), click on the  icon.

Voucher Inquiry Results

Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Short Vendor Name	Vendor Loc	Voucher Style	Detail Payment Lines Information	Scheduled Payments
00765	00024507	T741021	05/14/2004	0000052994	SEGURAPER-001	V	Regular		
00765	00025611	08/19/04	08/19/2004	0000052994	SEGURAPER-001	V	Regular		

[Back To Voucher Inquiry](#)



Business Unit: 00765 Voucher ID: 00024507 Invoice Number: T741021

Vendor Name: SEGURA, PERRI Vendor Location: V

Gross Invoice Amount: 337.81 Transaction Currency: USD

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
00765	CHASV	DISB	000102275			07/08/2004	337.81	USD	337.81	Paid

Voucher Inquiry Results

Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Short Vendor Name	Vendor Loc	Voucher Style	Detail Payment Lines Information	Scheduled Payments
00765	00024507	T741021	05/14/2004	0000052994	SEGURAPER-001	V	Regular		
00765	00025611	08/19/04	08/19/2004	0000052994	SEGURAPER-001	V	Regular	