How can I look up an invoice or payments?

Go to PeopleSoft Financials Production>Main Menu>Accounts Payable>Review Accounts Payable Info>Vouchers>Voucher

Select the New Orleans Business Unit (BU) you’re looking for in the “From Business Unit” data field

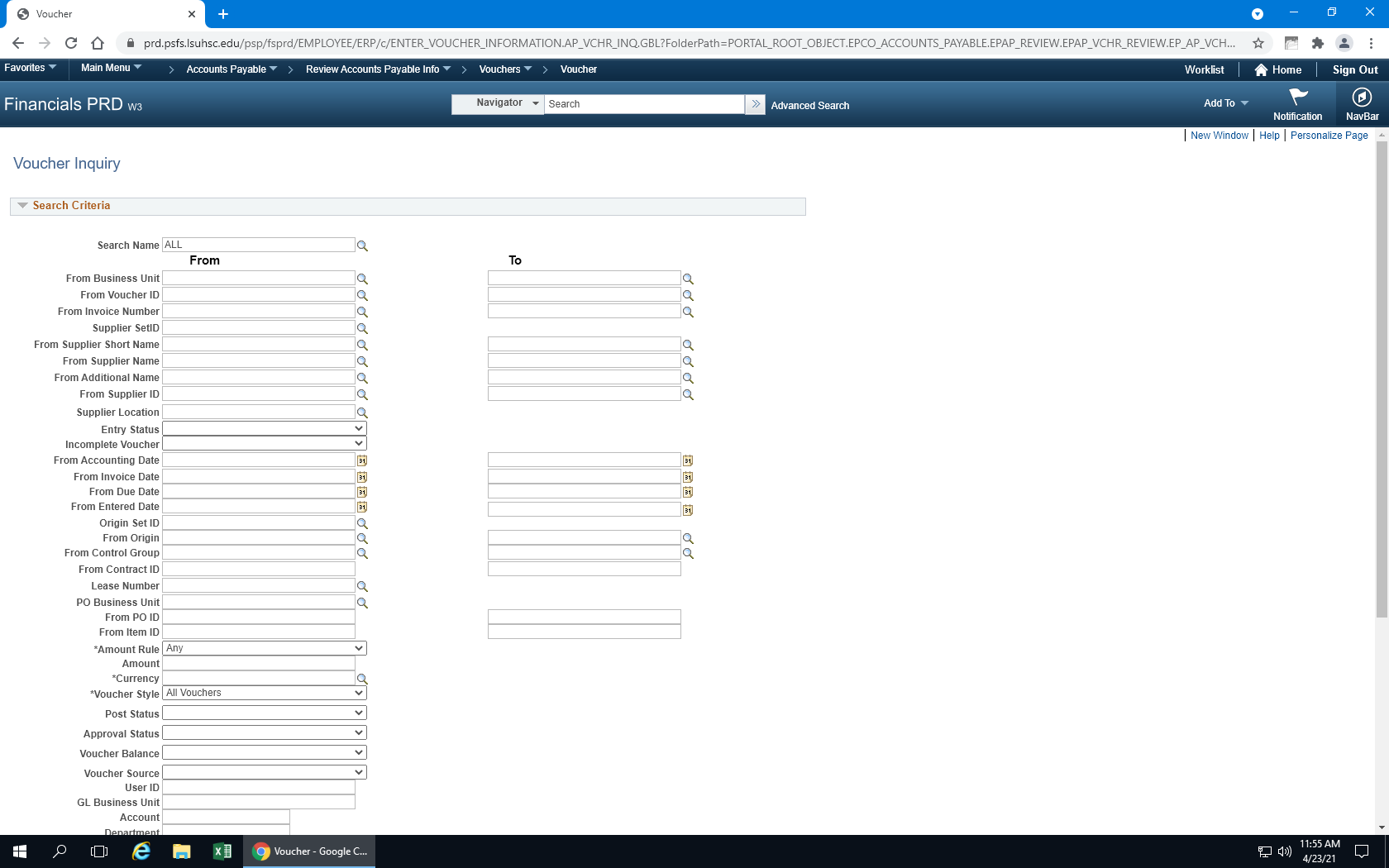
**LSUNO – BU for AP related PO vouchers/payments**

