# 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 <u>Accounts Payable Manual</u>.

Summary	<u>R</u> elate	d Documents	Invoice Info	ormation	Payments	Voucher Attribut	tes <u>E</u> rror	Summary
Busin Voi	ess Unit ucher ID	01105 00025807				Invoice Date 1 Invoice No	11/23/2018 po103 test2	
Vouch Supplie	ier Style er Name	Regular NWN Corporat 271 Waverly O Waltham, MA	ion aks Road )2452			Invoice Total	14,871.00	USD
Entry	y Status h Status	Postable Matched		Approval H	listory	Pay Terms Voucher Source	Net 30 Online	
Approva Pos	al Status st Status	Pending Unposted				Origin Created On	ONL 11/23/2018	3:38PM
						Created By Last Update	RDOYON 11/23/2018	3:44PM
Budge	et Status	Valid				Modified By ERS Type	RDOYON Not Applicat	ble
Budget Miso *View	c Status Related	Valid Payment Inquii	у		▼ Go	Close Status	Open	
💽 Return to	o Search	E Notify	C Refresh	١				📑 Add

2. Has the voucher been successfully budget checked? Budget checking a voucher begins on page 119 of the <u>Accounts Payable Manual</u>.

Summary Relate	ed Documents	formation	<u>P</u> ayments	Voucher Attribut	tes <u>E</u> rror S	Summary
Business Unit Voucher ID	01105 00025807			Invoice Date 1 Invoice No	11/23/2018 po103 test2	
Voucher Style Supplier Name	Regular NWN Corporation 271 Waverly Oaks Road Waltham, MA 02452			Invoice Total	14,871.00	USD
Entry Status	Postable			Pay Terms	Net 30	
Match Status	Matched	Approval Hi	story	Voucher Source	Online	
Approval Status	Pending			Origin	ONL	
Post Status	Unposted			Created On	11/23/2018	3:38PM
Rudgot Statuo	Vella			Created By Last Update	RDOYON 11/23/2018 (	3:44PM
Budget Status	Valid			Modified By	RDOYON	
Budget Misc Status	Valid		_	Close Status	Not Applicab Open	le
*View Related	Payment Inquiry		Go			
Return to Search	Notify 🔀 Refres	h				📑 Add

**3.** Is the voucher approved? Submitting a voucher for approval begins on page 136 of the <u>Accounts</u> <u>Payable Manual</u>.

Summary Relate	d Documents Invoice Inf	formation Pa	yments	Voucher Attribu	tes <u>E</u> rror	Summary
Business Unit Voucher ID	01105 00025805			Invoice Date ( Invoice No	09/01/2018 63089444 / E	0112
Voucher Style	Regular			Invoice Total	50.00	USD
Supplier Name	Buildings & General Servic BGS Financial Services 6 Baldwin St 3rd Fl Montpelier, VT 05633-7401	es-Print Shop				
Entry Status	Postable			Pay Terms	Due Now	
Match Status	No Match	Preview Approv	al	Voucher Source	Online	
Approval Status	Approved			Origin	ONL	
Post Status	Posted			Created On	10/16/2018	12:00AM
				Created By Last Update	LLABOUNT 10/16/2018	12:00AM
Budget Status	Valid			Modified By ERS Type	LLABOUNT	ble
Budget Misc Status	Valid			Close Status	Open	
*View Related	Payment Inquiry	▼	Go			
Return to Search	↑ Previous in List	↓ Next in List	F N	lotify 📿 Refree	sh	📮 Add

## 4. Is the voucher on hold?

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary				
			,						
	Business Unit 00100			Invoice No 244	444				
	Manahar ID 00000	700		Invoice Date 02/0	18/2019		Action		Pup
	Voucher ID 00883	ar Voucher		ULIO	012010				Run
	Total Amount 262.2	0		*Day Torme NE	T10 Not 1	0			Schedule Payments
	Supplier Name Javiag	o Enormu		Fuy remis INL	Net Net	0			Conodalo r dymonio
Payment l	supplier Name Irving	Energy						Find Miow All	Firet (1) 1 of 1 (1) Last
r aymont n	mormation							Tind Tylew All	thist I to
	Payment 1								
	*Remit to 000	0001293 👳		Gross Amount	362	.38 USD	Scheduled Due 03/08/2019	Ħ	Payment Inquiry
	Location MUL	TIPLE		Discount	(	.00 USD	Net Due 02/18/2019		Discount Denied
	*Address 10						Discount Due		Late Charge
							Accounting Date		Express Payment
	Irvin	g Energy							Payment Comments(0)
	POI	Box 11013							Holiday/Currency
	Lew	iston, ME 04243							
Paymer	nt Options								
	*Bank PEC	)P3		Pay Group		0	*Netting Not Applicabl	e 🗸	Supplier Bank
	*Account 000	5 Q		*Handling Re	egular Payment	~	L/C ID		Messages
	*Method CHk	Check		Hold Reason Ac	counting in Dispute	~			Hold Payment
	Message								Separate Payment
Message	e will appear on remittan	ce advice.							
Schedu	le Payment								
	*Action Sch	edule Payment	1	Dayment Date					
	Pay	V North	1	Reference					
0	31/0								
3	ave								
C Return	to Search 🔛 Notify	2 Refresh							Add 🖉 Update/Display

