

## 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		
<b>Match Status</b>	<b>Matched</b>	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
Budget Misc Status	Valid			ERS Type	Not Applicable
*View Related	Payment Inquiry	Go		Close Status	Open

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
<b>Budget Status</b>	<b>Valid</b>			Modified By	RDOYON
Budget Misc Status	Valid			ERS Type	Not Applicable
*View Related	Payment Inquiry	Go		Close Status	Open

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

4. Is the voucher on hold?

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
<b>Business Unit</b> 08100		<b>Invoice No</b> 244444			
<b>Voucher ID</b> 00883782		<b>Invoice Date</b> 02/09/2019		<b>Action</b> <input type="button" value="Run"/>	
<b>Voucher Style</b> Regular Voucher		<b>*Pay Terms</b> NET10		Net 10	<a href="#">Schedule Payments</a>
<b>Total Amount</b> 362.38					
<b>Supplier Name</b> Irving Energy					
<b>Payment Information</b> <a href="#">Find</a>   <a href="#">View All</a> First 1 of 1 Last					
<b>Payment 1</b>					
<b>*Remit to</b> 0000001293		<b>Gross Amount</b> 362.38 USD		<b>Scheduled Due</b> 03/08/2019	<a href="#">Payment Inquiry</a>
<b>Location</b> MULTIPLE		<b>Discount</b> 0.00 USD		<b>Net Due</b> 02/18/2019	<input type="checkbox"/> <b>Discount Denied</b>
<b>*Address</b> 10				<b>Discount Due</b>	<a href="#">Late Charge</a>
				<b>Accounting Date</b>	<a href="#">Express Payment</a>
Irving Energy					<a href="#">Payment Comments(0)</a>
PO Box 11013					<a href="#">Holiday/Currency</a>
Lewiston, ME 04243					
<b>Payment Options</b>					
<b>*Bank</b> PEO3		<b>Pay Group</b>		<b>*Netting</b> Not Applicable	<a href="#">Supplier Bank Messages</a>
<b>*Account</b> 0005		<b>*Handling</b> Regular Payment		<b>L/C ID</b>	<input checked="" type="checkbox"/> <b>Hold Payment</b>
<b>*Method</b> CHK	Check	<b>Hold Reason</b> Accounting in Dispute			<input type="checkbox"/> <b>Separate Payment</b>
<b>Message</b>					
Message will appear on remittance advice.					
<b>Schedule Payment</b>					
<b>*Action</b> Schedule Payment		<b>Payment Date</b>			
<b>Pay</b>		<b>Reference</b>			
<a href="#">Save</a>					
<a href="#">Return to Search</a>	<a href="#">Notify</a>	<a href="#">Refresh</a>		<a href="#">Add</a>	<a href="#">Update/Display</a>

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

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

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

Options Payables Procurement Sales/Use Tax 1099

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

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 TPI F Net Due 03/30/2019  
\*Address 2 Discount 0.00 USD 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 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\_VNDR query – payments will not be made to a supplier until all credits have been used.