

# 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

The screenshot shows the BFS Voucher Inquiry interface. The breadcrumb path is Purchase to Pay > UCB Accounts Payable. The left sidebar shows the navigation menu with 'Voucher' selected. The main area is titled 'Voucher Inquiry' and contains a 'Search Criteria' section with various search filters.

Search Criteria	Value
Search Name	ALL
From Business Unit	ALL
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	

*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

Purchase to Pay UCB Accounts Payable New Window | Help | Personalize Page

**Voucher Inquiry**

**Search Criteria**

Search Name	ALL	To	10000
From Business Unit	ALL		
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:

From Additional Name

From Supplier ID

Supplier Location

	Supplier ID	Short Supplier Name	Supplier Name	Additional Name	Our Customer Number
Entry Status	0000824660	HOT	Hot		
Incomplete Voucher	0000824661	LAK	Lak		
From Accounting Date	0000824662	SCH	Sch		
From Invoice Date	0000824663	RAN	Ran		
From Due Date	0000824664	WEIL	Weil		
From Entered Date	0000824665	EPO	Epo		
Origin Set ID	0000824666	MAN	Mar		
From Origin	0000824668	BET	Bett		
From Control Group	0000824669	CHE	Che		

From Contract ID

Lease Number

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

VAT No

Process Instance

Match Status

Sanctions Status

Max Rows

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

Voucher Details | Amounts | More Details | Supplier Details

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	<input type="checkbox"/>	Not Applicable	MAN
▼ Actions	10000	S0888354	12122021	02/27/2021	0000824666	Postable	<input type="checkbox"/>	Not Applicable	MAN
▼ Actions	10000	S0929165	12402021	06/10/2021	0000824666	Postable	<input type="checkbox"/>	Not Applicable	MAN
▼ Actions	10000	SQ433876	M18221314	10/29/2013	0000824666	Postable	<input type="checkbox"/>	Not Applicable	MAN
▼ Actions	10000	SQ690477	M20081415	08/14/2014	0000824666	Postable	<input type="checkbox"/>	Not Applicable	MAN
▼ Actions	10000	SQ941055	M2931516	05/18/2015	0000824666	Postable	<input type="checkbox"/>	Not Applicable	MAN
▼ Actions	10000	SQ941056	M2941516	05/18/2015	0000824666	Postable	<input type="checkbox"/>	Not Applicable	MAN
▼ Actions	10000	SQ941057	M2951516	05/19/2015	0000824666	Postable	<input type="checkbox"/>	Not Applicable	MAN
▼ Actions	10000	SQB26436	M501617	04/14/2016	0000824666	Postable	<input type="checkbox"/>	Not Applicable	MAN

