



# ADDY NOTES



## Review a Payment in Accounts Payable Using Voucher Inquiry

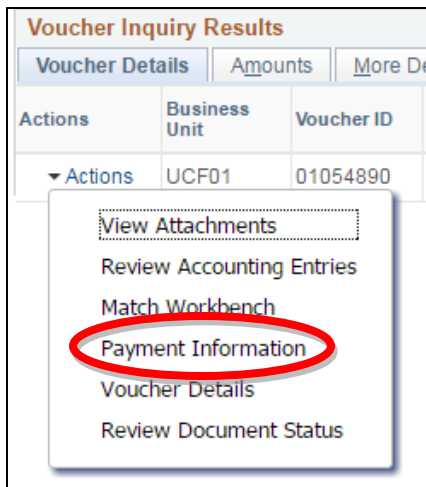
This Addy Note explains how to verify the payment status of a supplier.

Step	Action																		
1.	Navigate to: <b>Main Menu &gt; Accounts Payable &gt; Review Accounts Payable Info &gt; Vouchers &gt; Voucher.</b>																		
2.	Enter the <b>Business Unit</b> and <b>Voucher ID</b> in the <b>From</b> and <b>To</b> box.  <div style="border: 1px solid black; padding: 5px;"> <p><b>Search Criteria</b></p> <p>Search Name <input type="text" value="ALL"/> <input type="button" value="Q"/></p> <p style="text-align: center;"><b>From</b></p> <p>From Business Unit <input type="text" value="UCF01"/> <input type="button" value="Q"/></p> <p>From Voucher ID <input type="text" value="01054890"/> <input type="button" value="Q"/></p> <p style="text-align: right;"><b>To</b></p> <p><input type="text" value="UCF01"/> <input type="button" value="Q"/></p> <p><input type="text" value="01054890"/> <input type="button" value="Q"/></p> </div>																		
3.	Click <b>Search</b> .																		
4.	Scroll down to see the <b>Voucher Inquiry Results</b> .  <div style="border: 1px solid black; padding: 5px;"> <p><b>Voucher Inquiry Results</b> <span style="float: right;">Personalize   Find   View All    </span></p> <p><b>Voucher Details</b>   <b>Amounts</b>   <b>More Details</b>   <b>Supplier Details</b>   <input type="button" value="E33"/></p> <table border="1"> <thead> <tr> <th>Actions</th> <th>Business Unit</th> <th>Voucher ID</th> <th>Invoice Number</th> <th>Invoice Date</th> <th>Supplier ID</th> <th>Entry Status</th> <th>Incomplete</th> <th>Match Status</th> </tr> </thead> <tbody> <tr> <td>▼ Actions</td> <td>UCF01</td> <td>01054890</td> <td>po291532-133664</td> <td>09/30/2014</td> <td>0000001213</td> <td>Postable</td> <td><input type="checkbox"/></td> <td>Matched</td> </tr> </tbody> </table> </div>	Actions	Business Unit	Voucher ID	Invoice Number	Invoice Date	Supplier ID	Entry Status	Incomplete	Match Status	▼ Actions	UCF01	01054890	po291532-133664	09/30/2014	0000001213	Postable	<input type="checkbox"/>	Matched
Actions	Business Unit	Voucher ID	Invoice Number	Invoice Date	Supplier ID	Entry Status	Incomplete	Match Status											
▼ Actions	UCF01	01054890	po291532-133664	09/30/2014	0000001213	Postable	<input type="checkbox"/>	Matched											



# ADDY NOTES



Step	Action
5.	<p>On the Voucher Details tab click the <b>Action</b> link and select <b>Payment Information</b>.</p>  <p><b>Note:</b> The <b>Payment Infoamtion</b> link is only available if the invoice has been paid. If it has not been paid, click the <b>Scheduled Payments</b> link to see when the invoice is scheduled to be paid.</p>
6.	<p>Verify the <b>Payment Status</b>. Note the assigned <b>Payment Reference ID</b> (check number).</p> 