



ADDY NOTE

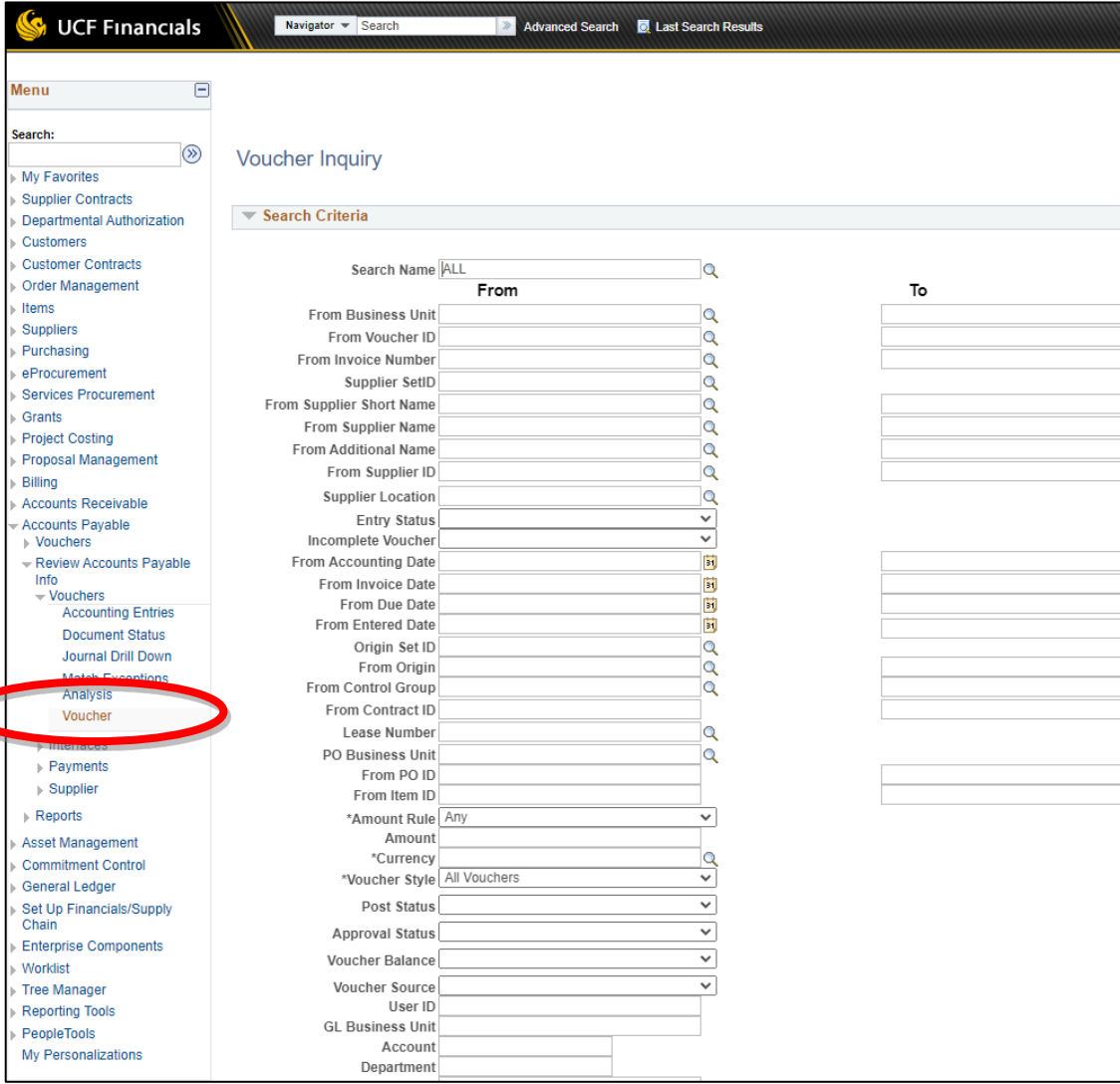


FINANCIALS
REFERENCE
DATABASE

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 Voucher Inquiry

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

Step	Action
1.	<p>Navigate to: Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher.</p> 




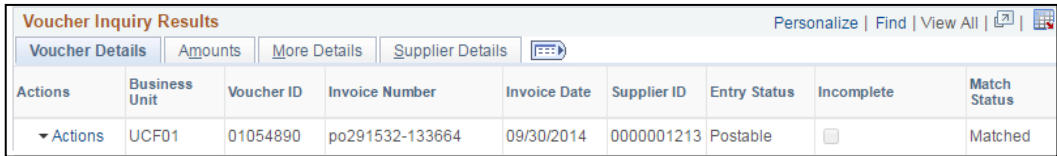
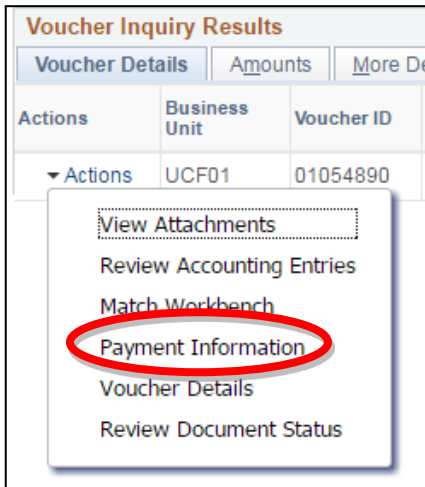
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Step	Action
2.	<p>Enter the Business Unit and Voucher ID in the From and To box.</p> 
3.	Click Search .
4.	<p>Scroll down to see the Voucher Inquiry Results.</p> 
5.	<p>On the Voucher Details tab click the Action link and select Payment Information.</p>  <p>Note: The Payment Information link is only available if the invoice has been paid. If it has not been paid, click the Scheduled Payments link to see when the invoice is scheduled to be paid.</p>



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Step	Action																																									
6.	Verify the Payment Status . Note the assigned Payment Reference ID (check number). <table border="1"><thead><tr><th colspan="11">Details</th><th>Personalize</th><th>Find</th><th>View All</th><th>Print</th><th>Calendar</th><th>First</th><th>1 of 1</th><th>Last</th></tr><tr><th>Bank SetID</th><th>Bank Code</th><th>Bank Account</th><th>Payment Reference ID</th><th>Applied Business Unit</th><th>Applied Voucher ID</th><th>Payment Date</th><th>Payment Amount</th><th>Payment Currency</th><th>Voucher Paid Amount</th><th>Payment Status</th></tr></thead><tbody><tr><td>UCF01</td><td>BOA</td><td>CHK</td><td>0000805939</td><td></td><td></td><td>10/02/2014</td><td>35,412.75</td><td>USD</td><td>905.9</td><td>Paid</td></tr></tbody></table>	Details											Personalize	Find	View All	Print	Calendar	First	1 of 1	Last	Bank SetID	Bank Code	Bank Account	Payment Reference ID	Applied Business Unit	Applied Voucher ID	Payment Date	Payment Amount	Payment Currency	Voucher Paid Amount	Payment Status	UCF01	BOA	CHK	0000805939			10/02/2014	35,412.75	USD	905.9	Paid
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