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

Voucher Inquiry Results

Voucher Details | **Amounts** | More Details | Supplier Details

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

**Voucher Inquiry Results**

1-9 of 9

Voucher Details | Amounts | **More Details** | Supplier Details | Filter

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

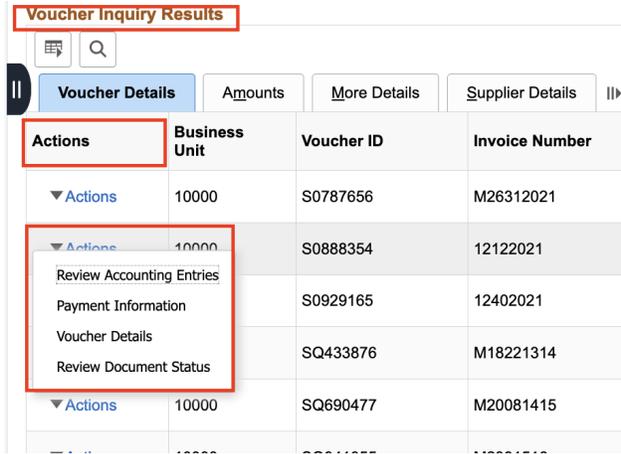
**Voucher Inquiry Results**

1-9 of 9 | View All

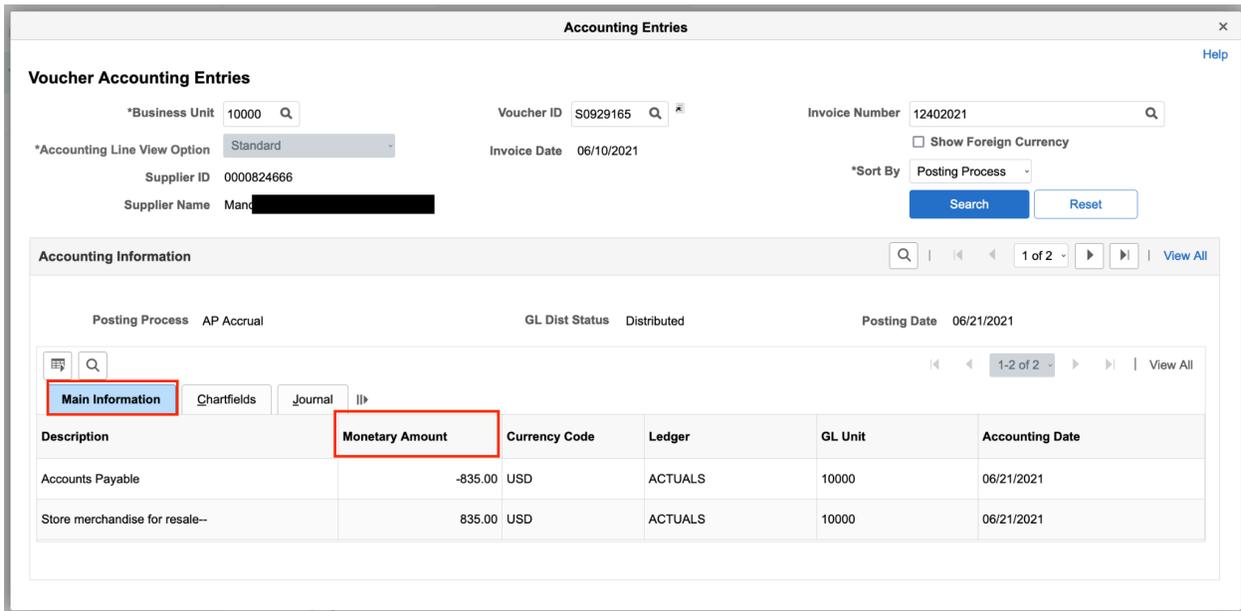
Voucher Details | Amounts | More Details | **Supplier Details** | Filter

Actions	Business Unit	Voucher ID	Supplier ID	Short Supplier Name	Supplier Name	Additional Name	History Status
▼ Actions	10000	S0787656	0000824666	MANOHARPUB-001	MANO DISTR		<input type="checkbox"/>
▼ Actions	10000	S0888354	0000824666	MANOHARPUB-001	MANO DISTR		<input type="checkbox"/>
▼ Actions	10000	S0929165	0000824666	MANOHARPUB-001	MANO DISTR		<input type="checkbox"/>
▼ Actions	10000	SQ433876	0000824666	MANOHARPUB-001	MANO DISTR		<input type="checkbox"/>
▼ Actions	10000	SQ690477	0000824666	MANOHARPUB-001	MANO DISTR		<input type="checkbox"/>
▼ Actions	10000	SQ941055	0000824666	MANOHARPUB-001	MANO DISTR		<input type="checkbox"/>
▼ Actions	10000	SQ941056	0000824666	MANOHARPUB-001	MANO DISTR		<input type="checkbox"/>
▼ Actions	10000	SQ941057	0000824666	MANOHARPUB-001	MANO DISTR		<input type="checkbox"/>
▼ Actions	10000	SQB26436	0000824666	MANOHARPUB-001	MANO DISTR		<input type="checkbox"/>

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

**Accounting Entries**

**Voucher Accounting Entries**

\*Business Unit: 10000 | Voucher ID: S0929165 | Invoice Number: 12402021  
 \*Accounting Line View Option: Standard | Invoice Date: 06/10/2021 | Show Foreign Currency:   
 Supplier ID: 0000824666 | \*Sort By: Posting Process | Search | Reset

**Accounting Information**

Posting Process: AP Accrual | GL Dist Status: Distributed | Posting Date: 06/21/2021

**Chartfields**

Tax Authority	Account	Alternate Account	Fund Code	Department	Function	Class Field	Product	Affiliate	Fund Affiliate	ChartField 1	ChartField 2	ChartF
	20000		60250	00700								
	57370		60250	25481	62							

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

**Accounting Entries**

**Voucher Accounting Entries**

\*Business Unit: 10000 | Voucher ID: S0929165 | Invoice Number: 12402021  
 \*Accounting Line View Option: Standard | Invoice Date: 06/10/2021 | Show Foreign Currency:   
 Supplier ID: 0000824666 | \*Sort By: Posting Process | Search | Reset

**Accounting Information**

Posting Process: AP Accrual | GL Dist Status: Distributed | Posting Date: 06/21/2021

**Journal**

Journal ID	Line	Journal Date	Doc Type	DocSeqNb	Doc Seq Date	Budget Date	Budget Status	Primary
AP01032984	145	06/21/2021				06/21/2021	V	Y
AP01032984	1879	06/21/2021				06/21/2021	V	Y

