



ADDY TIPS



Voucher Inquiry – Related Documents

This Addy Tip provides an overview of how to review vouchers and related documents in UCF Financials.

Voucher System Documents

To see all system documents associated with a voucher, navigate to **Accounts Payable > Review Accounts Payable Info > Vouchers > Document Status**. Enter the **Business Unit** and **Voucher ID** at the prompt, and then select **Search**. In the following example, the **Voucher Document Status** page displays all documents related to the voucher except for the attached invoice. To obtain a copy of the invoice or other attachments, refer to the “Voucher – Viewing Attachments” section of this Addy Tip.

Voucher Document Status

Business Unit: UCF01 | Voucher ID: 01290532 | Document Tolerance Status: Valid

Invoice ID: PayApp#3-16084002 | Invoice Date: 07/19/2017 | Budget Misc Status: Valid

Gross Amount: 48896.73 USD | Approval Status: Approved | Budget Status: Valid

Supplier ID: 0000078466 | Actions: MHS LEGACY-001 | Document Type: Voucher | Match Status: Matched

Location: 001 | Status: Posted

Flow: Requisitions(1) → Sourcing Events → Procurement Contracts → Purchase Orders(1) → Service Work Orders → Receipts(1) → Returns → Vouchers → Payments(1)

Associated Document Table:

Actions	SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Supplier ID	Location
▼ Actions		UCF01	Requisition	0000401811	Approved	03/23/2017		
▼ Actions		UCF01	Purchase Order	0000350264	Dispatched	04/18/2017	0000078466	001
▼ Actions		UCF01	Receipt	0000194568	Received	08/30/2017	0000078466	001
▼ Actions	UCF01		Payment	0000888402	Posted	09/07/2017	0000078466	001



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In the previous image, **Payments (1)** displays as an active link. This indicates that a payment has been made for the voucher, and the payment is available for review.

NOTE: If this link is not active, it indicates a payment has not been made for the voucher. To view if the payment has been scheduled, refer to the “Payments tab” section located at the end of this Addy Tip.

Selecting the link will display the following:

Associated Document								Personalize Find View All [Print] [Calendar]	First 1 of 1 Last
Documents	Related Info								
Actions	SetID	Document Type	DOC ID	Status	Document Date	Supplier ID	Location		
▼ Actions	UCF01	Payment	0000888402	Posted	09/07/2017	0000078466	001	[Document Status Inquiry Icon]	

NOTE: DOC ID = ACH/CHK number

The **document status inquiry icon**  links to the **Payment Document Status Inquiry** page.

This displays the **Payment Method, Payment Status, Payment Date**, and other information.

Payment Document Status Inquiry			
Bank SetID	UCF01	Payment Reference	0000888402
Bank Code	BOA	Payment Status	Paid
Bank Account	CHK	Payment Amount	48896.73 USD
Payment Method	System Check	Payment Date	09/07/2017
Remit Supplier	0000078466	Supplier Name	MHS LEGACY-001
Document Type	Payment	Location	001



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Voucher - Viewing Attachments

To see attachments related to the voucher, select the **Voucher ID** link on the **Voucher Document Status** page. This will take you to the **Voucher Inquiry** page.

Voucher Document Status

Business Unit	UCF01	Voucher ID	01290532	Document Tolerance Status	Valid		
Invoice ID	PayApp#3-16084002	Invoice Date	07/19/2017	Budget Misc Status	Valid		
Gross Amount	48896.73	USD	Approval Status	Pending	Budget Status	Valid	
Supplier ID	0000078466	Actions	MHS LEGACY-001	Document Type	Voucher	Match Status	Matched
Location	001	Status	Posted				

On the **Voucher Inquiry** page, select **Actions** on the **Voucher Details** tab and then select **View Attachments**.

Voucher Inquiry

Search Criteria
Sort Criteria
Display Currency Criteria

Voucher Inquiry Results

Actions	Business Unit	Voucher ID
<ul style="list-style-type: none"> View Attachments Match Workbench Scheduled Payments Voucher Details Review Document Status 	UCF01	01290532



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Select the PDF file displayed on the voucher attachments page.

