With the introduction of the Accounts Payable Workflow and Scanned Invoices, searching on an invoice needs to be done in both PeopleSoft Accounts Payable (Accounts Payable > Vouchers > Add/Update > Regular Entry) and also in Scanned Invoice Workflow (Accounts Payable > Vouchers > Scanned Invoices > Scanned Invoice Workflow). This is because an invoice may have already been paid in Accounts Payable or alternatively, may still be in AP Workflow and not yet been created into an AP Voucher.

To alleviate the problem of searching in two different areas, a query has been created that searches on an invoice number in both Accounts Payable and Scanned Invoice Workflow at the same time. The query can be accessed via the Scan Pending Approvals page.

**Scan Pending Approvals**

**Navigation**: Accounts Payable > Vouchers > Scanned Invoices > Scan Pending Approvals

Navigate to the Reporting tab in the Scan Pending Approvals pagelet.

Under Queries-Vchr select the AP Invoice Search Query link.
Enter the Invoice ID, a value in ‘Invoice Date After’ and Supplier Name, then click View Results.

If you do not know the Invoice ID or Name (or just want to search for all) then use the ‘%’ symbol as a wildcard. This can also be used to search if you don’t know the entire invoice ID or Supplier Name.

In the example below, I knew the invoice number started with ‘355’ and it was dated after 1/01/2015, but did not know the Supplier.

In the following example I wanted to search for all invoices dated after 1/06/2015 from the Supplier starting with ‘Sig’.
As the query searches both AP Workflow and AP Vouchers, information relating to both is displayed here. If there is a scan number but no voucher number, then the invoice is still in the AP workflow. Clicking on the Scan number link will take you to the Scanned Invoice Workflow page where you can check which step the invoice is at and which users are pending approval on that step.

If a Voucher number is populated, then clicking on the Voucher number link will take you to the standard Voucher Regular Entry page. Results can also be downloaded in .xls, .csv or .xml format.

Where can I find more information?

If you need more information about inquiries for scanned invoices please refer to the documents (including training notes) accessible in the Accounts Payable Workflow tips & techniques page.