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)

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

**Details**

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**

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**

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**

Payment Inquiry Result							
Payment Details		<b>Additional Info</b>		Supplier Details		Financial Gateway	
Actions	Source	Payment Reference ID	Post Status	Cancel Action	Cancel Date	Cancel Reason	Description
▼ Actions	VCHR	018984	Posted	No Cancel Action			→

**Payment Inquiry Result**

Payment Inquiry Result							
Payment Details		<b>Additional Info</b>		Supplier Details		Financial Gateway	
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**

Payment Inquiry Result										
Payment Details		Additional Info		<b>Supplier Details</b>			Financial Gateway			
Actions	Source	Payment Reference ID	Supplier Name	Supplier ID	Supplier Location	Address	City	State	Postal	
▼ Actions	VCHR	20821942	Mc [REDACTED]	[REDACTED]	000001	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	

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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**Payment Inquiry** [Back To Voucher Payments](#)

▼ Search Criteria

Search Name: ALL

From:  To:

From Supplier Name 1:

Supplier Location:

\*Amount Rule: Any

Amount:

Purchase to Pay UCB Accounts Payable New Window | Help | Personalize Page

**Vouchers** [Back To Voucher Inquiry](#)

**Review Accounts Payable Info**

Business Unit 10000 Voucher ID S0787656 Invoice Number M26312021  
 Supplier Name MA Supplier Location 000001  
 Gross Invoice Amount 2,500.00 Transaction Currency USD

Accounting Entries  
 Payment

**Voucher**

Review AP Supplier Information

**Details**

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	016622			08/18/2020	2,500.00	USD	2,500.00	Paid

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

Voucher Inquiry Voucher Line Details

**Voucher Details**

Business Unit 10000 Gross Amount 835.00  
 Voucher ID S0929165  
 Invoice No 12402021 Misc Charges 0.00  
 Invoice Dt 06/10/2021 Total VAT 0.00  
 Supplier ID 0009824666  
 Name MAN Transaction Currency USD [Comments\(0\)](#)

**Invoice Lines**

Line	Description	Quantity	UOM	EA	Merchandise Amt
1	Store merchandise for resale--	1.0000			835.00
					Unit Price 835.00000

PO Business Unit PO Number PO Line PO Schedule  
 Receipt Unit Receipt Number Receipt Line Schedule

**Distributions**

**Details**

Distrib Line	Merchandise Amt	GL Unit	Account	Alt Acct	Fund	Dept	Function	Class	Product	Affiliate	Fund Affil	Chart
1	835.00	10000	57370		60250	25481	62					

Cancel Refresh

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

**Voucher Inquiry**

**Review Document Status**

**Voucher Document Status**

Business Unit 10000 Voucher ID S0929165  
 Invoice ID 12402021 Invoice Date 06/10/2021  
 Gross Amount 835.00 USD Approval Status Approved  
 Supplier ID 0000824666 MAN Document Type Voucher  
 Location 000001 Status Posted

Document Tolerance Status Valid  
 Budget Misc Status Valid  
 Budget Status Valid  
 Match Status Not Applicable

Requisitions Sourcing Events Procurement Contracts Purchase Orders Service Work Orders Receipts Returns Vouchers Payments(1)

Associated Document

Actions	SetID	Document Type	DOC ID	Status	Document Date	Supplier ID	Location	Go To Document Status Inquiry
▼ Actions	10000	Payment	018265	Posted	06/22/2021	0000824666	000001	

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**

**Payment Inquiry Result**

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	20805441	System Check	81.94	USD	07/07/2021	07/07/2021	Paid	Reconciled	07/21/2021

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

**Vouchers For a Payment**

Bank Name Wells Fargo Bank, N.A.  
 Bank Account # \*\*\*\*\*6817  
 Pay Cycle DAILY Seq Num 2730  
 Supplier Name Mar [REDACTED]  
 Address [REDACTED]  
 Seabrook NH 03874 USA  
 Payment Amount 81.94 USD  
 Description

Back To Payment Inquiry  
 Pymnt Ref ID 20805441  
 Accounting Date 07/07/2021  
 Payment Date 07/07/2021  
 Days Outstanding 6  
 Payment Clear Date 07/13/2021  
 Reconcile Date 07/21/2021  
 Value Date 07/07/2021

Payment Method **CHK**

Details

Business Unit	Voucher ID	Advice Seq	Advice Date	Invoice Number	Gross Paid Amount	Paid Amount	Currency	Discount Taken	Late Charge	Source
10000	S0930010	1	06/18/2021	INV12562	81.94	81.94	USD			Accounts Payable Vouchers