#### 5. What is the Scheduled Due date?

Summary Related Documents Invoice Information P	ayments Voucher Attributes Error Summary		
Business Unit 08110 Voucher ID 00210502 Voucher Style Regular Voucher Total Amount 75.00 Supplier Name Green Mountain Messenger Inc	Invoice No 71234 Invoice Date 02/28/2019 *Pay Terms NET30 Q. Net 30	ii) Action V	Run Schedule Payments
Payment Information		Find   View All	First 🕚 1 of 1 🕑 Last
Payment 1 "Remit to 0000003144 Location MULTIPLE *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 3 Net Due 03/50/2019 Discount Due Accounting Date	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 12 of the <u>Accounts Payable</u> <u>Manual</u>.

Summary Identifying I	nformation <u>A</u> ddress	<u>C</u> ontacts	Location	Custom		
SetID	STATE					
Supplier ID	0000003144					
Supplier Short Name	GREEN MOUN	GREEN MOL	JN-047			
Supplier Name	Green Mountain Mess	senger 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	JInclude History	Correct History
Summary   Identifying Inform	nation   Address   Conta	acts   Location   C	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 Supplier Name Green Mountain Messenger Inc	*Pay Terms NET30 Q Net 30		Schedule Payments
Payment Information		Find   View Al	I First 🕚 1 of 1 🕑 Last
Payment 1			+ -
*Remit to 000002144 Location MULTIPLE *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:

Summary	Identifying Information	Address	<u>C</u> ontacts	Location	C <u>u</u> stom						
	SetID STA	ATE									
	Supplier ID 000	0003144		Shor	t Supplier Na	ame GREEN MO	DUN-047		Supplier Green	n Mountain Messenge	er Inc
A supplier lo	ocation is a default set of ru	lles which def	îne how you d	conduct busin	ess with a su	pplier.					
Location									Find   View All	First 🕚 1 of 2	2 🕑 Last
	Location ML	JLTIPLE				✓ Default	R	TV Fees	Attachm	ients (0)	
	Description Mu	Itiple									
Details									Find   View All	First 🕚 1 of 1 🤇	🕑 Last
	Effective Date 09	/05/2002			Effective S	tatus Active					
									Expand All	Collapse All	
0	ptions Payables		Procurer	nent	Sale	s/Use Tax		1099			
► Ac	dditional ID Numbers										
► Co	omments										
🕨 Int	ternet Address										
► VI	AT										
	Expand All	Collapse All									
Save	Return to Search	Notify					📑 Add	Æ U	lpdate/Display	J Include History	Correct History

### 8. Is the supplier address active?

Summary Relate	ed Documents Invoice Information	Payments Voucher Attribute	s <u>E</u> rror Summary			
Busin Voi Vouct Total	ess Unit 08110 ucher ID 00210502 ter Style Regular Voucher Amount 75.00	Invoice No 7 Invoice Date 0 *Pay Terms 0	1234 2/28/2019 NET30 Q Net 30	B Action	V	Run Schedule Payments
Suppli	er Name Green Mountain Messenger Inc					
Payment Informat	ion				Find   View All	First 🕚 1 of 1 🕑 Last
	Payment 1					+ -
	*Remit to 0000003144 Location MUI TIPL F *Address 2 Green Mountain Messenger In 54 Echo Place, Suite #1 Williston, VT 05495	Gross Amoun Discoun	t 75.00 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		Supr	lier Address Search			
Suppli	ier ID 0000003	144	Short	Supplier Name GREEN MOU	JN-047	Supplier Green Mountain Messenger Inc	
pplier Add	dress					Find   View	v All 🛛 First 🕙 2 of 2 🕑 Last
	Address ID 2 Description	2 Remit Williston					
)etails						Find   View A	I First 🕚 1 of 1 🕑 Last
E	Effective Date	10/06/2014		Effective Status	Active		
	Country	USA Unite	ed States				
	Address 1	54 Echo Place	Suite #1				
	Address 2						
	Address 3						
	City	Williston					
	County			Postal 05495			
	State	VT V	ermont				
	Email ID						
🕨 Pay	yment/Withho	olding Alt Na	mes				
Phone	e Information					Personalize   Find   View All   💷   🔢	First 🕚 1 of 1 🕑 Last
Туре		Loc	ation		Prefix	Telephone	Extension
Busines	s Phone						
	Doturn to Cor	arab	16.			Add	🖾 Undato/Display

**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.