

#### ATTENTION:

This Addy Note is a procedural resource for the UCF Financials Reference Database, which only contains data prior to July 1, 2022.



FINANCIALS REFERENCE DATABASE

### **Review a Payment in Accounts Payable Using Regular Entry**

This Addy Note explains how to verify the payment status of a supplier in UCF Financials.

Step	Action	
1.	Navigate to Main	Menu > Accounts Payable > Vouchers > Add/Update > Regular
	Entry.	
	<b>UCF</b> Financials	Navigator - Search Advanced Search
	Menu 🖃	
	Search:	Veucher
	My Favorites	voucner
	Supplier Contracts Departmentel Authorization	
	Customers	Find an Existing Value Keyword Search
	Customer Contracts     Order Management	▼ Search Criteria
	▶ Items	Business Unit = 🗸
	<ul> <li>Suppliers</li> <li>Purchasing</li> </ul>	
	▶ eProcurement	Invoice Date = V
	<ul> <li>Services Procurement</li> <li>Grants</li> </ul>	Short Supplier Name begins with V
	Project Costing Proposal Management	Supplier Name begins with V
	<ul> <li>Proposal Management</li> <li>Billing</li> </ul>	Voucher Style = V
	Accounts Receivable	Entry Status = V
(	<ul> <li>Vouchers</li> <li>Add/Update</li> </ul>	Voucher Source = V
	Regular Entry	Incomplete Voucher = V
	Approve     Review Accounts Pavable	
	Info	Search Clear Basic Search
	<ul> <li>Asset Management</li> </ul>	
	Commitment Control	



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Step	Action			
2.	Enter the <b>Business Unit</b> . If Otherwise, enter the releva	you know the <b>Vouche</b> nt information in the <b>S</b>	er ID, enter it at th earch Criteria to	e prompt. locate the invoice.
	Search Criteria		]	
	Business Unit =  UCFI Voucher ID begins with  Invoice Number begins with  Invoice Date =  Short Supplier Name begins with  Supplier ID begins with  Voucher Style =  Related Voucher begins with	D1 Q		
	Entry Status = v Voucher Source = v	<b>T</b>		
1	Incomplete Voucher = •	¥		
4.	Click the <b>Payments</b> tab.	Invoice No 126831 Invoice Date 11/05/2013		-reased content + Free minute F
	Total Amount 10,780.00 Supplier Name Baker Company Inc. The	Pay Terms <sub>N30</sub> Net 30		Schedule Payments
	Payment Information Payment 1		Find   V	iew All First 🚯 1 of 1 🛞 Last
	Remit to 00000 5, Location 001 Address 2 Baker Company Inc, The PO Box 845005 Boston, MA 02284-5005	Gross Amount 10780.00 USD Discount 0.00 USD	Scheduled Due 12/05/2013 Net Due 12/05/2013 Discount Due Accounting Date 01/28/2014	Payment inquity Express Payment Payment Comments(0) Holiday/Currency
	Payment Options			
	Bank BOA Account CHK Method CHK Check Message Message will appear on remitance advice.	Pay Group VP Handling Vendor Payments Hold Reason	Netting Not Applicable L/C ID Actions	Supplier Bank Messages Hold Payment Separate Payment
	Schedule Payment			
	Action Schedule Payment Pay	Payment Date 01/28/2014 Reference 0000785212		
5.	Scroll down to the <b>Schedu</b>	le Payment section.		



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Step	Action
	Schedule Payment
	Action Schedule Payment Payment Date 01/28/2014 Pay Reference 00
	Note: If the invoice has been paid, a check number will appear in the <b>Reference</b> box and a <b>Payment Date</b> will be assigned.
	If no values have been assigned, scroll up to the <b>Payment Information</b> section and review the scheduled due date. The date in the <b>Scheduled Due</b> field determines when the invoice is eligible to be paid.
	Payment Information Find   View All First () 1 of 1 () Last
	Payment 1         Remit to 0000       Gross Amount       10780.00 USD       Scheduled Due       12/05/2013       Payment Inquiry         Location 001       Discount       0.00 USD       Net Due       12/05/2013       Express Payment         Address 2       Discount Due       Discount Due       Payment Comments(0)
	Baker Company Inc, Inc PO Box 845005 Boston, MA 02284-5005
	<b>Note</b> : Travel vouchers for EMP suppliers are processed in a <b>Control Group</b> . In order for a voucher to be paid, the group to which the voucher belongs must be verified. If the scheduled due date has been met but the invoice has not been paid, the group has probably not yet been verified.
6.	To determine the <b>Control Group</b> number, click the <b>Invoice Information</b> tab. The <b>Control Group</b> number can be found on the <b>Invoice Information</b> tab next to the <b>Supplier ID</b> .
	Business Unit     UCF01     Invoice No       Voucher ID     Accounting Date     07/15/2016       Voucher Style     Regular Voucher     Pay Terms     NOW
	Invoice Date 06/22/2016 Basis Date Type Inv Date
	Supplier ID ShortName COLEMAN,BR-001 Location MAIN Address 1



