

USF Controller's Office  
Accounts Payable – Inquire On Voucher

Philosophy :

In accordance with effective internal control procedures and established accounting processes, as well as University regulations these guidelines are offered regarding accounts payable procedures.



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### Accounts Payable – Inquire On Voucher

3.2 Click on the Payments Icon to view information related to payment of the voucher. If payment has not been made a Scheduled Payments Icon is available.

3.3 The Payments page will provide the check number and check date if the voucher has been paid. If the voucher has not been paid, the Schedule Due date will identify when the voucher should be released for payment.

3.4 Click on the Voucher Details Icon . This page contains information including Purchase Order Number, Receipt Number, and Chartfields.

3.6 The Image Button will allow you to view the image of the invoice that was processed in Accounts Payable. If you have problems viewing the image, contact [aphelp@usf.edu](mailto:aphelp@usf.edu) .

#### Resources:

For additional questions concerning this process, please contact the AP Helpdesk at [aphelp@usf.edu](mailto:aphelp@usf.edu) .