

Voucher Invoice Inquiry
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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

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Voucher Invoice Inquiry

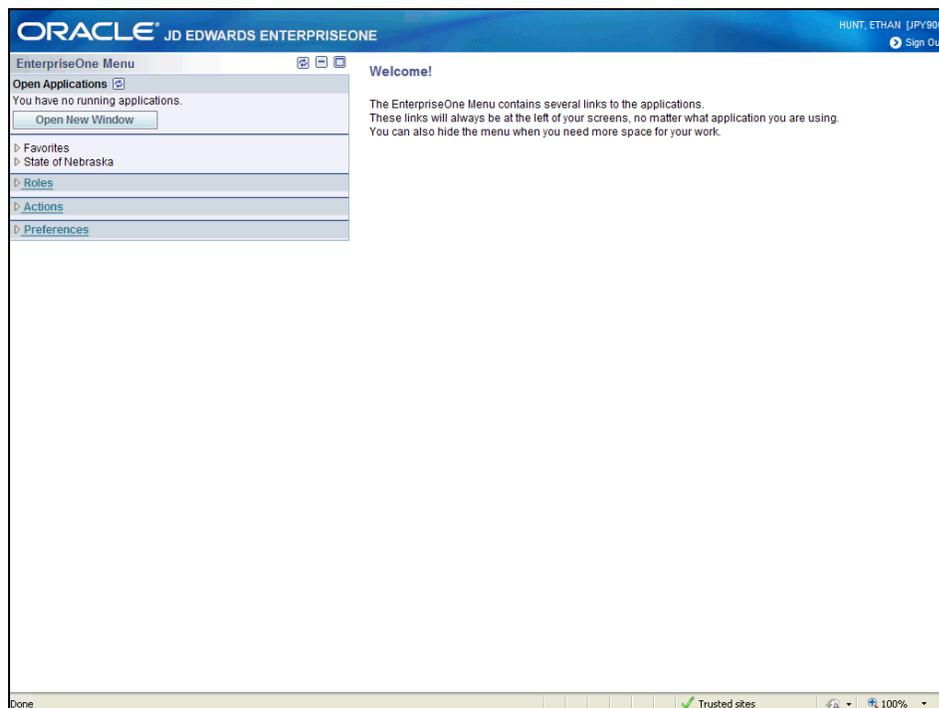
Voucher Invoice Inquiry Overview

This work instruction will show how to review vouchers and answer questions regarding payments made to vendors or employees.

Voucher Invoice Inquiry Lesson

Procedure

In this lesson you will learn how to run the Voucher Invoice Inquiry.



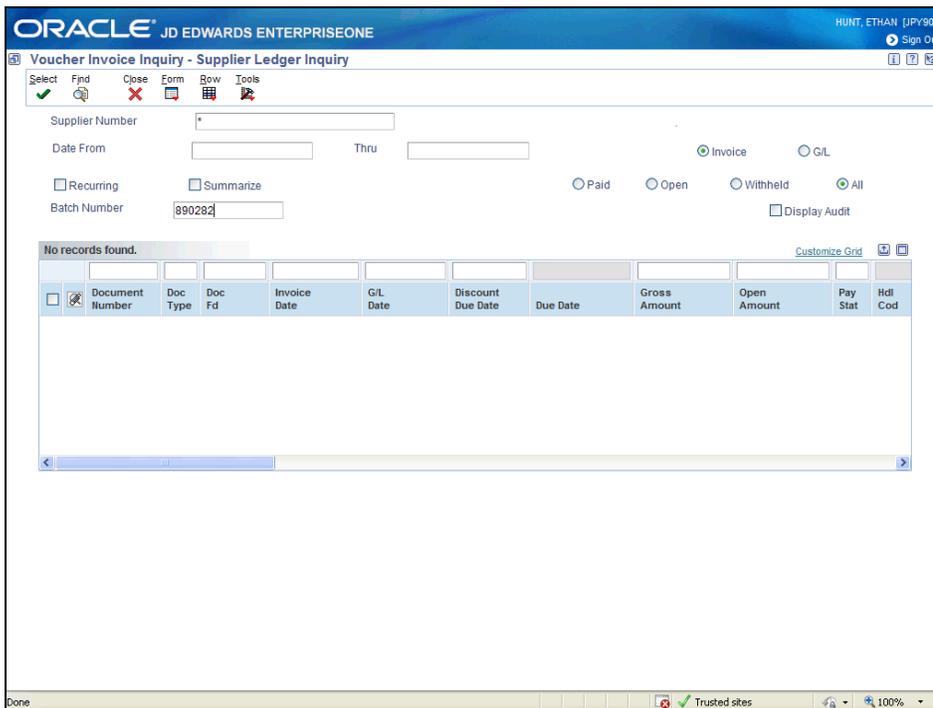
Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Accounts Payable link. