

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 52 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 119 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"/>

3. Is the voucher approved? Submitting a voucher for approval begins on page 136 of the [Accounts Payable Manual](#).

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit 01105		Invoice Date 09/01/2018			
Voucher ID 00025805		Invoice No 63089444 / DII2			
Voucher Style Regular		Invoice Total 50.00		USD	
Supplier Name Buildings & General Services-Print Shop BGS Financial Services 6 Baldwin St 3rd Fl Montpelier, VT 05633-7401					
Entry Status Postable		Pay Terms Due Now			
Match Status No Match		Voucher Source Online			
Approval Status Approved	Preview Approval	Origin ONL			
Post Status Posted		Created On 10/16/2018 12:00AM			
		Created By LLABOUT			
		Last Update 10/16/2018 12:00AM			
Budget Status Valid		Modified By LLABOUT			
Budget Misc Status Valid		ERS Type Not Applicable			
*View Related Payment Inquiry		Close Status Open			
<input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/> <input type="button" value="Add"/>					

4. Is the voucher on hold?

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit 08100		Invoice No 244444			
Voucher ID 00883782		Invoice Date 02/08/2019		Action <input type="button" value="Run"/>	
Voucher Style Regular Voucher		*Pay Terms NET10		Net 10	<input type="button" value="Schedule Payments"/>
Total Amount 362.38					
Supplier Name Irving Energy					
Payment Information Find View All First 1 of 1 Last					
Payment 1		Gross Amount 362.38 USD	Scheduled Due 03/08/2019	Payment Inquiry	
*Remit to 0000001293		Discount 0.00 USD	Net Due 02/18/2019	<input type="checkbox"/> Discount Denied	
Location MULTIPLE			Discount Due	<input type="checkbox"/> Late Charge	
*Address 10			Accounting Date	<input type="checkbox"/> Express Payment	
Irving Energy PO Box 11013 Lewiston, ME 04243				<input type="checkbox"/> Payment Comments(0)	
				<input type="checkbox"/> Holiday/Currency	
Payment Options					
*Bank PEOP3	Pay Group	*Netting Not Applicable	Supplier Bank Messages		
*Account 0005	*Handling Regular Payment	L/C ID	<input checked="" type="checkbox"/> Hold Payment		
*Method CHK Check	Hold Reason Accounting in Dispute		<input type="checkbox"/> Separate Payment		
Message <input type="text"/>					
Message will appear on remittance advice.					
Schedule Payment					
*Action Schedule Payment	Payment Date				
Pay	Reference				
<input type="button" value="Save"/>					
<input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/>					

5. What is the Scheduled Due date?

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit	08110	Invoice No	71234	Invoice Date	02/28/2019
Voucher ID	00210502	Voucher Style	Regular Voucher	Total Amount	75.00
Supplier Name	Green Mountain Messenger Inc		*Pay Terms	NET30	Net 30
Payment Information Find View All First 1 of 1 Last					
Payment 1	*Remit to	0000003144	Gross Amount	75.00 USD	Scheduled Due
	Location	MULTIPLE	Discount	0.00 USD	03/30/2019
	*Address	2			
	Green Mountain Messenger Inc 54 Echo Place, Suite #1 Williston, VT 05495				
					Payment Inquiry <input type="checkbox"/> 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 12 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				
Withholding	No				
VAT	No				
		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		
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 [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
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?

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 MJJI TJPI E Net Due 03/30/2019
 *Address 2 Discount 0.00 USD 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

Look on the Address Tab of the Supplier Record:

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

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

Supplier Address Find | View All First 2 of 2 Last

Address ID 2
 Description Remit Williston

Details Find | View All First 1 of 1 Last

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 Personalize | Find | View All | [v] [i] First 1 of 1 Last

Type	Location	Prefix	Telephone	Extension
Business Phone				

Save Return to Search Notify Add Update/Display Include History

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.