HOW TO FIND VOUCHER AND PAYMENT INFORMATION IN BFS

In this example, we demonstrate how to search for a voucher in BFS and then look at payment information to see the status of the payment.

1. Navigate to: Purchase to Pay > Accounts Payable > Review Accounts Payable Info > Voucher > Voucher Inquiry

Screenshot continues on the next page…

*Amount Rule	Any
Amount	
*Currency	🔍
*Voucher Style	All Vouchers
Post Status	
Approval Status	
Voucher Balance	
Voucher Source	
User ID	
GL Business Unit	
Account	
Department	
VAT No	
Process Instance	
Match Status	
Sanctions Status	
Max Rows	300 [Search] [Clear]

▼ Sort Criteria

| *Sort By | Voucher ID | [Sort Display] |
| *Sort Asc/Desc | Ascending | |

▼ Display Currency Criteria

| *Currency | USD 🔍 | As of Date 01/18/2022 | [Convert] |
| *Rate Type | CRRNT 🔍 | ☐ Show Display Currency | |

2. Enter your search criteria.
   ● To view payments to a student, change the Business Unit and Supplier Set ID to ST000
   ● To view payments to an employee, change the Business Unit and Supplier Set ID to EM000

Frequently used search fields include:
   ● Voucher ID
   ● Supplier ID Number (include leading zeros)
   ● Supplier Name (last,first or business name)
   ● PO ID (purchase order number)
   ● Department (5-digit DeptID)

If the search is likely to yield a large number of results, enter a date range to narrow the search

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Voucher Inquiry

▼ Search Criteria

			To	
Search Name	ALL	🔍		
	Search Name			
From Business Unit	ALL	🔍	10000	🔍
From Voucher ID		🔍		🔍
From Invoice Number		🔍		🔍
Supplier SetID	10000	🔍		
From Supplier Short Name		🔍		🔍
From Supplier Name		🔍		🔍
From Additional Name		🔍		🔍
From Supplier ID		🔍		🔍
Supplier Location		🔍		
Entry Status		⌄		
Incomplete Voucher		⌄		
From Accounting Date		📅		📅
From Invoice Date		📅		📅
From Due Date		📅		📅
From Entered Date		📅		📅
Origin Set ID		🔍		
From Origin		🔍		🔍
From Control Group		🔍		🔍
From Contract ID				
Lease Number		🔍		
PO Business Unit		🔍		
From PO ID				
From Item ID				

From PO ID			
From Item ID			
*Amount Rule	Any	⌄	
Amount			
*Currency		🔍	
*Voucher Style	All Vouchers	⌄	
Post Status		⌄	
Approval Status		⌄	
Voucher Balance		⌄	
Voucher Source		⌄	
User ID			
GL Business Unit			
Account			
Department			
VAT No			
Process Instance			
Match Status		⌄	
Sanctions Status		⌄	
Max Rows	300	Search	Clear

As you type in a field, records with matching values will display. Here's an example where the Supplier ID Number is being entered except for the final digit:

Select the desired search criteria, scroll to the bottom of the field list and click [Search]

3. Scroll to the bottom of the page to view the **Voucher Inquiry Results** grid for a list of all vouchers that match the search criteria. The **Voucher Details** tab will display. In this example, the search used Supplier ID Number which returned a list of 9 vouchers.

Voucher Inquiry Results

Actions	Business Unit	Voucher ID	Invoice Number	Invoice Date	Supplier ID	Entry Status	Incomplete	Match Status	Short Supplier Name
▼Actions	10000	S0787656	M26312021	07/18/2020	0000824666	Postable	☐	Not Applicable	MAN
▼Actions	10000	S0888354	12122021	02/27/2021	0000824666	Postable	☐	Not Applicable	MAN
▼Actions	10000	S0929165	12402021	06/10/2021	0000824666	Postable	☐	Not Applicable	MAN
▼Actions	10000	SQ433876	M18221314	10/29/2013	0000824666	Postable	☐	Not Applicable	MAN
▼Actions	10000	SQ690477	M20081415	08/14/2014	0000824666	Postable	☐	Not Applicable	MAN
▼Actions	10000	SQ941055	M2931516	05/18/2015	0000824666	Postable	☐	Not Applicable	MAN
▼Actions	10000	SQ941056	M2941516	05/18/2015	0000824666	Postable	☐	Not Applicable	MAN
▼Actions	10000	SQ941057	M2951516	05/19/2015	0000824666	Postable	☐	Not Applicable	MAN
▼Actions	10000	SQB26436	M501617	04/14/2016	0000824666	Postable	☐	Not Applicable	MAN

