

How to view scanned invoice in ASCENT:

1. Log into: <https://ascent.jefferson.edu/psp/fscmp/?cmd=login>



2. Navigation: Home > Accounts Payable > Vouchers > Add/Update > Regular Entry

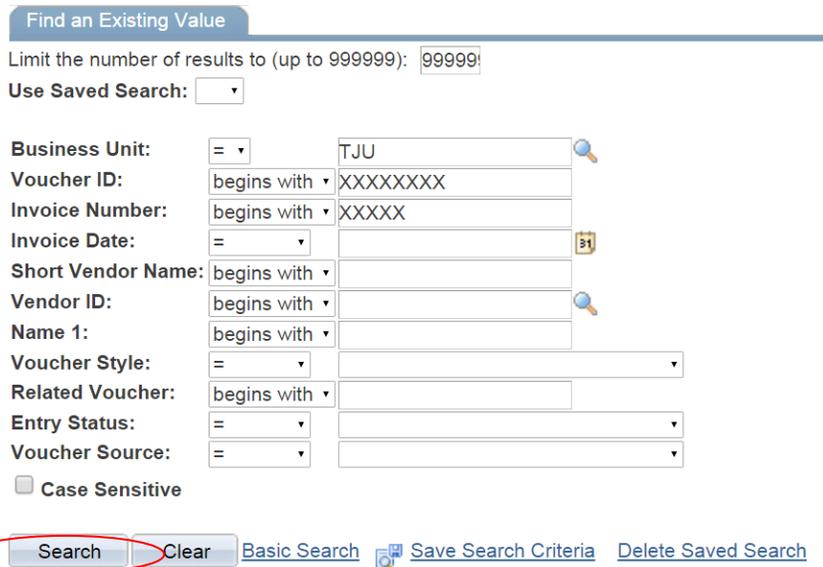


3. Under 'Find an Existing Value' enter voucher criteria and then click 'Search'.

****Note**** Business Unit is required and relates to the legal entity by which the invoice would be paid under (TJH, TJH, etc.).

Voucher

Enter any information you have and click Search. Leave fields blank for a list of all values.



- Click invoice information tab and then click the Attachments link.

The screenshot shows the Jefferson system interface. The breadcrumb trail is: Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry. The 'Invoice Information' tab is selected and circled in red. Below the tabs, the following information is displayed:

Business Unit:	TJU	Invoice No:	1803
Voucher ID:	20187045	Invoice Date:	01/02/2016
Voucher Style:	Regular Voucher	Accounting Date:	01/14/2016

Tax Exempt

Vendor ID:	000020774	ROBIN WARSHAW	Session Defaults
ShortName:	WARSHAW R-001	338 HAMEL AVENUE	Attachments (1)
Location:	LOC1	GLENSIDE, PA 19038	Comments(0)
Address:	1		

- Click file name to view.

Voucher Header Attachment

Business Unit TJU **Voucl**

Details	
File Name	Description
20187045.pdf	