Things to Look at when a Voucher does not get Paid

1. Has the voucher been matched if it is related to a PO? A status No Match indicates that matching is not required. Matching purchase order vouchers begins on page 54 of the <u>Accounts Payable Manual</u>.

			100 March 1	1000
Business Unit	01105		Invoice Date 11/2	
Voucher ID	00025807		Invoice No po1	03 test2
Voucher Style	Regular		Invoice Total 14	871.00 USD
Supplier Name	NWN Corporation 271 Waverly Oaks Road Waltham, MA 02452			
Entry Status	Postable		Pay Terms Ne	t 30
Match Status	Matched	Approval History	Voucher Source On	
Approval Status	Pending		Origin ON	IL
Post Status	Unposted		Created On 11/	23/2018 3:38PM
			Created By RD	NOYON
			Last Update 11/	23/2018 3:44PM
Budget Status	Valid		Modified By RD	OYON
			ERS Type No	t Applicable
Budget Misc Status	Valid		Close Status Op	en
*View Related	Payment Inquiry	✓ Go		

2. Has the voucher been successfully budget checked? Budget checking a voucher begins on page 109 of the <u>Accounts Payable Manual</u>.

Vouc	sUnit 01105 herID 00025807			Invoice Date 1	4/00/0040	
1000	her ID 00025807			interes sure .		
Voucher				Invoice No	po103 test2	
	Style Regular			Invoice Total	14,871.00	USD
Supplier	Name NWN Corpor 271 Waverly Waltham, MA	Oaks Road				
Entry S	Status Postable			Pay Terms	Net 30	
Match S	Status Matched	Approval H	History	Voucher Source	Online	
Approval S	Status Pending			Origin	ONL	
Post S	Status Unposted			Created On	11/23/2018 3:3	38PM
				Created By	RDOYON	
				Last Update	11/23/2018 3:4	44PM
Budget S	Status Valid			Modified By	RDOYON	
				ERS Type	Not Applicable	
Budget Misc S	status Valid			Close Status	Open	
*View Re	elated Payment Inqu	uiry	✓ Go			

3. Is the voucher approved? Submitting a voucher for approval begins on page 121 of the <u>Accounts</u> <u>Payable Manual</u>.

Summary Relate	d Documents Invoice Info	ormation Pay	ments Voucher A	ttributes	Error Summary
Business Unit	01105		Invoice D	ate 09/01	/2018
Voucher ID	00025805		Invoice	No 6308	39444 / DII2
Voucher Style	Regular		Invoice	Total 50.0	00 USD
Supplier Name	Buildings & General Service BGS Financial Services 6 Baldwin St 3rd Fl Montpelier, VT 05633-7401				
Entry Status	Postable		Pay T	erms Due	Now
Match Status	No Match	Preview Approv	al Voucher So	urce Onli	ne
Approval Status	Approved		0	rigin ONL	- 11 - 11 - 11 - 11 - 11 - 11 - 11 - 1
Post Status	Posted		Create	d On 10/1	6/2018 12:00AM
			Create	d By LLA	BOUNT
			Last Up	date 10/1	6/2018 12:00AM
Budget Status	Valid		Modifie	d By LLA	BOUNT
			ERS	Type Not	Applicable
Budget Misc Status	Valid		Close St	atus Ope	n
*View Polated	Payment Inquiry	-	Go		

4. Is the voucher on hold?

Summary Relate	ed Documents	Invoice Information	Payments	Voucher Attributes	Error Summar	у			
Busine	e <mark>ss Unit</mark> 08100			Invoice No 244					
the second s	icher ID 008833 er Style Regula			Invoice Date 02/0	8/2019		Action	~	Run
	Amount 362.38 er Name Irving I			*Pay Terms NET	T10 N	let 10			Schedule Payments
ayment Information		Energy						Find View All	First 🕚 1 of 1 🕑 Li
	PO E Lewis			Gross Amount		362.38 0.00 USD	Scheduled Due 03/08/2019 Net Due 02/18/2019 Discount Due Accounting Date		Payment Inquiry Discount Denied Late Charge Express Payment Payment Comments(0) Holiday/Currency
	*Bank PEO *Account 0005 *Method CHK Message pear on remittanc	Q Q Check		Pay Group *Handling Re Hold Reason Ac	egular Payment	~	Q *Netting Not Applicat L/C ID ▼Actions	ole V	Supplier Bank Messages Melo Payment Separate Payment
Schedule Paym	ient								
	*Action Sche Pay	edule Payment		Payment Date Reference					
Save									
Return to Search	h Strify	C Refresh							Add 🖉 Update/Disp

5. What is the Scheduled Due date?

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary			12.0
	Business Unit 08110 Voucher ID 00210 Voucher Style Regul Total Amount 75.00	9502 ar Voucher		Invoice No 712 Invoice Date 02/2 *Pay Terms NE	28/2019	Action	v	Run Schedule Payments
Payment li		n Mountain Messenger I	nc				Find View All	First 🕚 1 of 1 🕑 Last
	Payment 1							+ =
	*Remit to 0000 Location MUL *Address 2			Gross Amount Discount	75.00 USD 0.00 USD	Scheduled Due 03/30/2019 Net Due 03/30/2019 Discount Due Accounting Date		Payment Inquiry Discount Denied Late Charge Express Payment
	54 E	en Mountain Messenger Echo Place, Suite #1 ston, VT 05495	Inc					Payment Comments(0) Holiday/Currency

6. Is the supplier active/approved? How to look up suppliers start on page 15 of the <u>Accounts Payable</u> <u>Manual</u>.