4. Click on the **Amounts** tab to view the Net Amount Paid

Voucher Inquiry Results

Actions	Business Unit	Voucher ID	Transaction Currency	Gross Invoice Amount	Voucher Unpaid Balance	Unapplied Prepayments	Total Non-Merch	Entered VAT	Gross Amount Paid	Net Amount Paid
▼Actions	10000	S0787656	USD	2,500.00	0.00	0.00	0.00	0.00	2,500.00	2,500.00
▼Actions	10000	S0888354	USD	338.91	0.00	0.00	0.00	0.00	338.91	338.91
▼Actions	10000	S0929165	USD	835.00	0.00	0.00	0.00	0.00	835.00	835.00
▼Actions	10000	SQ433876	USD	1,000.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00
▼Actions	10000	SQ690477	USD	3,000.00	0.00	0.00	0.00	0.00	3,000.00	3,000.00
▼Actions	10000	SQ941055	USD	483.01	0.00	0.00	0.00	0.00	483.01	483.01
▼Actions	10000	SQ941056	USD	115.95	0.00	0.00	0.00	0.00	115.95	115.95
▼Actions	10000	SQ941057	USD	109.03	0.00	0.00	0.00	0.00	109.03	109.03
▼Actions	10000	SQB26436	USD	800.00	0.00	0.00	0.00	0.00	800.00	800.00

5. Click on the **More Details** tab to view information regarding the payment Due Date, the Basis Date (Invoice Date), the Accounting Date, and the Voucher Entered Date

Actions	Business Unit	Voucher ID	Voucher Style	Supplier Loc	Post Status	Approval Status	Close Status	Origin	Due Date	Basis Date	Acctg Date	Entered on	Budget Header Status	Budget Mis
▼ Actions	10000	S0787656	Regular Voucher	000001	Posted	Approved	Open	SQ	08/17/2020	07/18/2020	08/17/2020	08/17/2020	Valid	Valid Budget Check
▼ Actions	10000	S0888354	Regular Voucher	000001	Posted	Approved	Open	SQ	02/27/2021	02/27/2021	03/30/2021	03/30/2021	Valid	Valid Budget Check
▼ Actions	10000	S0929165	Regular Voucher	000001	Posted	Approved	Open	SQ	06/10/2021	06/10/2021	06/21/2021	06/21/2021	Valid	Valid Budget Check
▼ Actions	10000	SQ433876	Regular Voucher	000001	Posted	Approved	Open	SQ	11/28/2013	10/29/2013	01/09/2014	01/09/2014	Valid	Valid Budget Check
▼ Actions	10000	SQ690477	Regular Voucher	000001	Posted	Approved	Open	SQ	09/13/2014	08/14/2014	01/23/2015	01/23/2015	Valid	Valid Budget Check
▼ Actions	10000	SQ941055	Regular Voucher	000001	Posted	Approved	Open	SQ	05/18/2015	05/18/2015	09/28/2015	09/28/2015	Valid	Valid Budget Check
▼ Actions	10000	SQ941056	Regular Voucher	000001	Posted	Approved	Open	SQ	05/18/2015	05/18/2015	09/28/2015	09/28/2015	Valid	Valid Budget Check
▼ Actions	10000	SQ941057	Regular Voucher	000001	Posted	Approved	Open	SQ	05/19/2015	05/19/2015	09/28/2015	09/28/2015	Valid	Valid Budget Check
▼ Actions	10000	SQB26436	Regular Voucher	000001	Posted	Approved	Open	SQ	04/14/2016	04/14/2016	05/04/2016	05/04/2016	Valid	Valid Budget Check

