

## Things to look at when a voucher does not get paid

1. Is the location code being used on the voucher active/effective date? Instructions to Look up Vendors start at page 13 of the Accounts Payable Manual.

**Summary Invoice Information Payments Voucher Attributes Error Summary**

Business Unit: 01110 Invoice Number: 00026731  
Voucher ID: 00004143 Invoice Date: 07/02/2010  
Voucher Style: Regular  
Vendor: 0000043833 Misc. Amount:  [Non Merchandise Summary](#)  
Name: CERTIFIEDP-001 Freight Amount:   
Location: MULTIPLE  
\*Address: 11  
American Institute of Certified Public  
PO Box 10069  
Newark, NJ 07101-3069  
Total: 205.00  
Balance: 0.00

**Summary Identifying Information Address Contacts Location**

SetID: STATE  
Vendor: 0000043833 Short Vendor Name: CERTIFIEDP-001 Name: American Institute of Certified Public  
A vendor location is a default set of rules which define how you conduct business with a vendor.

**Location** Find | View All First 1 of 2 Last  
\*Location: MULTIPLE  Default  
Description: Multiple [RTV Fees](#)

**Details** Find | View All First 1 of 2 Last  
\*Effective Date: 07/15/2010  
Status: Active  
Options: [Parables](#) [Procurement](#) [Sales/Use Tax](#) 1099 [Expand All](#) [Collapse All](#)  
Additional ID Numbers  
Comments  
Internet Address  
VAT  
[Expand All](#) [Collapse All](#)

2. Is the Voucher Approved? Navigation on page 157 of the Accounts Payable Manual

**Summary Invoice Information Payments Voucher Attributes Error Summary**

Business Unit:	01110	Invoice No:	00026731
Voucher ID:	00004143	Invoice Date:	07/02/2010
Voucher Style:	Regular	Gross Amt:	205.00 USD
Contract ID:			
Vendor Name:	American Institute of Certified Public PO Box 10069 Newark, NJ 07101-3069	Pay Terms:	Net 10
Entry Status:	Postable	Origin:	ONL
Match Status:	No Match	Voucher Source:	Online
Approval Status:	Approved	Post Status:	Posted
Budget Header Status:	Valid Budget Check	Entered on:	07/22/2010
Non-Prorated Budget Status:	Valid Budget Check	Created By:	RMCCUEN2
ERS Type:	Not Applicable	Last Updated:	07/22/2010
Close Status Indicator:	Open	Updated By:	BWATSON2

3. Is the Voucher successfully Budget checked? Navigation on page 157 in Accounts Payable manual.

Summary	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit:	01110	Invoice No:	00026731	
Voucher ID:	00004143	Invoice Date:	07/02/2010	
Voucher Style:	Regular	Gross Amt:	205.00	USD
Contract ID:		Pay Terms:	Net 10	
Vendor Name:	American Institute of Certified Public PO Box 10069 Newark, NJ 07101-3069	Origin:	ONL	
Entry Status:	Postable	Voucher Source:	Online	
Match Status:	No Match	Post Status:	Posted	
Approval Status:	Approved	Entered on:	07/22/2010	
Budget Header Status:	Valid Budget Check	Created By:	RMCCUEN2	
Non-Prorated Budget Status:	Valid Budget Check	Last Updated:	07/22/2010	
ERS Type:	Not Applicable	Updated By:	BWATSON2	
Close Status Indicator:	Open			

4. Is the Voucher on hold?

ORACLE

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page | help

Summary	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit:	01110	Invoice Number:	00026731	
Voucher ID:	00004143	Invoice Date:	07/02/2010	
Voucher Style:	Regular	Total:	205.00	
Vendor:	American Institute of Certified Public PO Box 10069 Newark, NJ 07101-3069	*Pay Terms:	Net 10	<a href="#">Schedule Payments</a>

Payment Information Find | View All First 1 of 1 Last

Scheduled Payment: 1

\*Remit to: 0000043833  
Location: MULTIP  
\*Address: American Institute of Certified Public  
PO Box 52403  
Durham, NC 27717

Gross Amount: 205.00 USD  
Discount: 0.00 USD  Discount Denied  
[Late Charge](#)

Scheduled Due: 07/22/2010  
Net Due: 07/12/2010  
Discount Due:  
Accounting Date: 07/23/2010

Payment Method

\*Bank: HOWR1 Pay Group:  
\*Account: 0005 \*Handling: CA  
\*Method: CHK Check \*Netting: N  
Message: [Messages](#)  
Message will appear on remittance advice.

Schedule Payment Payment Options

\*Action: Schedule Payment Date: 07/23/2010  Hold Payment  Separate Payment   
Pay: Reference: 0002192439 Hold Reason:  
Letter of Credit:

5. Is the Vendor address active? Vendor information at page 13 of the Accounts Payable Manual

Summary Identifying Information Address Contacts Location

SetID: STATE  
Vendor: 0000043833 Short Vendor Name: CERTIFIEDP-001 Name: American Institute of Certified Public

Vendor Address Find | View All First 1 of 12 Last

Address ID: 1  
Description: Remit/Order Durham

Details Find | View All First 1 of 1 Last

Effective Date: 07/15/2010  
Status: Active  
Country: USA United States  
Address 1: PO Box 52403  
Address 2:  
Address 3:  
City: Durham  
County: Postal: 27717  
State: NC North Carolina  
Email ID:

Internet | Protected Mode: Off 100%

6. What is the Schedule due date.

Summary Invoice Information Payments Voucher Attributes Error Summary

Business Unit: 01110 Invoice Number: 00026731  
Voucher ID: 00004143 Invoice Date: 07/02/2010  
Voucher Style: Regular Total: 205.00  
Vendor: American Institute of Certified Public \*Pay Terms: Net 10 Schedule Payments  
PO Box 10069  
Newark, NJ 07101-3069

Payment Information Find | View All First 1 of 1 Last

Scheduled Payment: 1

\*Remit to: 0000043833  
Location: MULTIP  
\*Address: 1  
American Institute of Certified Public  
PO Box 52403  
Durham, NC 27717

Gross Amount: 205.00 USD  
Discount: 0.00 USD  Discount Denied  
Scheduled Due: 07/22/2010 [Late Charge](#)  
Net Due: 07/12/2010  
Discount Due:  
Accounting Date: 07/23/2010

Internet | Protected Mode: Off 100%

7. Check for a credit to the vendor by running the following query: (Payments will not be made to a vendor until all credits have been used.)

VT\_PYMTS\_IN\_QUEUE\_FOR\_VNDR

Vendor ID:

Unit	Voucher	Vendor	Gross Amt	Line Amount	Scheduled
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VT\_PYMTS\_IN\_QUEUE\_FOR\_VNDR\_5205[1].xls [Compatibility Mode]

	A	B	C	D	E	F
1	Review	0				
2	Unit	Voucher	Vendor	Gross Amt	Line Amount	Scheduled
3						
4						
5						
6						
7						
8						