Voucher Attachments	
Business Unit	UCF01
Voucher ID	01290532
Details	
File Name	Description
V01290532_MHS_Legacy_Gpo_Inv_PayApp_3-16084002.pdf	



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Voucher – Regular Entry Page

The **Regular Entry** page is used by Accounts Payable to process an invoice for payment. This tip will walk you through some of the key information to look for as you navigate through the tabs on this page.

Invoice Information tab

To view the invoice, select the **Invoice Information** tab as indicated in the image below. To view the invoice or other attachments, select the **Attachments** link in the upper right corner of the page.

Next, select the PDF link to view the attachment as displayed in the following image.



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Select **OK** or **cancel** to return to the prior page.

The **Purchase Order** number is located in the **Invoice Lines** section at the bottom of the page as indicated in the following image. Refer to the instructions in the “Related Documents tab” section of this Addy Tip for viewing receiver information.

The screenshot displays a software window titled 'Accounts Payable - Vouchers - Add/Update - Regular Entry'. The main area shows 'Invoice Information' for Business Unit UCF01, Invoice No. PayApp#3-16084002, and Accounting Date 09/06/2017. An 'Invoice Total' box shows a Line Total of 48,896.73. Below this, the 'Invoice Lines' section is visible, showing Line 1 with a quantity of 1.0000 and a line amount of 48,896.73. A 'Purchase Order' popup window is open, displaying the PO number UCF01|0000350264|111, which is highlighted with a red box. The popup also includes the text 'Associate Receiver(s)' and a checked 'Amount Only' option.



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Related Documents tab

NOTE: This page shows the ID of related system documents and does not link to the documents themselves. To view the documents, review the instructions in the “Voucher System Documents” section located in the beginning of this Addy Tip.

On the **Related Documents** tab, the **Purchase Order** number is located on the **Voucher Line – PO Information** section of the tab as indicated in the image below.

In addition, the **Receipt Number** is located on the **Voucher Line – Receiver Information** section of the tab as indicated in the image below.

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary		
Business Unit UCF01 Voucher ID 01290532 Voucher Style Regular Voucher Supplier ID 0000078466		Invoice No PayApp#3-16084002 Invoice Date 07/19/2017					
Payment Details							
Actions	Payment Status	Scheduled to Pay	Payment Reference	Remit SetID	Remit Supplier	Remitting Address	P
▼ Actions	Not Selected for Payment	09/06/2017		UCF01	0000078466		3 C
Voucher Line - PO Information							
Invoice line	Match Line Option	PO Business Unit	Purchase Order	Line Number	Schedule Number	Item ID	P
1	Full Match	UCF01	0000350264		1	-1	
Voucher Line - Receiver Information							
Invoice line	Receiving Business Unit	Receipt Number	Receipt Line	Receiver Shipping Sequence	Quantity Entered	Unit	P
1	UCF01	0000194568	1		1	1.0000 LOT	



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Payments tab

To see if the invoice has been paid, select the **Payments tab** as indicated in the image below. If the invoice has not been paid, the **Scheduled Due** date located in the **Payment Information** section of the page indicates the expected payment date. If the invoice has been paid, in the **Schedule Payment** section of the page the check (or ACH) number will be displayed in the **Reference** field.

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[Summary](#) | [Related Documents](#) | [Invoice Information](#) | **[Payments](#)** | [Voucher Attributes](#) | [Error Summary](#)

Business Unit UCF01 Invoice No PayApp#3-16084002
 Voucher ID 01290532 Invoice Date 07/19/2017 Action
 Voucher Style Regular Voucher
 Total Amount 48,896.73 *Pay Terms NOW Now
 Supplier Name

Payment Information Find | View All First 1 of 1 Last

Payment 1
 *Remit to 0000078466
 Location 001
 *Address 3
 Gross Amount 48896.73 USD
 Discount 0.00 USD
Scheduled Due 09/06/2017
 Net Due 07/19/2017
 Discount Due
 Accounting Date 09/07/2017
 Payment Inquiry
 Express Payment
 Payment Comments(0)
 Holiday/Currency

Payment Options

*Bank BOA Pay Group VP *Netting Not Applicable
 *Account CHK *Handling Vendor Payments L/C ID
 *Method CHK Check Hold Reason
 Message
 Message will appear on remittance advice.

Schedule Payment

*Action Schedule Payment
 Pay
 Payment Date 09/07/2017
 Reference 0000888402