

Updated: 05/01/2017

General Information

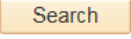
Task	Process Information
<p>How to find the Associated PO Number and Receipt Number for a Voucher</p> <p>Note: If additional assistance is needed, please contact the respective AOC Department staff or the JIS Service Desk.</p>	<p>PO and Receipt information for a Voucher is available on the Related Documents Tab. Note: This does not apply to Expense Vouchers and non-PO Vouchers.</p>

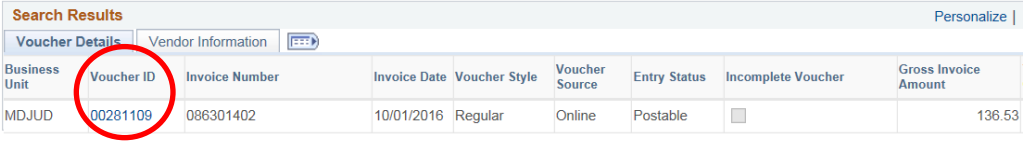
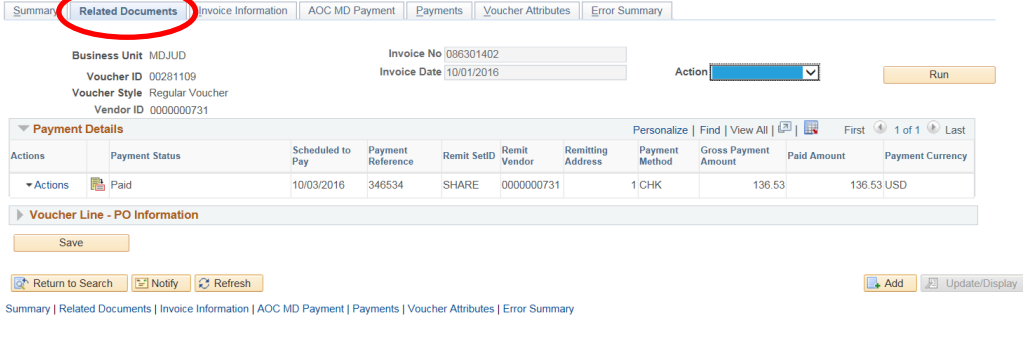
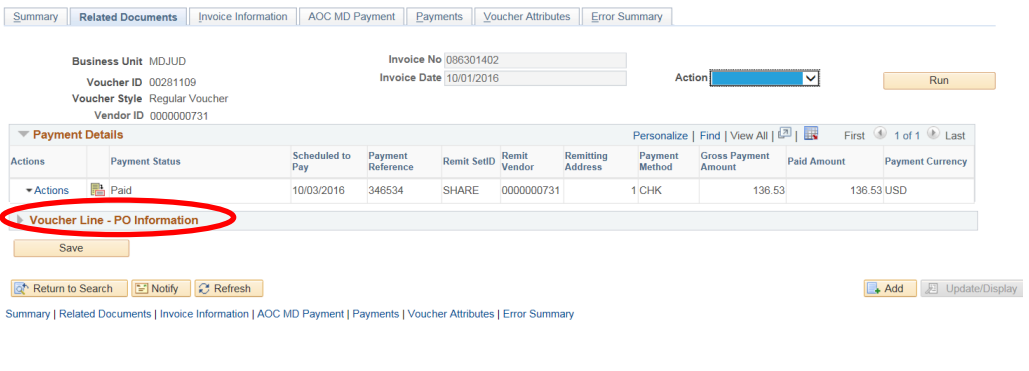
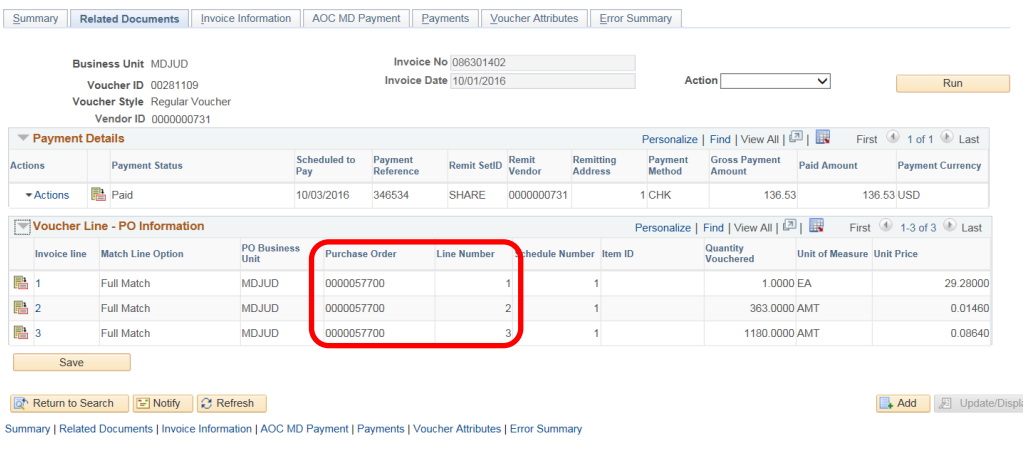
GEARS Navigation

