

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.

The screenshot displays the 'Invoice Information' tab of a voucher entry screen. The 'Business Unit' is 01110, 'Invoice Number' is 00026731, and 'Invoice Date' is 07/02/2010. The 'Vendor' is 0000043833, 'Name' is CERTIFIEDP-001, and 'Location' is MULTIPLE. The 'Balance' is 0.00. A link for 'Non Merchandise Summary' is visible. Below this, the 'Location' tab is active, showing 'SetID: STATE', 'Vendor: 0000043833', and 'Name: American Institute of Certified Public'. The 'Location' details section shows '*Effective Date: 07/15/2010' and 'Status: Active'. A red arrow points from the 'Location' field in the top section to the 'Effective Date' field in the details section.

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

The screenshot displays the 'Voucher Attributes' tab of a voucher entry screen. It shows a summary of voucher information including 'Business Unit: 01110', 'Invoice No: 00026731', 'Invoice Date: 07/02/2010', 'Gross Amt: 205.00 USD', 'Pay Terms: Net 10', 'Origin: ONL', 'Voucher Source: Online', and 'Post Status: Posted'. The 'Approval Status' is 'Approved', which is circled in red. A red arrow points from the 'Approval Status' field to the 'Match Status' field, which is 'No Match'.

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 | Schedule Payments |

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 |
|------|---------|--------|-----------|-------------|-----------|
|------|---------|--------|-----------|-------------|-----------|

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 | | | | | | |