



# ADDY TIP



FINANCIALS  
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DATABASE

## ATTENTION:

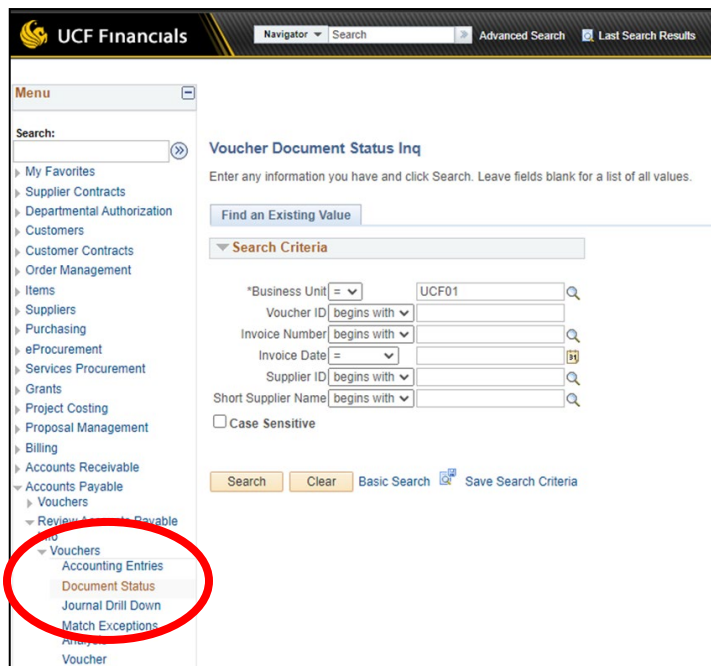
This Addy Tip is a procedural resource for the UCF Financials Reference Database, which only contains data prior to July 1, 2022.

## Voucher Inquiry – Related Documents

This Addy Tip provides an overview of how to review vouchers and related documents in UCF Financials.

### Voucher System Documents

To see all system documents associated with a voucher, navigate to **Accounts Payable > Review Accounts Payable Info > Vouchers > Document Status**. Enter the **Business Unit** and **Voucher ID** at the prompt, and then select **Search**. In the following example, the **Voucher Document Status** page displays all documents related to the voucher except for the attached invoice. To obtain a copy of the invoice or other attachments, refer to the “Voucher– Viewing Attachments” section of this Addy Tip.



In the previous image, **Payments (1)** displays as an active link. This indicates that a payment has been made for the voucher, and the payment is available for review.



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**NOTE:** If this link is not active, it indicates a payment has not been made for the voucher. To view if the payment has been scheduled, refer to the “Payments tab” section located at the end of this Addy Tip.

Selecting the link will display the following:

Associated Document								Personalize   Find   View All   [Print]   [Calendar]	First [Previous] 1 of 1 [Next] Last
Documents	Related Info								
Actions	SetID	Document Type	DOC ID	Status	Document Date	Supplier ID	Location		
▼ Actions	UCF01	Payment	0000888402	Posted	09/07/2017	0000078466	001	[Document Status Inquiry Icon]	

**NOTE:** DOC ID = ACH/CHK number

The **document status inquiry icon**  links to the **Payment Document Status Inquiry** page.

This displays the **Payment Method, Payment Status, Payment Date**, and other information.

Payment Document Status Inquiry			
Bank SetID	UCF01	Payment Reference	<a href="#">0000888402</a>
Bank Code	BOA	Payment Status	Paid
Bank Account	CHK	Payment Amount	48896.73 USD
Payment Method	System Check	Payment Date	09/07/2017
Remit Supplier	0000078466	Supplier Name	MHS LEGACY-001
		Document Type	Payment
		Location	001



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## Voucher - Viewing Attachments

To see attachments related to the voucher, select the **Voucher ID** link on the **Voucher Document Status** page. This will take you to the **Voucher Inquiry** page.

**Voucher Document Status**

Business Unit	UCF01	Voucher ID	01290532	Document Tolerance Status	Valid		
Invoice ID	PayApp#3-16084002	Invoice Date	07/19/2017	Budget Misc Status	Valid		
Gross Amount	48896.73	USD	Approval Status	Pending	Budget Status	Valid	
Supplier ID	0000078466	Actions	MHS LEGACY-001	Document Type	Voucher	Match Status	Matched
Location	001	Status	Posted				

On the **Voucher Inquiry** page, select the **Actions** drop down box on the **Voucher Details** tab and then select **View Attachments** option.

**Voucher Inquiry**

- Search Criteria
- Sort Criteria
- Display Currency Criteria

**Voucher Inquiry Results**

Actions	Business Unit	Voucher ID
Actions	UCF01	01290532

Dropdown menu for Actions:

- View Attachments
- Match Workbench
- Scheduled Payments
- Voucher Details
- Review Document Status



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Select the PDF file displayed on the voucher attachments page.

Voucher Attachments	
Business Unit	UCF01
Voucher ID	01290532
Details	
File Name	Description
<a href="#">V01290532_MHS_Legacy_Gpo_Inv_PayApp_3-16084002.pdf</a>	



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## Voucher – Regular Entry Page

The **Regular Entry** page is used by Accounts Payable to process an invoice for payment. This tip will walk you through some of the key information to look for as you navigate through the tabs on this page.

### Invoice Information tab

To view the invoice, select the **Invoice Information** tab as indicated in the image below. To view the invoice or other attachments, select the **Attachments** link in the upper right corner of the page.