Summary Identifying I	nformation Address Contacts Location Custom
SetID	STATE
Supplier ID	000003144
Supplier Short Name Supplier Name	GREEN MOUN GREEN MOUN-047 Green Mountain Messenger Inc
Order	GREEN MOUN-047
	54 Echo Place, Suite #1
	Williston, VT 05495
Remit To	GREEN MOUN-047
	54 Echo Place, Suite #1
	Williston, VT 05495
Status	Approved Last Modified By MWHITE2
Persistence	Regular Last modified date 10/06/2014 11:43AM
Classification	Created By
HCM Class	Created Date/time 01/01/1900 12:00AM
Open for Ordering	Yes Last Activity Date 03/19/2019
Withholding	No
VAT	No
Save Return to	Search 💽 Notify 🔲 Add 🔎 Update/Display 💭 Include History 🕑 Correct History
ummary Identifying Inform	nation Address Contacts Location Custom

7. Is the Location Code being used on the voucher active/effective dated?

Summary Related Documents Invoice Information Payments	Voucher Attributes Error Summary		
Business Unit 08110 Voucher ID 00210502 Voucher Style Regular Voucher	Invoice No 71234 Invoice Date 02/28/2019	ii Action 🗸	Run
Total Amount 75.00	*Pay Terms NET30 Q Net 30		Schedule Payments
Supplier Name Green Mountain Messenger Inc			
Payment Information		Find View A	I First 🕚 1 of 1 🕑 Last
Payment 1			+ -
*Address 2	Gross Amount 75.00 USD Discount 0.00 USD	Scheduled Due 03/30/2019 (F) Net Due 03/30/2019 Discount Due Accounting Date	Payment Inquiry Discount Denied Late Charge Express Payment
Green Mountain Messenger Inc 54 Echo Place, Suite #1 Williston, VT 05495			Payment Comments(0) Holiday/Currency

Look on the Location tab of the Supplier Record:

mmary Ide	entifying Information	Idress <u>C</u> ontacts	Location	Custom					
	SetID STATE								
	Supplier ID 0000003	144	Short 5	Supplier Name	BREEN MOUN-0)47	Supplier Gree	n Mountain Messen	ger Inc
upplier locatio	on is a default set of rules w	hich define how you	conduct busines	s with a supplier.					
cation							Find View All	First 🕙 1 of	f 2 🕑 Last
	Location MULTIP	'LE		ŀ	Default	RTV Fees	Attachn	nents (0)	
	Description Multiple								
Details							Find View All	First 🕚 1 of 1	Last
	Effective Date 09/05/2	002	1	Effective Status	Active				
							Expand All	Collapse A	II
Option	s Payables	Procurer	ment	Sales/Use	Тах	1099			
Additio	onal ID Numbers								
Comm	ients								
	Addrose								
Interne	et Autress								
 Interne VAT 	et Audress								
► VAT		pse All							

8. Is the supplier address active?

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary			
	Business Unit 08110 Voucher ID 00210 Voucher Style Regul Total Amount 75.00 Supplier Name Green	502 ar Voucher	DC .	Invoice No 712 Invoice Date 02/2 *Pay Terms NE	28/2019	Action	v	Run Schedule Payments
Payment In		i mountain messenger i					Find View All	First 🚯 1 of 1 🛞 Last
	Payment 1							+ =
	54 E		Inc	Gross Amount Discount	75.00 USD 0.00 USD	Scheduled Due 03/30/2019 Net Due 03/30/2019 Discount Due Accounting Date		Payment Inquiry Discount Denied Late Charge Express Payment Payment Comments(0) Holiday/Currency

Look on the Address Tab of the Supplier Record:

Supplier ID 000003144	Short Supplier Name GREEN MC	DUN-047	Supplier Green Mountain Messeng	ger Inc
ier Address			Find	I View All First 🕢 2 of 2 🕑 Last
Address ID 2 Description Remit Williston				
ails			Find V	/iew All First 🕚 1 of 1 🕑 Last
Effective Date 10/06/2014	Effective Status	Active		
Country USA United S	ates			
Address 1 54 Echo Place, Sui	te #1			
Address 2				
Address 3				
City Williston				
County	Postal 05495			
State VT Verm	ont			
Email ID				
Payment/Withholding Alt Names				
Phone Information			Personalize Find View All 🔄	First 🕚 1 of 1 🕑 Last
ype Location		Prefix	Telephone	Extension
usiness Phone				

9. Check for a credit to the supplier by running the VT_PYMTS_IN_QUEUE_FOR_SUPPLIER query – payments will not be made to a supplier until all credits have been used.