



ADDY NOTE

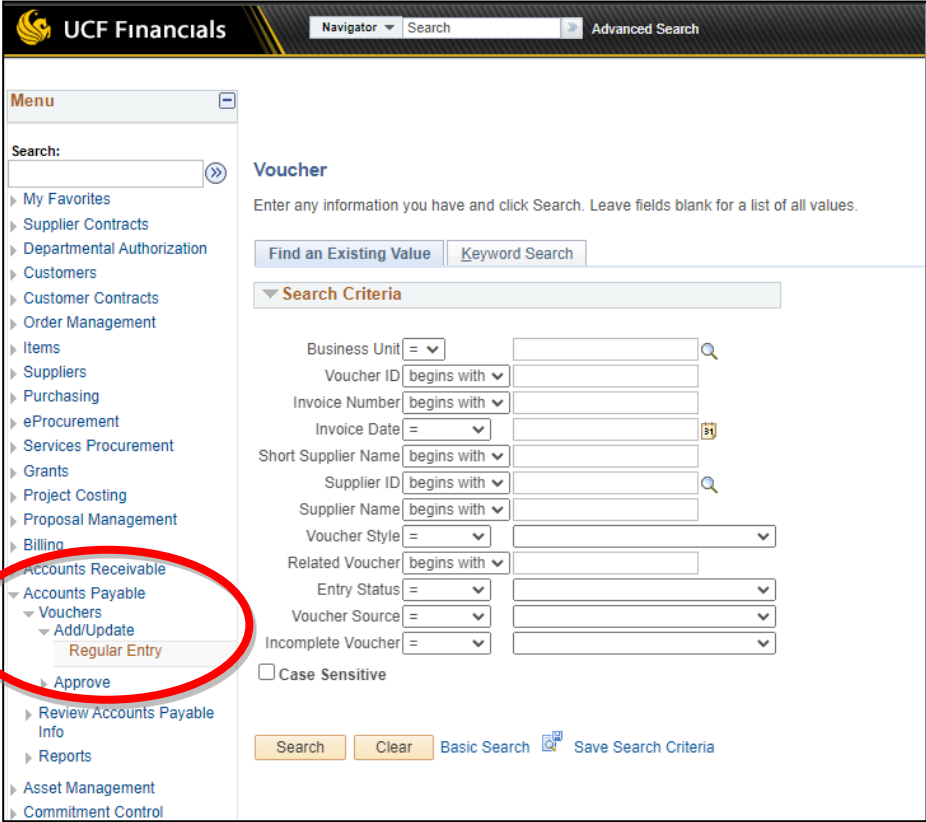


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ATTENTION:
This Addy Note is a procedural resource for the UCF Financials Reference Database, which only contains data prior to July 1, 2022.

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.	<p>Navigate to Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry.</p> 



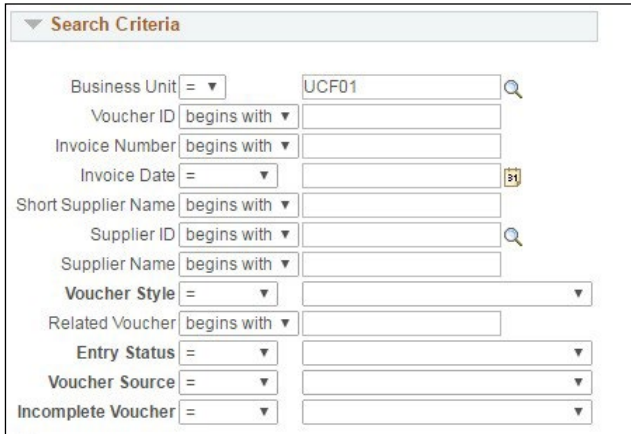
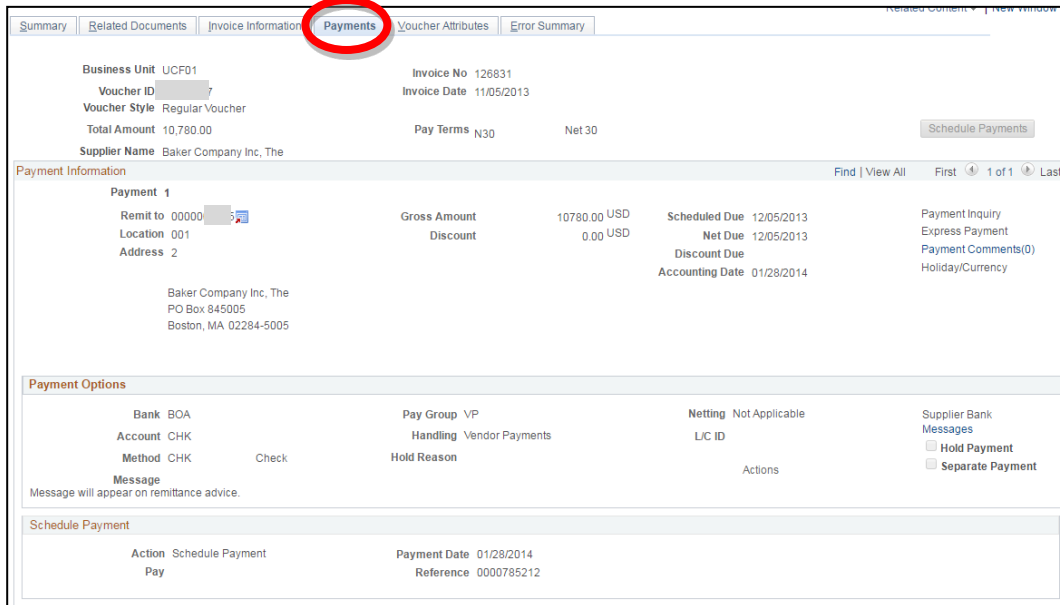
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Step	Action
2.	<p>Enter the Business Unit. If you know the Voucher ID, enter it at the prompt. Otherwise, enter the relevant information in the Search Criteria to locate the invoice.</p> 
3.	Click Search .
4.	<p>Click the Payments tab.</p> 
5.	Scroll down to the Schedule Payment section.



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	<div data-bbox="305 443 1289 594" data-label="Form"> <p>Schedule Payment</p> <table border="1"> <tr> <td>Action</td> <td>Schedule Payment</td> <td>Payment Date</td> <td>01/28/2014</td> </tr> <tr> <td></td> <td>Pay</td> <td>Reference</td> <td>000[REDACTED]2</td> </tr> </table> </div> <p>Note: If the invoice has been paid, a check number will appear in the Reference box and a Payment Date will be assigned.</p> <p>If no values have been assigned, scroll up to the Payment Information section and review the scheduled due date. The date in the Scheduled Due field determines when the invoice is eligible to be paid.</p> <div data-bbox="305 884 1417 1117" data-label="Form"> <p>Payment Information Find View All First 1 of 1 Last</p> <table border="1"> <tr> <td colspan="2">Payment 1</td> <td>Gross Amount</td> <td>10780.00 USD</td> <td>Scheduled Due</td> <td>12/05/2013</td> <td>Payment Inquiry</td> </tr> <tr> <td>Remit to</td> <td>0000[REDACTED]</td> <td>Discount</td> <td>0.00 USD</td> <td>Net Due</td> <td>12/05/2013</td> <td>Express Payment</td> </tr> <tr> <td>Location</td> <td>001</td> <td></td> <td></td> <td>Discount Due</td> <td></td> <td>Payment Comments(0)</td> </tr> <tr> <td>Address 2</td> <td></td> <td></td> <td></td> <td>Accounting Date</td> <td>01/28/2014</td> <td>Holiday/Currency</td> </tr> <tr> <td colspan="7">Baker Company Inc, The PO Box 845005 Boston, MA 02284-5005</td> </tr> </table> </div> <p>Note: Travel vouchers for EMP suppliers are processed in a Control Group. 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.</p>	Action	Schedule Payment	Payment Date	01/28/2014		Pay	Reference	000[REDACTED]2	Payment 1		Gross Amount	10780.00 USD	Scheduled Due	12/05/2013	Payment Inquiry	Remit to	0000[REDACTED]	Discount	0.00 USD	Net Due	12/05/2013	Express Payment	Location	001			Discount Due		Payment Comments(0)	Address 2				Accounting Date	01/28/2014	Holiday/Currency	Baker Company Inc, The PO Box 845005 Boston, MA 02284-5005						
