

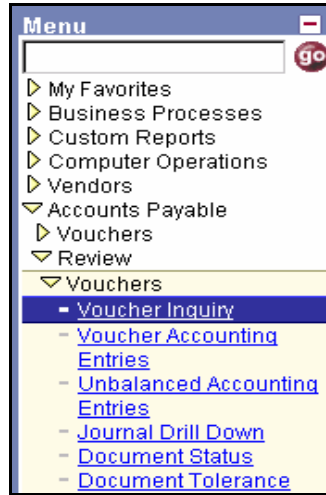
Access the Financial Production database: <https://my.uh.edu/fs>  
Or, See the [SignOn Financial Production job aid](#).

Remember to use ALL CAPS

### NAVIGATION / PATH

Under **Menu** click on:


- ▶ **Accounts Payable**
- ▶ **Review**
- ▶ **Vouchers**
- ▶ **Voucher Inquiry**

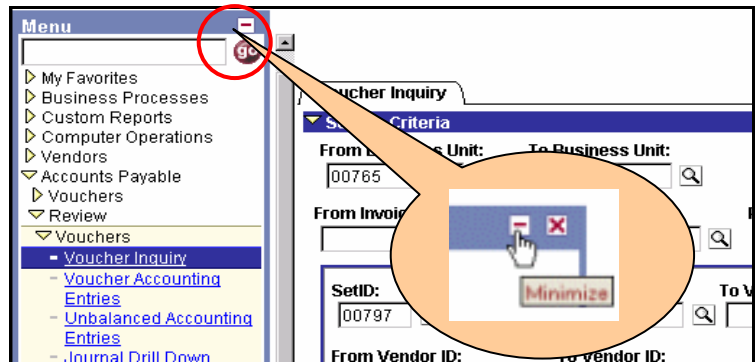


Be sure to add to "Favorites"!

**Option:**

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

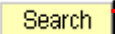
It will then appear as an *Expand* button  if needed again.



**INSTRUCTIONS – to find by Voucher IDs**

**Note: If students,  
Business  
Unit=SA765**

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


- **From/To Business Unit:** (Defaults to 00765).
- **From Voucher ID:** Enter Voucher Number, if known.
- **Tab to To Voucher ID:** same Voucher ID will populate as you have entered in the From Voucher ID: field.
- **Click** 


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

Voucher Inquiry Results

Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Short Vendor Name	Vendor Loc	Voucher Style	Detail Scheduled Lines Payments	Transaction Currency	Gross Invoice Amount	Voucher Unapplied Balance
00765	00025611	08/19/04	08/19/2004	0000052994	SEGURAPER-001	V	Regular		USD	38.19	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		

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	CHABV	DISB	0001022752			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	00025611	08/19/04	08/19/2004	0000052994	SEGURAPER-001	V	Regular		