

Access and Print Invoice Images from Voucher Inquiry

Revised: November 7, 2007

Beginning November 1, 2002, central university Accounts Payable began scanning invoices and attaching the scanned images to the system vouchers. The scanned invoice images can be accessed from **eReports Portal** and the Financials system.

Steps

1. Select [**Procurement Inquiry Home Page**] from the main menu.

Page name: *Procurement Inquiry Home Page*

2. Click [**Voucher Inquiry**] to open the *Voucher Inquiry* page.

Page name: *Voucher Inquiry*

3. Record search criteria.

- a. Confirm "UNIV" as the **From** and **To Business Unit**.


More Information


Currently, only university invoice images are available for online viewing.

- b. Type the Voucher ID as the **From Voucher ID**, if available.
 - o If you don't know the Voucher ID, narrow your search by recording as many other criteria as possible.

- c. Click .

Page name: *Voucher Inquiry with Search Results*

4. Click  to open the invoice image in a new browser window.

5. Use the invoice image in Adobe or click  to print the invoice image.

6. Close the invoice image browser window.

- o If you wish to view additional invoice images, return to Step 3. Otherwise, continue with Step 7.

7. Click  to close the Voucher Inquiry window.