PeopleSoft Financials 9.1 Voucher Feature
(For PC and MAC Users)

Departments have the capability of looking up an invoice/voucher for a DEPARTMENT budget (DAT/DPL report) and seeing an image of a document. For GRANT budgets, this feature is limited to those who have GRANT DEPARTMENT access. Your computer will need to have the JAVA program loaded. If not, please contact OTS to have JAVA added to your computer.

From the main PeopleSoft Financials menu,
Click on Accounts Payable

Click on Add/Update under Vouchers

Click on Regular Entry
The summary tab contains the invoice/voucher amount, vendor/payee, invoice number, check/payment number and issue date.

On the Voucher Search screen, there are various search criteria that you can input. (If you don’t know a voucher number, enter a date range). Input the criteria you have and click on Search.

In the lower right hand corner of the Summary tab is the payment information. The Bank Ref ID is the check number or payment number if it is a direct deposit/EFT. The Check issue date is the date the check was cut from Annapolis.
Click on the **IMAGENOW** link to see the document.

The image of the invoice opens up in the WebNow version of ImageNow. You can flip through the pages of the document, zoom in and print the documents. You cannot search for other images within WebNow. To print the invoice, click on the File inside WebNow, not the one on the web browser. This image cannot be saved.
While the image is open, you can **hit F12** on your keyboard to see the electronic coding block.

When finished with the image, be sure to close the window entirely by using the X in the right hand corner of the browser window. Otherwise, when you try to open an image again, you will receive an error.

To view additional information, click on the **Invoice Information** tab.
On the Invoice Information tab, if scroll down to see the Dept/Grant as well as the Account number and initiative charged.

If you have questions or need help looking up invoices/vouchers please contact the Financial Services Help Line at x4-5599. You can also contact Julie Hall at x4-5560 or jmhall@towson.edu.