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6.	<p>To determine the Control Group number, click the Invoice Information tab. The Control Group number can be found on the Invoice Information tab next to the Supplier ID.</p> <div data-bbox="305 1493 1282 1835" data-label="Form"> <table border="1"> <tr> <td>Business Unit</td> <td>UCF01</td> <td>Invoice No</td> <td>[REDACTED]</td> </tr> <tr> <td>Voucher ID</td> <td>[REDACTED]</td> <td>Accounting Date</td> <td>07/15/2016</td> </tr> <tr> <td>Voucher Style</td> <td>Regular Voucher</td> <td>Pay Terms</td> <td>NOW </td> </tr> <tr> <td>Invoice Date</td> <td>06/22/2016</td> <td>Basis Date Type</td> <td>Inv Date</td> </tr> <tr> <td>Invoice Received</td> <td>[REDACTED]</td> <td></td> <td></td> </tr> <tr> <td>Supplier ID</td> <td>[REDACTED]</td> <td>Control Group</td> <td>0000085968</td> </tr> <tr> <td>ShortName</td> <td>COLEMAN, BR-001</td> <td></td> <td></td> </tr> <tr> <td>Location</td> <td>MAIN</td> <td></td> <td></td> </tr> <tr> <td>Address</td> <td>1</td> <td></td> <td></td> </tr> </table> </div>	Business Unit	UCF01	Invoice No	[REDACTED]	Voucher ID	[REDACTED]	Accounting Date	07/15/2016	Voucher Style	Regular Voucher	Pay Terms	NOW	Invoice Date	06/22/2016	Basis Date Type	Inv Date	Invoice Received	[REDACTED]			Supplier ID	[REDACTED]	Control Group	0000085968	ShortName	COLEMAN, BR-001			Location	MAIN			Address	1									
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7.	<p>Navigate to Main Menu > Reporting Tools > Query > Query Viewer. Search for query FXAP_CONTROL_GRP_W_VCHRS.</p> <div data-bbox="300 590 1377 800" style="border: 1px solid black; padding: 5px;"> <p>Query Viewer</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>*Search By <input type="text" value="Query Name"/> begins with <input type="text" value="FXAP_CONTROL_GRP_W_VCHRS"/></p> <p><input type="button" value="Search"/> <input type="button" value="Advanced Search"/></p> </div>																														