<p>Main Menu > Accounts Payable > Vouchers > Add/Update > Voucher Search</p>	
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1.0 Process

This document is intended to provide a quick reference to completing standard transactions within GEARS.

STEP	ACTION	DETAILS
1.	<p>Enter the Voucher ID.</p> <p>Note: Business Unit should default to MDJUD.</p>	
2.	<p>Click the  button.</p>	

<p>3.</p>	<p>Click the Voucher ID hyperlink to open the voucher.</p>	 <p>Search Results Personalize </p> <p>Voucher Details Vendor Information PDF</p> <table border="1"> <thead> <tr> <th>Business Unit</th> <th>Voucher ID</th> <th>Invoice Number</th> <th>Invoice Date</th> <th>Voucher Style</th> <th>Voucher Source</th> <th>Entry Status</th> <th>Incomplete Voucher</th> <th>Gross Invoice Amount</th> </tr> </thead> <tbody> <tr> <td>MDJUD</td> <td>00281109</td> <td>086301402</td> <td>10/01/2016</td> <td>Regular</td> <td>Online</td> <td>Postable</td> <td><input type="checkbox"/></td> <td>136.53</td> </tr> </tbody> </table>	Business Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Style	Voucher Source	Entry Status	Incomplete Voucher	Gross Invoice Amount	MDJUD	00281109	086301402	10/01/2016	Regular	Online	Postable	<input type="checkbox"/>	136.53																																												
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<p>4.</p>	<p>Click the Related Documents tab.</p>	 <p>Summary Related Documents Invoice Information AOC MD Payment Payments Voucher Attributes Error Summary</p> <p>Business Unit MDJUD Invoice No 086301402 Voucher ID 00281109 Invoice Date 10/01/2016 Voucher Style Regular Voucher Vendor ID 000000731</p> <p>Action ▼ Run</p> <p>Payment Details</p> <table border="1"> <thead> <tr> <th>Actions</th> <th>Payment Status</th> <th>Scheduled to Pay</th> <th>Payment Reference</th> <th>Remit SetID</th> <th>Remit Vendor</th> <th>Remitting Address</th> <th>Payment Method</th> <th>Gross Payment Amount</th> <th>Paid Amount</th> <th>Payment Currency</th> </tr> </thead> <tbody> <tr> <td>▼ Actions</td> <td> Paid</td> <td>10/03/2016</td> <td>346534</td> <td>SHARE</td> <td>0000000731</td> <td></td> <td>1 CHK</td> <td>136.53</td> <td>136.53</td> <td>USD</td> </tr> </tbody> </table> <p>Voucher Line - PO Information</p> <p>Save</p> <p>Return to Search Notify Refresh Add Update/Display</p> <p>Summary Related Documents Invoice Information AOC MD Payment Payments Voucher Attributes Error Summary</p>	Actions	Payment Status	Scheduled to Pay	Payment Reference	Remit SetID	Remit Vendor	Remitting Address	Payment Method	Gross Payment Amount	Paid Amount	Payment Currency	▼ Actions	Paid	10/03/2016	346534	SHARE	0000000731		1 CHK	136.53	136.53	USD																																								
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