

Purchasing – How to Verify Invoice Payment

PO Voucher (Invoice) Payment Inquiry

Vouchers (invoices) that post to a purchase order will either match with no issues or match with issues.

- A voucher that posts to PO with no issues = Matched
- A voucher that posts to PO with issues = Matched Exceptions exist

Voucher(s) that are “Matched” will pay once Workflow approvals and/or receiving has been processed
Voucher(s) with “Matched Exceptions” need additional review to determine issue. Fiscal may assist with these.

To verify the voucher details applied on a PO, follow this navigation.

FMS Navigation:

Main Menu > Purchasing > Purchase Orders > Review PO Information > Document Status

Enter PO# > Search

Associated Documents

All documents will be listed in this section - requisitions, receipts (receiving), vouchers (invoices) and some payments will be listed.

Locate and Verify Voucher (Invoice)

- a. Select hyperlink for voucher = DOC ID

Document Status

Business Unit	PVC09	PO ID	100004967
Document Date	08/21/2015	Status	Dispatched
Currency	USD	Document Type	Purchase Order
Buyer	Anaya,Louis Bryan	Merchandise Amt	7,500.00
		Budget Status	Valid
		Merchandise Amt – Vouchers = PO Balance Available	

Be certain all the values are being viewed →

Actions	SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Supplier ID	Location
▼ Actions		PVC09	Requisition	100005524	Approved	08/12/2015		
▼ Actions		DSTOF	Voucher	00113845	Posted	09/22/2015	0000009034	MAIN
▼ Actions		DSTOF	Voucher	00133341	Posted	10/20/2015	0000009034	MAIN
▼ Actions		DSTOF	Voucher	00154738	Posted	11/24/2015	0000009034	MAIN
▼ Actions	MCCCD		Payment	02037305	Posted	10/02/2015	0000009034	MAIN
▼ Actions	MCCCD		Payment	02039288	Posted	10/28/2015	0000009034	MAIN
▼ Actions	MCCCD		Payment	02042519	Posted	12/11/2015	0000009034	MAIN

Return to Search

- b. Voucher Inquiry screen will open
- c. Voucher Inquiry Results – will display 4 different tabs of information
 - i. Voucher details tab – voucher id#, invoice #, status, supplier
 - ii. Amounts tab – voucher id#, gross amount, voucher unpaid balance, net amount paid
 - iii. More Details tab – voucher id#, supplier location, approval status, approval history, date entered
 - iv. Supplier Details tab – voucher id#, supplier id#, supplier name
- d. Select > Actions (drop-down link)
 - i. Each posted voucher will need to be viewed separately
 - ii. Click > Actions
 - iii. Select > Payment Information (will show you the payment details, check or EFT number)
 - iv. *Optional* - Select > Payment Reference ID link for check# or EFT#
 - v. Payment Inquiry Results – shows payment amount, date paid, reconciled date (date cashed/deposited by vendor)

Voucher Inquiry

[Search Criteria](#)
[Sort Criteria](#)
[Display Currency Criteria](#)
[Late Interest Analysis](#)

Voucher Inquiry Results Personalize | Find | View All | | First 1 of 1 Last

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	DSTOF	00113845	15127927P	09/22/2015	000009034	Postable	<input type="checkbox"/>	Matched	SIGNATURE-003	

Payment Information Personalize | Find | View All | | First 1 of 1 Last

Details	Supplier Details							
Invoice Number	Invoice Date	Supplier ID	Entry Status	Incomplete	Match Status	Short Supplier Name		
100020233	07/20/2016	0000010627	Postable	<input type="checkbox"/>	Matched	MARICOPA F-002		

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Business Unit DSTOF

Voucher ID 00337269

Invoice Number 100020233

Supplier Name MARICOPA FOUNDATION

Supplier Location 21ST CENT

Gross Invoice Amount

3,000.00

Transaction Currency USD

Details Personalize | Find | View All | | First 1 of 1 Last

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
MCCCD	CHASE	AP	40045329			07/26/2016	3,000.00	USD	3,000.00	Paid

Payment Inquiry Result Personalize | Find | View All | | First 1 of 1 Last

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	40045329	System Check	3,000.00	USD	07/26/2016	07/26/2016	Paid	Reconciled	08/05/2016