WISDM Voucher Search

Users will now be able to access images of invoices within WISDM that previously had been provided to campus via mail in hard copy. Using either the voucher search or locating voucher detail through searches within WISDM will provide access to the invoice image where available.

1. On the WISDM Main Menu, click "Voucher Search" under AP/PO.
2. For search criteria, enter any combination of Chartfield, Journal or Invoice Date, Vendor or PO information, and then click "Submit". In this example we used "Dept" = 074800 and "Journal Date" = 11/09/2009.
3. When the user chooses to view the voucher detail they will see a link to the document within the voucher detail.
4. After clicking on the link the user may be asked to sign in. If the user is already signed into a My UW application the need to sign in again will not be required.
5. The user will then be shown the document.
Accessing images using additional search options & detail results drill down.

6. After completing either a Department or Project search and being displayed the Financial Summary page. The user can further drill down into the detail behind the information.

![Drilling down into the detail](image-url)
7. The user will see line item detail, after locating the voucher id clicking on the id will take the user to the voucher detail page where the image link will be available (Item 3).

8. Using a PO Search
Clicking on the Voucher ID will take the user to the voucher detail page containing the link to the electronic document as shown is Item 3.
9. At transaction Search

Clicking on the Voucher ID will take the user to the voucher detail page containing the link to the electronic document as shown in Item 3.