8.	<p>Select the desired run option (HTML, Excel, XML).</p> <div data-bbox="300 934 1360 1287" style="border: 1px solid black; padding: 5px;"> <p>Query Viewer</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>*Search By <input type="text" value="Query Name"/> begins with <input type="text" value="FXAP_CONTROL_GRP_W_VCHRS"/></p> <p><input type="button" value="Search"/> <input type="button" value="Advanced Search"/></p> <p>Search Results</p> <p>*Folder View <input type="text" value="-- All Folders --"/></p> <table border="1"> <thead> <tr> <th colspan="10">Query</th> </tr> <tr> <th>Query Name</th> <th>Description</th> <th>Owner</th> <th>Folder</th> <th>Run to HTML</th> <th>Run to Excel</th> <th>Run to XML</th> <th>Schedule</th> <th>Definitional References</th> <th>Add to Favorites</th> </tr> </thead> <tbody> <tr> <td>FXAP_CONTROL_GRP_W_VCHRS</td> <td>Contrl Grp w all vouchers</td> <td>Public</td> <td></td> <td>HTML</td> <td>Excel</td> <td>XML</td> <td>Schedule</td> <td>Lookup References</td> <td>Favorite</td> </tr> </tbody> </table> </div>	Query										Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites	FXAP_CONTROL_GRP_W_VCHRS	Contrl Grp w all vouchers	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
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9.	<p>Enter the Business Unit and Control Group number at the prompt. Click View Results.</p> <div data-bbox="300 1419 881 1623" style="border: 1px solid black; padding: 5px;"> <p>FXAP_CONTROL_GRP_W_VCHRS - Contrl Grp w all vouchers</p> <p>Control Group ID <input type="text"/></p> <p>Business Unit <input type="text"/></p> <p><input type="button" value="View Results"/></p> <table border="1"> <thead> <tr> <th>Row</th> <th>Group</th> <th>Date</th> <th>Assigned to</th> <th>Grp Status</th> <th>Nbr of Vchrs</th> <th>Control Gross Amt</th> <th>Vchr Approval Flag</th> <th>Date/Time Assigned</th> <th>Date Comp</th> </tr> </thead> <tbody> </tbody> </table> </div>	Row	Group	Date	Assigned to	Grp Status	Nbr of Vchrs	Control Gross Amt	Vchr Approval Flag	Date/Time Assigned	Date Comp																				
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10.	<p>Review the Grp Status. A Grp Status of Assigned or Ready for Review means the invoice is not eligible to be paid, whereas a Status of Verified means that it is eligible for payment.</p> <div data-bbox="305 575 1235 961" data-label="Table"> <p>FXAP_CONTROL_GRP_W_VCHRS - Contrl Grp w all vouchers</p> <p>Control Group ID <input type="text" value="000"/> <input type="button" value="Q"/></p> <p>Business Unit <input type="text" value="UCF01"/> <input type="button" value="Q"/></p> <p><input type="button" value="View Results"/></p> <p>Download results in : Excel Spreadsheet CSV Text File XML File (6 kb)</p> <p>View All</p> <table border="1"> <thead> <tr> <th>Row</th> <th>Group</th> <th>Date</th> <th>Assigned