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Step	Action
7.	Navigate to <b>Main Menu &gt; Reporting Tools &gt; Query &gt; Query Viewer</b> . Search for query <b>FXAP_CONTROL_GRP_W_VCHRS</b> .
	Query Viewer         Enter any information you have and click Search. Leave fields blank for a list of all values.         *Search By       Query Name         Very Search       Very Name         Search       Advanced Search
8.	Select the desired run option (HTML, Excel, XML).          Query Viewer         Enter any information you have and click Search. Leave fields blank for a list of all values.         *Search By Query Name v begins with FXAP_CONTROL_GRP_W_VCHRS         Search Results
	*Folder View - All Folders -   Query Personalize   Find   View All [2]   First (1 of 1 ) Last Query Name Description Owner Folder HTML Excel XML Schedule Definitional References Add to FXAP_CONTROL_GRP_W_VCHRS Contrl Grp w all vouchers Public HTML Excel XML Schedule Lookup References Favorite
9.	Enter the Business Unit and Control Group number at the prompt. Click View Results. FXAP_CONTROL_GRP_W_VCHRS - Contrl Grp w all vouchers Control Group ID Business Unit View Results Row Group Date Assigned Grp Nbr of Control Vchr Row Group Date Assigned Grp Nbr of Control Vchr Flag Date/Time Assigned Com



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10.	Review the <b>Grp Status</b> . A <b>Grp Status</b> of <b>Assigned</b> or <b>Ready for Review</b> mean invoice is not eligible to be paid, whereas a <b>Status</b> of <b>Verified</b> means that it is for payment.														iew means th hat it is eligi	
	FXA	P_CONT	ROL_GRP_	W_VCHF	RS - Co	ntrl G	rp w all	voucher	s							
	E	Business Unit	UCF01 Q													
	Dor Viev Row	wnload resul <sup>4</sup> v All v Group	ts in : Excel S	SpreadShe Assigned to	Grp Status	Text Fil Nbr of Vchrs	Control Gross Amt	ile (6 kb) Vchr Approval Flag	Date/Time Assigned	Date/Time Completed	Voucher	Gross Amt	Invoice	Supplier	Pos Statu	st
	Dor Viev Row	wnload resul <sup>i</sup> w All <b>Group</b> 0000	ts in : Excel S Date 07/15/2016	Assigned to	Grp Status Verified	Text Fil Nbr of Vchrs 10	Control Gross Amt 2582.590	ile (6 kb) Vchr Approval Flag Default	Date/Time Assigned 07/15/2016 10:44:53AM	Date/Time Completed 07/18/2016 4:26:00PM	Voucher 01199211	Gross Amt 67.620	Invoice po311656- 6/20/16	Supplier EMP	Pos Statu P	st di
	Dov Viev Row 1 2	wnload resul <sup>4</sup> v All v Group 0000	Date 07/15/2016	Assigned to	Grp Status Verified	Text Fil Nbr of Vchrs 10 10	e XML F Control Gross Amt 2582.590 2582.590	Vchr Approval Flag Default	Date/Time Assigned 07/15/2016 10:44:53AM 07/15/2016 10:44:53AM	Date/Time Completed 07/18/2016 4:26:00PM 07/18/2016 4:26:00PM	Voucher 01199211 01199202	Gross Amt 67.620 115.000	Invoice po311656- 6/20/16 po331471	Supplier EMP EMP	Pos Statu P	st bus d
	Don Viev Row 1 2 3	wnload resul <sup>1</sup> v All 0000 0000	ts in : Excel 5 Date 07/15/2016 07/15/2016 07/15/2016	Assigned to	et CSV Grp Status Verified Verified	Text Fil Nbr of Vchrs 10 10 10	Control Gross Amt 2582.590 2582.590	ile (6 kb) Vchr Approval Flag Default Default Default	Date/Time Assigned 07/15/2016 10:44:53AM 07/15/2016 10:44:53AM 07/15/2016 10:44:53AM	Date/Time Completed 07/18/2016 4:26:00PM 07/18/2016 4:26:00PM 07/18/2016 4:26:00PM	Voucher 01199211 01199202 01199214	Gross Amt 67.620 115.000 116.330	Invoice po311656- 6/20/16 po331471 po324236	Supplier EMP EMP EMP	Pos Statu P P	st tus d d d
	Dow Viev Row 1 2 3 4	wnload resul <sup>4</sup> v All 0000 0000 0000	ts in : Excel S Date 07/15/2016 07/15/2016 07/15/2016	Assigned to	Grp Status Verified Verified Verified	Nbr of Vchrs 10 10 10 10	e XML F Control Gross Amt 2582.590 2582.590 2582.590 2582.590	ile (6 kb) Approval Flag Default Default Default	Date/Time Assigned 07/15/2016 10:44:53AM 07/15/2016 10:44:53AM 07/15/2016 10:44:53AM 07/15/2016	Date/Time Completed 07/18/2016 4:26:00PM 07/18/2016 4:26:00PM 07/18/2016 4:26:00PM 07/18/2016	Voucher 01199211 01199202 01199214 01199206	Gross Amt 67.620 115.000 116.330 116.920	Invoice po311656- 6/20/16 po331471 po324236 po324240	Supplier EMP EMP EMP EMP	Pos Statu P P P P	st d d d d