**LSUNE- BU for Travel and Direct Pay vouchers/payments**

**LSUNA- BU for Auxiliaries related vouchers/payments**

\*\*\*\*make sure the business unit is populated in both the from and to data fields

\*\*\*\*make sure the “Supplier SetID” data field is blank



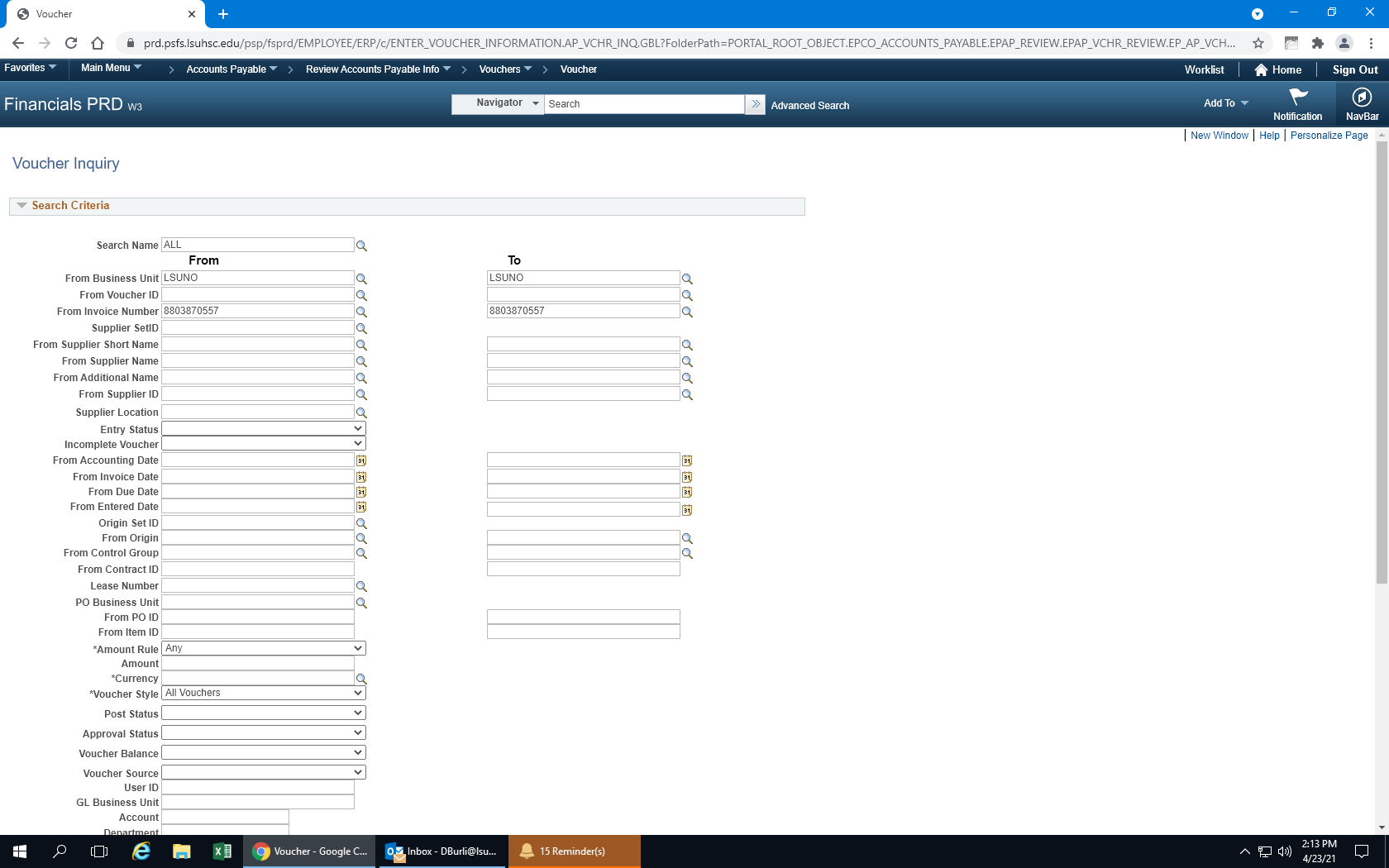
Enter the invoice number in the “From invoice Number” data field and click Search

\*\*\*\*reminder- make sure the correct business unit is populated in the from/to business unit data field and the Supplier setid data field is blank.