The screenshot shows the UCF Financials interface. The 'Invoice Information' tab is selected. The 'Attachments' link in the top right corner is circled in red. The page displays various invoice details and a table of distribution lines.

Copy Down	Line	Merchandise Amt	Quantity	GL Unit	Account	Dept	PC Bus Unit	Project	Activity	Source Type	Category	Subcategory
<input type="checkbox"/>	1	48,896.73	1.0000	UCF01	714201		UCF01	03410962	CONSTRUCTION			



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Next, select the PDF link to view the attachment as displayed in the following image.

Voucher Header Attachment

Business Unit UCF01      Voucher ID 01290532

**Details**

File Name

[01290532 MHS Legacy Gpo Inv PayApp 3-16084002.pdf](#)

Select **OK** or **cancel** to return to the prior page.

The **Purchase Order** number is located in the **Invoice Lines** section at the bottom of the page as indicated in the following image. Refer to the instructions in the “Related Documents tab” section of this Addy Tip for viewing receiver information.

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Business Unit UCF01      Invoice No PayApp#3-16084002  
Voucher ID 01290532      Accounting Date 09/06/2017  
Voucher Style Regular Voucher      Pay Terms NOW      Now  
Invoice Date 07/19/2017      Basis Date Type Inv Date  
Invoice Received 08/30/2017

Supplier ID  
ShortName  
Location  
Address

Invoice Total

Line Total	48,896.73
Currency	USD
Miscellaneous	
Freight	
Total	48,896.73
Difference	0.00

Non Merchandise Summary

- Session Defaults
- Comments(1)
- Attachments (1)
- Template List
- Advanced Supplier Search
- Approval History
- Supplier Hierarchy
- Supplier 360

Save      Action      Run      Calculate      Print

Copy From Source Document

Invoice Lines

Line 1	Copy Down	SpeedChart
Distribute by Amount		Ship To FACIL_SAFE
Item		Description MP 16084002 - SUMTER HALL, ROO
Quantity 1.0000		Packing Slip
UOM LOT		
Unit Price 48,896.73000		
Line Amount 48,896.73		

Purchase Order

UCF01|0000350264|1|1  
Associate Receiver(s)

Amount Only

One Asset      Calculate



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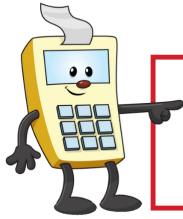
### Related Documents tab

**NOTE:** This page shows the ID of related system documents and does not link to the documents themselves. To view the documents, review the instructions in the “Voucher System Documents” section located in the beginning of this Addy Tip.

On the **Related Documents** tab, the **Purchase Order** number is located on the **Voucher Line – PO Information** section of the tab as indicated in the image below.

In addition, the **Receipt Number** is located on the **Voucher Line – Receiver Information** section of the tab as indicated in the image below.

Business Unit	UCF01	Invoice No	PayApp#3-16084002				
Voucher ID	01290532	Invoice Date	07/19/2017				
Voucher Style	Regular Voucher						
Supplier ID	0000078466						
<b>Payment Details</b>							
Actions	Payment Status	Scheduled to Pay	Payment Reference	Remit SetID	Remit Supplier	Remitting Address	Pe
▼ Actions	Not Selected for Payment	09/06/2017		UCF01	0000078466		3 C
<b>Voucher Line - PO Information</b>							
Invoice line	Match Line Option	PO Business Unit	Purchase Order	Line Number	Schedule Number	Item ID	Pi
1	Full Match	UCF01	0000350264		1	1	
<b>Voucher Line - Receiver Information</b>							
Invoice line	Receiving Business Unit	Receipt Number	Receipt Line	Receiver Shipping Sequence	Quantity Entered	Unit	P
1	UCF01	0000194568	1		1	1.0000 LOT	



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## Payments tab

To see if the invoice has been paid, select the **Payments tab** as indicated in the image below. If the invoice has not been paid, the **Scheduled Due** date located in the **Payment Information** section of the page indicates the expected payment date. If the invoice has been paid, in the **Schedule Payment** section of the page the check (or ACH) number will be displayed in the **Reference** field.

Summary | Related Documents | Invoice Information | **Payments** | Voucher Attributes | Error Summary

Business Unit UCF01 Invoice No PayApp#3-16084002  
 Voucher ID 01290532 Invoice Date 07/19/2017 Action [Dropdown] Run  
 Voucher Style Regular Voucher  
 Total Amount 48,896.73 \*Pay Terms NOW Now Schedule Payments  
 Supplier Name [Dropdown]

Payment Information Find | View All First 1 of 1 Last

Payment 1  
 \*Remit to 0000078466  
 Location 001  
 \*Address 3

Gross Amount 48896.73 USD Scheduled Due 09/06/2017  
 Discount 0.00 USD Net Due 07/19/2017  
 Discount Due [Red Box]  
 Accounting Date 09/07/2017

Payment Inquiry  
 Express Payment  
 Payment Comments(0)  
 Holiday/Currency

Payment Options

\*Bank BOA Pay Group VP \*Netting Not Applicable  
 \*Account CHK \*Handling Vendor Payments L.C. ID  
 \*Method CHK Check Hold Reason  
 Message [Text Field] Actions  
 Message will appear on remittance advice.

Schedule Payment

\*Action Schedule Payment  
 Pay [Dropdown] Payment Date 09/07/2017  
 Reference 0000888402 [Red Box]