Using Voucher Inquiry in PeopleSoft 8.8

PeopleSoft 8.8 is a web-based system and is accessed using your Internet browser. Open your Internet browser (i.e. Internet Explorer, Mozilla, etc.).

Sign in to PeopleSoft. Enter your login information using your current Novell user ID and password and click the Sign In button.
You are now logged into PeopleSoft and should see a menu to the left of the screen.

Note: In the top border of your window you will see your user Id.
In the menu, click on the Accounts Payable link.
You will be directed to the Accounts Payable Menu. Notice that you now have both the menu to the left and a more expanded version to the right. You may use either menu in navigating through PeopleSoft.

Note: You can also minimize and maximize the menu on the left side using the minimize button to the right.

To maximize the menu out again click on the maximize icon at the top left of your screen.
In the Accounts Payable Menu, click on the Review Accounts Payable Info link in either menu.
Now click on Vouchers.
Now click on Voucher
The Voucher Inquiry window is now displayed. There are several ways to search a voucher. These include by Voucher ID, Invoice number, Vendor ID, etc.
If you know the voucher number you are looking for you may enter it into the From Voucher ID and To Voucher ID section. Then click on Search.
Once you have clicked on Search it will load the information for that voucher at the bottom of the page, using the Scroll bar on your right, scroll to the bottom of the page.
The Voucher Inquiry will then give you information regarding the voucher you searched on. Notice that the Left and Right Scroll bar is now active at the bottom of your window.
There is more data to the right that will not fit in your window. If you scroll to the right you will see the rest of the information. (Hint: you may also minimize your left Menu to reduce the amount of scrolling you will need to do.)
Scroll back to the left of the screen. Now click on the More Details tab.
This will give you additional information about the voucher you are searching on.