Direct Pay Invoice numbers start with DPxxxxxxx

Travel Invoice numbers start with TVxxxxxxx

PO related invoices- invoice number provided by the vendor

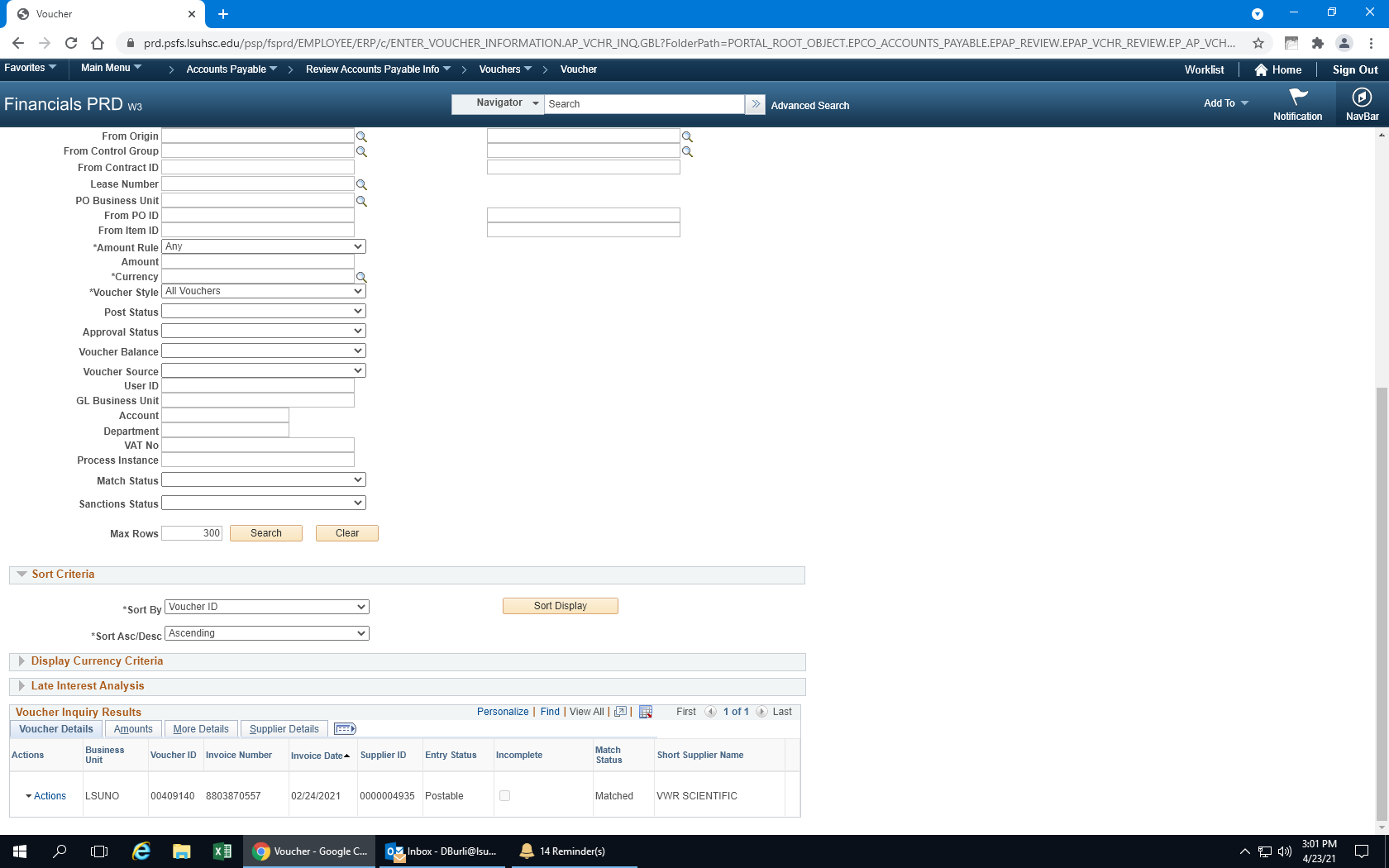


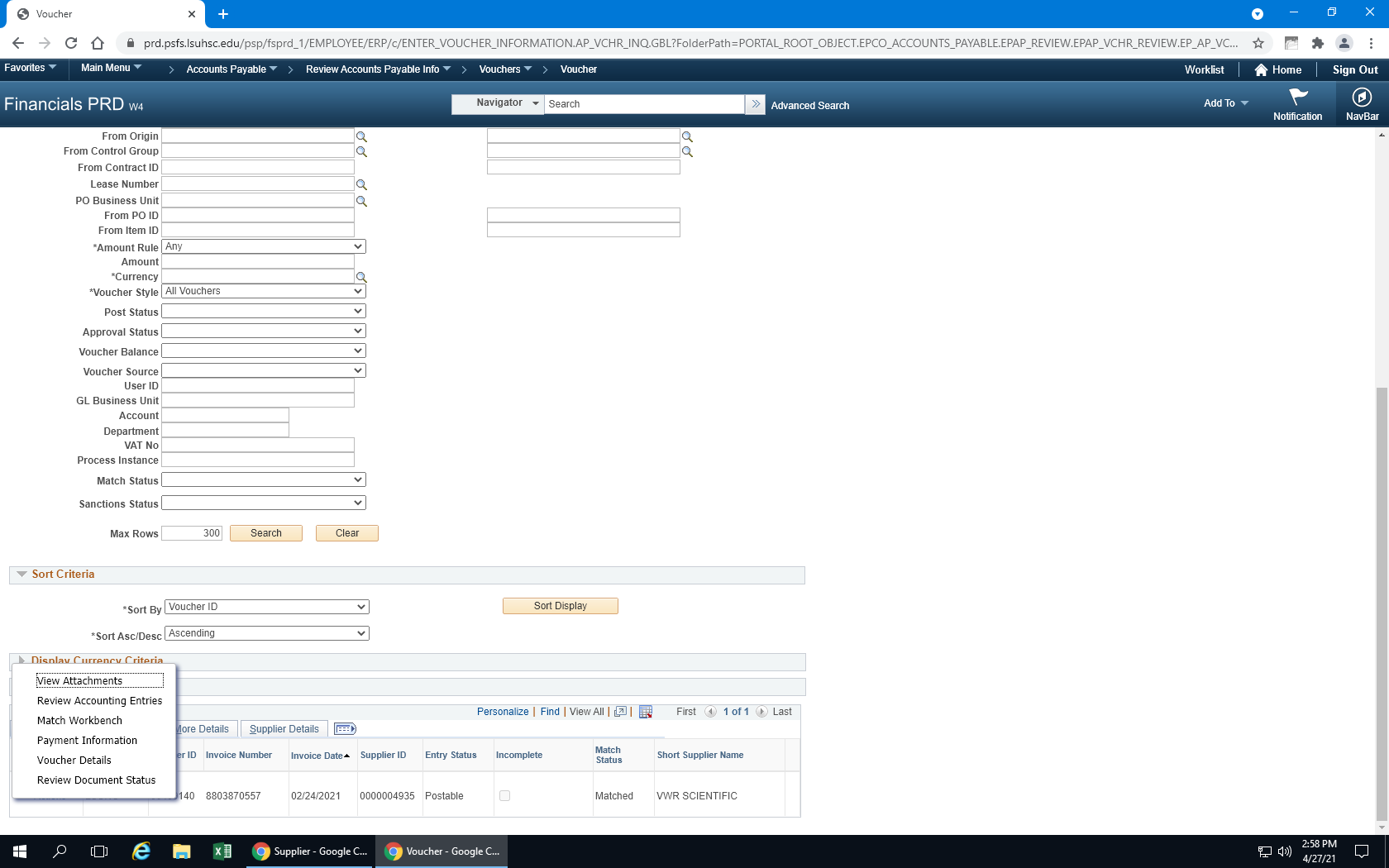
Click Search.

Click on the tabs to reveal more information regarding the payment or

Click the Actions hyperlink and choose from the dropdown menu to:

* View attachments- scanned invoices
* Review accounting entries
* Matching
* Payment information (payment reference number; for copies of checks, please contact General Accounting. For copies of EFT settlements, please contact AP)
* Voucher details
* Review document status





Voucher details page

