

Viewing Voucher Statuses: Entry, Approval, Payment

You can use these steps to view the status of any type of voucher, including campus vouchers or purchase order vouchers. Navigate to:

Main Menu > Finance Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher

Search Criteria

1. Enter information to search for your voucher such as voucher ID, vendor name, invoice number or dates.



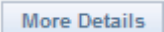

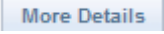
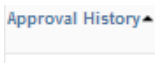
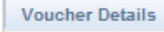

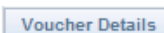
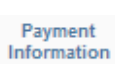
2. Click 

Search Name	<input type="text" value="ALL"/>
Business Unit	<input type="text" value="UNCCH"/>
Voucher ID	<input type="text" value="50000338"/>
Invoice Id	<input type="text"/>
Vendor SetID	<input type="text" value="UNCCH"/>
Short Name	<input type="text"/>
Vendor Name 1	<input type="text"/>

Voucher Inquiry Results

Voucher Inquiry Results

[Voucher Details](#) |
 [Amounts](#) |
 [More Details](#) |
 [Vendor Details](#)

What you are looking for:	Tab	Column	Action								
Budget Check Status			View the status								
Approval Status			View the status								
Approval History			Click on the link, view the Approval History								
Payment Scheduled Date (if not paid yet)*			Click on the icon, view the details <table border="1"> <thead> <tr> <th>Payment Method</th> <th>Scheduled to Pay</th> <th>Hold Payment</th> <th>Gross Amount</th> </tr> </thead> <tbody> <tr> <td>CHK</td> <td>10/10/2014</td> <td><input type="checkbox"/></td> <td>108.00</td> </tr> </tbody> </table>	Payment Method	Scheduled to Pay	Hold Payment	Gross Amount	CHK	10/10/2014	<input type="checkbox"/>	108.00
Payment Method	Scheduled to Pay	Hold Payment	Gross Amount								
CHK	10/10/2014	<input type="checkbox"/>	108.00								
Payment Actual Date and Check Number if Applicable			Click the icon, view the details <table border="1"> <thead> <tr> <th>Payment Reference ID</th> <th>Payment Date</th> <th>Payment Amount</th> <th>Voucher Paid Amount</th> </tr> </thead> <tbody> <tr> <td>738038</td> <td>10/15/2014</td> <td>381.76</td> <td>83.50</td> </tr> </tbody> </table> Check number if paid by check	Payment Reference ID	Payment Date	Payment Amount	Voucher Paid Amount	738038	10/15/2014	381.76	83.50
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738038	10/15/2014	381.76	83.50								

*Scheduled Payment Date: The system automatically calculates the scheduled payment date, which is typically 30 days from the invoice date. In special circumstances, if there is an emergency as defined by the State of North Carolina, such as someone will die or the living conditions will be unsuitable (unsafe drinking water, no electricity, etc.), departments or schools can contact Disbursement Services to request a change to the scheduled payment date.