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.

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

3. Is the voucher approved? Submitting a voucher for approval begins on page 121 of the [Accounts Payable Manual](#).

4. Is the voucher on hold?

5. What is the Scheduled Due date?

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

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

Look on the Location tab of the Supplier Record:

8. Is the supplier address active?

Look on the Address Tab of the Supplier Record:

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.