6. The **Supplier Details** tab displays the full Supplier Name

Voucher Inquiry Results

| Actions	Business Unit	Voucher ID	Supplier ID	Short Supplier Name	Supplier Name	Additional Name	History Status
▼ Actions	10000	S0787656	0000824666	MANOHARPUB-001	MANO DISTR		☐
▼ Actions	10000	S0888354	0000824666	MANOHARPUB-001	MANO DISTR		☐
▼ Actions	10000	S0929165	0000824666	MANOHARPUB-001	MANO DISTR		☐
▼ Actions	10000	SQ433876	0000824666	MANOHARPUB-001	MANO DISTR		☐
▼ Actions	10000	SQ690477	0000824666	MANOHARPUB-001	MANO DISTR		☐
▼ Actions	10000	SQ941055	0000824666	MANOHARPUB-001	MANO DISTR		☐
▼ Actions	10000	SQ941056	0000824666	MANOHARPUB-001	MANO DISTR		☐
▼ Actions	10000	SQ941057	0000824666	MANOHARPUB-001	MANO DISTR		☐
▼ Actions	10000	SQB26436	0000824666	MANOHARPUB-001	MANO DISTRIBUTORS		☐

7. To see additional details on a particular voucher, on the **Voucher Inquiry Results** grid, click on the **Actions** link. Options include Review Accounting Entries, Payment Information, Voucher Details, and Review Document Status
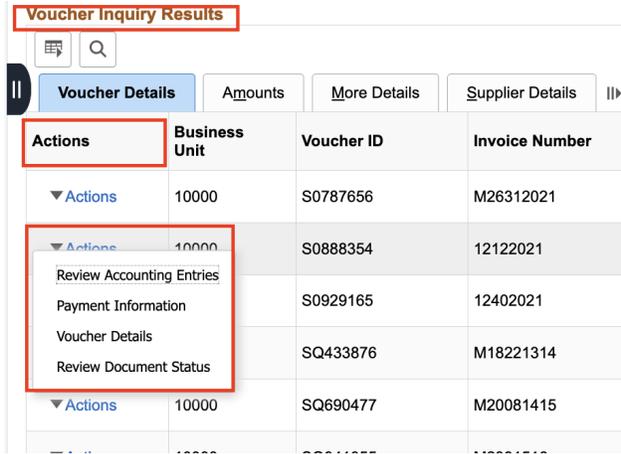
8. On the **Voucher Inquiry Results** grid, the **Action** link to **Review Accounting Entries** opens to the **Main Information** tab
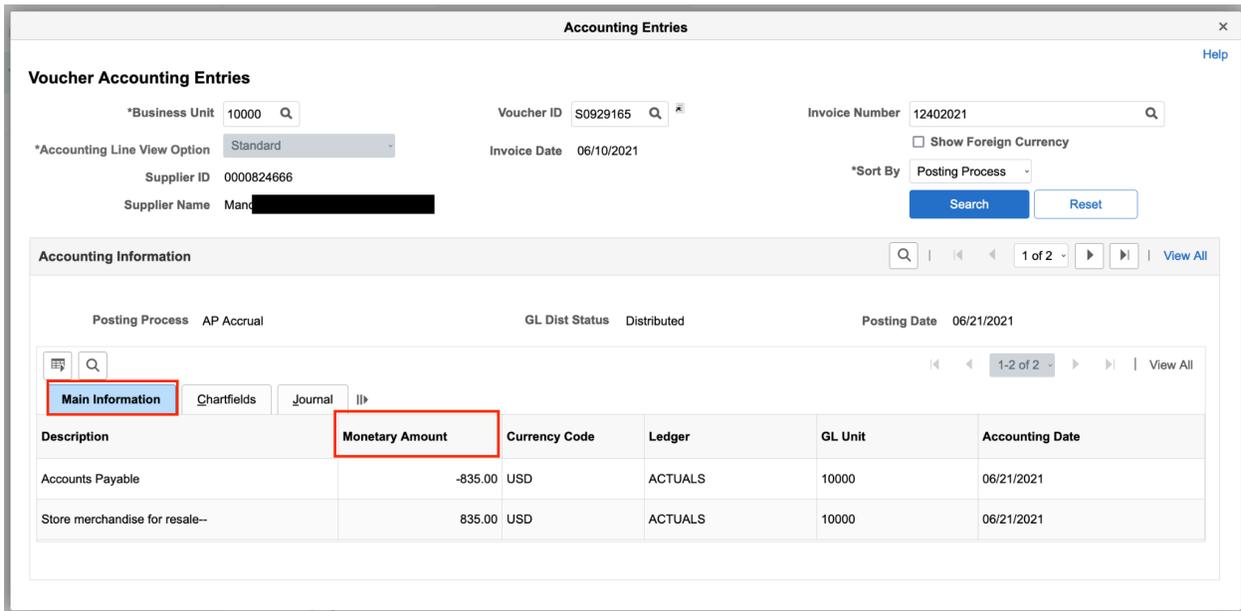
The **Chartfields** tab shows the accounting distribution for the rows of Monetary Amount credits and debits

