

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 Voucher Inquiry

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

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Step	Action							
1.	Navigate to: Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher.							
	UCF Financials	Navigator - Search	Advanced Search 🧕 Last Sear	ch Results				
	Menu - Search:	Voucher Inquiry						
	My Favorites Supplier Contracts	▼ Search Criteria						
	 Departmental Authorization 							
	Customers Customer Contracts Order Management	Search Name	ALL Factor	Q				
	▶ Items	From Business Unit	From					
	▶ Suppliers	From Voucher ID		۹				
	▶ Purchasing	From Invoice Number		۹				
	Services Procurement	Supplier SetID		۹				
	Grants	From Supplier Short Name		۹				
	Project Costing	From Supplier Name	(
	Proposal Management	From Additional Name						
	▶ Billing	From Supplier ID						
	Accounts Receivable	Supplier Location						
	 Accounts Payable Vouchers 	Incomplete Voucher						
	Review Accounts Pavable	From Accounting Date		31				
	Info	From Invoice Date		31				
	Vouchers Accounting Entries	From Due Date		31				
	Document Status	From Entered Date		31				
	Journal Drill Down	Origin Set ID		2				
	Match Exceptions	From Control Group		a				
6	Analysis	From Contract ID						
	Voucher	Lease Number		2				
) Intenaces	PO Business Unit		2				
	Payments Supplier	From PO ID						
	Paranta	From Item ID						
	▶ Reports	*Amount Rule	Any	·				
	Asset Management	*Currency		a				
	General Ledger	*Voucher Style	All Vouchers					
	Set Un Financials/Supply	Post Status		/				
	Chain	Approval Status	, ,					
	Enterprise Components	Voucher Balance						
	▶ Worklist	Voucher Source						
	Iree Manager Reporting Tools	Voucher source User ID						
	PeopleTools	GL Business Unit						
	My Personalizations	Account						
		Department						

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Step	Action								
2.	Enter the Business Unit and Voucher ID in the From and To box.								
	Search Criteria								
	Sear	ch Name ALL		Q					
	From Busi	F ness Unit UCF01	rom	Q	To UCF01		Q		
3	Click Searc	bucher ID <u>010548</u> h.	90	Q	01054890		Q		
	C 11 . 1		- X7I I	D	14				
4.	Scroll down to see the Voucher Inquiry Results. Voucher Inquiry Results Personalize Find View All 🖉 🔢 Voucher Details Amounts								
	Actions Bu	it Vouche	er ID Invoice Number	Invoice Date	Supplier ID Entry Status	Incomplete	Match Status		
	✓ Actions UC	CF01 01054	890 po291532-133664	09/30/2014	0000001213 Postable		Matched		
5.	Voucher Inc Voucher De Actions Actions View Revie Matc Paym Vouc Revie	nk and select F a	yment m						
	Note : The Payment Information link is only available if the invoice has been paid it has not been paid, click the Scheduled Payments link to see when the invoice is scheduled to be paid.								

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Step	Actio	n									
6.	Verify numb	y the l er).	Payme	ment Status. Note the assigned Payment Reference ID (check							
	Details Personalize Find View All 🔄 🔣 First 🛞 1 of 1								🕚 1 of 1 🕑 Last		
	Bank SetID	Bank Code	Bank Account	Payment Reference ID	Applied Business Jnit	Applied Voucher ID	Payment Date	Payment Amount	Payment Currency	Voucher Paic Amoun	Payment Status
	UCF01	BOA	СНК	0000805939			10/02/2014	35,412.75	USD	905.9	Paid