Financial System Tips & Tools

TIPS

How to view/print an invoice* in Financials system:

- Go to *Procurement Inquiry Home Page*
- Select *Voucher Inquiry*
- Enter the invoice number (or voucher ID) in the *'From Voucher ID'* field
- Click on search
- Scroll to bottom to view *Voucher Inquiry Results*
- Click on view invoice icon
- Print (or save) invoice image to desired source

*Invoices that are not associated with POs or payment requests may not be available to view in the Financials system.

How to view a payment in the Financials system:

- Go to *Procurement Inquiry Home Page*
- Select *Voucher Inquiry*
- Enter the invoice number (or voucher ID) in the *'From Voucher ID'* field
- Click on search
- Scroll to bottom to view *Voucher Inquiry Results*
- Refer to the *Voucher Details Tab*
- If available*, click on the dollar sign ($) posted under the *Payment Information* header.
- Click on the *Payment Reference ID* that appears in the details results page.
- Click on the *Payment Reference ID* that appears in the Payment Inquiry Result
- View full payment details (e.g. amount, method, vendor information, et al)

TOOLS

PO Reconciliation Workbench is a valuable tool to review your PO's encumbrance availability and matching status in the Financials system.

- Go to *Procurement Inquiry Home Page*
- Select *Purchase Order Reconciliation Workbench*
- From the *Find an Existing Value* tab, click on Search
- Enter the criteria information that is available (e.g. PO #, Buyer ID, chartfield, etc), click on Search.
- Navigate through PO details as applicable to your inquiry needs.

Activity Summary is a useful tool offering details regarding your PO's lifecycle, voucher activity and document status in the Financials system.

- Go to *Procurement Inquiry Home Page*
- Select *Purchase Activity Summary*
- On the *Find an Existing Value* tab, enter the criteria information that is available (e.g. PO #, Buyer ID, Vendor ID), click on Search.
- Navigate to PO Inquiry link for additional details as applicable to your inquiry (e.g. document status)