

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 [Accounts Payable Manual](#).

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit 01105				Invoice Date 11/23/2018	
Voucher ID 00025807				Invoice No po103 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 Net 30	
Match Status Matched		Approval History		Voucher Source Online	
Approval Status Pending				Origin ONL	
Post Status Unposted				Created On 11/23/2018 3:38PM	
				Created By RDOYON	
				Last Update 11/23/2018 3:44PM	
Budget Status Valid				Modified By RDOYON	
				ERS Type Not Applicable	
Budget Misc Status Valid				Close Status Open	
*View Related <input type="text" value="Payment Inquiry"/>					
				<input type="button" value="Go"/>	
<input type="button" value="Return to Search"/>	<input type="button" value="Notify"/>	<input type="button" value="Refresh"/>			<input type="button" value="Add"/>

2. Has the voucher been successfully budget checked? Budget checking a voucher begins on page 109 of the [Accounts Payable Manual](#).

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit 01105				Invoice Date 11/23/2018	
Voucher ID 00025807				Invoice No po103 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 Net 30	
Match Status Matched		Approval History		Voucher Source Online	
Approval Status Pending				Origin ONL	
Post Status Unposted				Created On 11/23/2018 3:38PM	
				Created By RDOYON	
				Last Update 11/23/2018 3:44PM	
Budget Status Valid				Modified By RDOYON	
				ERS Type Not Applicable	
Budget Misc Status Valid				Close Status Open	
*View Related <input type="text" value="Payment Inquiry"/>					
				<input type="button" value="Go"/>	
<input type="button" value="Return to Search"/>	<input type="button" value="Notify"/>	<input type="button" value="Refresh"/>			<input type="button" value="Add"/>

5. What is the Scheduled Due date?

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

Business Unit 08110 Invoice No 71234
 Voucher ID 00210502 Invoice Date 02/28/2019 Action [v] Run
 Voucher Style Regular Voucher
 Total Amount 75.00 *Pay Terms NET30 Net 30 Schedule Payments
 Supplier Name Green Mountain Messenger Inc

Payment Information Find | View All First 1 of 1 Last

Payment 1
 *Remit to 0000003144 Gross Amount 75.00 USD Scheduled Due 03/30/2019
 Location MULTIPLE Discount 0.00 USD Net Due 03/30/2019
 *Address 2 Accounting Date
 Green Mountain Messenger Inc
 54 Echo Place, Suite #1
 Williston, VT 05495

Payment Inquiry
 Discount Denied
 Late Charge
 Express Payment
 Payment Comments(0)
 Holiday/Currency

6. Is the supplier active/approved? How to look up suppliers start on page 15 of the [Accounts Payable Manual](#).

Summary | Identifying Information | Address | Contacts | Location | Custom

SetID STATE
 Supplier ID 0000003144
 Supplier Short Name GREEN MOUN GREEN MOUN-047
 Supplier Name 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
 Persistence Regular
 Classification
 HCM Class
 Open for Ordering Yes

Last Modified By MWHITE2
 Last modified date 10/06/2014 11:43AM
 Created By
 Created Date/time 01/01/1900 12:00AM
 Last Activity Date 03/19/2019

Withholding No
 VAT No

Save Return to Search Notify Add Update/Display Include History Correct History

Summary | Identifying Information | 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 Invoice No 71234
Voucher ID 00210502 Invoice Date 02/28/2019 Action
Voucher Style Regular Voucher
Total Amount 75.00 *Pay Terms NET30 Net 30
Supplier Name Green Mountain Messenger Inc

Payment Information Find | View All First 1 of 1 Last

Payment 1
*Remit to 0000003144
Location MULTIPLE
*Address 2

Gross Amount 75.00 USD Scheduled Due 03/30/2019
Discount 0.00 USD Net Due 03/30/2019
Discount Due
Accounting Date

Payment Inquiry
 Discount Denied
Late Charge
Express Payment
Payment Comments(0)
Holiday/Currency

Green Mountain Messenger Inc
54 Echo Place, Suite #1
Williston, VT 05495

Look on the Location tab of the Supplier Record:

Summary | Identifying Information | Address | Contacts | **Location** | Custom

SetID STATE
Supplier ID 0000003144 Short Supplier Name GREEN MOUN-047 Supplier Green Mountain Messenger Inc

A supplier location is a default set of rules which define how you conduct business with a supplier.

Location Find | View All First 1 of 2 Last

Location MULTIPLE Default RTV Fees Attachments (0)
Description Multiple

Details Find | View All First 1 of 1 Last

Effective Date 09/05/2002 **Effective Status** Active

Expand All Collapse All

Options Payables Procurement Sales/Use Tax 1099

▶ **Additional ID Numbers**
▶ **Comments**
▶ **Internet Address**
▶ **VAT**

Expand All Collapse All

Save Return to Search Notify Add Update/Display Include History Correct History

8. Is the supplier address active?

Business Unit 08110 Invoice No 71234
Voucher ID 00210502 Invoice Date 02/28/2019
Voucher Style Regular Voucher
Total Amount 75.00 *Pay Terms NET30 Net 30
Supplier Name Green Mountain Messenger Inc

Payment Information
Payment 1
*Remit to 0000003144
Location MJLLTPIE
*Address 2
Green Mountain Messenger Inc
54 Echo Place, Suite #1
Williston, VT 05495

Gross Amount 75.00 USD
Discount 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:

SetID STATE Supplier Address Search
Supplier ID 0000003144 Short Supplier Name GREEN MOUN-047 Supplier Green Mountain Messenger Inc

Supplier Address
Address ID 2
Description Remit Williston

Details
Effective Date 10/06/2014 Effective Status Active

Country USA United States
Address 1 54 Echo Place, Suite #1
Address 2
Address 3
City Williston
County Postal 05495
State VT Vermont
Email ID

Payment/Withholding Alt Names

Phone Information
Type Location Prefix Telephone Extension
Business 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.