to</th> <th>Grp Status</th> <th>Nbr of Vchrs</th> <th>Control Gross Amt</th> <th>Vchr Approval Flag</th> <th>Date/Time Assigned</th> <th>Date/Time Completed</th> <th>Voucher</th> <th>Gross Amt</th> <th>Invoice</th> <th>Supplier</th> <th>Post Status</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>0000</td> <td>07/15/2016</td> <td></td> <td>Verified</td> <td>10</td> <td>2582.590</td> <td>Default</td> <td>07/15/2016 10:44:53AM</td> <td>07/18/2016 4:26:00PM</td> <td>01199211</td> <td>67.620</td> <td>po311656-6/20/16</td> <td>EMP</td> <td>P d</td> </tr> <tr> <td>2</td> <td>0000</td> <td>07/15/2016</td> <td></td> <td>Verified</td> <td>10</td> <td>2582.590</td> <td>Default</td> <td>07/15/2016 10:44:53AM</td> <td>07/18/2016 4:26:00PM</td> <td>01199202</td> <td>115.000</td> <td>po331471</td> <td>EMP</td> <td>P d</td> </tr> <tr> <td>3</td> <td>0000</td> <td>07/15/2016</td> <td></td> <td>Verified</td> <td>10</td> <td>2582.590</td> <td>Default</td> <td>07/15/2016 10:44:53AM</td> <td>07/18/2016 4:26:00PM</td> <td>01199214</td> <td>116.330</td> <td>po324236</td> <td>EMP</td> <td>P d</td> </tr> <tr> <td>4</td> <td>0000</td> <td>07/15/2016</td> <td></td> <td>Verified</td> <td>10</td> <td>2582.590</td> <td>Default</td> <td>07/15/2016 10:44:53AM</td> <td>07/18/2016 4:26:00PM</td> <td>01199206</td> <td>116.920</td> <td>po324240</td> <td>EMP</td> <td>P d</td> </tr> <tr> <td>5</td> <td>0000</td> <td>07/15/2016</td> <td></td> <td>Verified</td> <td>10</td> <td>2582.590</td> <td>Default</td> <td>07/15/2016 10:44:53AM</td> <td>07/18/2016 4:26:00PM</td> <td>01199208</td> <td>121.300</td> <td>po330308</td> <td>EMP</td> <td>P d</td> </tr> </tbody> </table> </div>	Row	Group	Date	Assigned to	Grp Status	Nbr of Vchrs	Control Gross Amt	Vchr Approval Flag	Date/Time Assigned	Date/Time Completed	Voucher	Gross Amt	Invoice	Supplier	Post Status	1	0000	07/15/2016		Verified	10	2582.590	Default	07/15/2016 10:44:53AM	07/18/2016 4:26:00PM	01199211	67.620	po311656-6/20/16	EMP	P d	2	0000	07/15/2016		Verified	10	2582.590	Default	07/15/2016 10:44:53AM	07/18/2016 4:26:00PM	01199202	115.000	po331471	EMP	P d	3	0000	07/15/2016		Verified	10	2582.590	Default	07/15/2016 10:44:53AM	07/18/2016 4:26:00PM	01199214	116.330	po324236	EMP	P d	4	0000	07/15/2016		Verified	10	2582.590	Default	07/15/2016 10:44:53AM	07/18/2016 4:26:00PM	01199206	116.920	po324240	EMP	P d	5	0000	07/15/2016		Verified	10	2582.590	Default	07/15/2016 10:44:53AM	07/18/2016 4:26:00PM	01199208	121.300	po330308	EMP	P d
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