The **Journal** tab shows information that can be useful when researching transactions on accounting reports, such as the Journal ID and Journal Date

Click the 'x' in the upper right corner to close the window and return to the **Voucher Inquiry Results** grid

9. On the **Voucher Inquiry Results** grid, the **Action** link to **Payment Information** opens a page displaying the Payment Reference ID (check number; EFT or wire transfer reference number), Payment Date, Payment Amount and Payment Status

(different example displayed)

Back To Voucher Inquiry

Business Unit	ST000	Voucher ID	71426368	Invoice Number 667699
Supplier Name	MO███████			Supplier Location 000001
Gross Invoice Amount	216.40			Transaction Currency USD

Details

1-2 of 2 | View All

Bank SetID	Bank Code	Bank Account	Payment Reference ID	Applied Business Unit	Applied Voucher ID	Payment Date	Payment Amount	Payment Currency	Voucher Paid Amount	Payment Status
10000	BAMER	904	018984			11/24/2021	216.40	USD	216.40	Paid
10000	WELLS	759	20821942			11/23/2021	216.40	USD	216.40	Void

Click on the link in Payment Reference ID to see the **Payment Details** tab, which lists the Payment Method

Payment Inquiry Result

1-1 of 1 | View All

| **Payment Details** | Additional Info | Supplier Details | Financial Gateway | |

Actions	Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
▼ Actions	VCHR	018984	Wire Transfer	216.40	USD	11/24/2021	11/24/2021	Paid	Unreconciled	

Payment Inquiry Result

1-1 of 1 | View All

| **Payment Details** | Additional Info | Supplier Details | Financial Gateway | |

Actions	Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
▼ Actions	VCHR	20821942	System Check	216.40	USD	11/23/2021	1/23/2021	Void	Reconciled	

Click on the **Additional Info** tab to see if the payment has been canceled or escheated and the date

Payment Inquiry Result

Actions	Source	Payment Reference ID	Post Status	Cancel Action	Cancel Date	Cancel Reason	Description
▼ Actions	VCHR	018984	Posted	No Cancel Action			→

Payment Inquiry Result

Actions	Source	Payment Reference ID	Post Status	Cancel Action	Cancel Date	Cancel Reason	Description
▼ Actions	VCHR	20781130	Posted	Escheated	01/24/2022		→

Click on the **Supplier Details** tab to see the supplier's address

Payment Inquiry Result

1-1 of 1 | View All

Actions	Source	Payment Reference ID	Supplier Name	Supplier ID	Supplier Location	Address	City	State	Postal
▼ Actions	VCHR	20821942	Mo▮▮▮▮	▮▮▮▮	000001	▮▮▮▮	▮▮▮▮	▮▮▮▮	▮▮▮▮

To go back to the voucher, click on the Back to Voucher Payments link at the top of the page, then click on Back to Voucher Inquiry link on the next page.

< Purchase to Pay   **UCB Accounts Payable**

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Back To Voucher Payments

📁 Vouchers

📁 Review Accounts Payable Info

   Accounting Entries

   Payment

   Voucher

📁 Review AP Supplier Information

Payment Inquiry

▼ **Search Criteria**

		From		To
Search Name	ALL			
From Supplier Name 1				
Supplier Location				
*Amount Rule	Any			
Amount				

10. On the **Voucher Inquiry Results** grid, the **Action** link **Voucher Details** displays the accounting distribution lines

11. On the **Voucher Inquiry Results** grid, the **Action** link **Review Document Status** provides a summary of the voucher and links to other details, such as the Payment Reference Number (Doc ID) and Accounting Entries on the **Related Info** tab

12. To see if a check has cleared, search for the voucher (step 2) and select the **Action** of **Payment Information** from the **Voucher Inquiry Results** grid (step 7). Click on the Payment Reference ID (step 9). In the **Payment Inquiry Result** grid, click on the Payment Reference ID

The **Vouchers for a Payment** page will show the Payment Method, the Payment Date, the date the check cleared the bank and the number of days the payment was outstanding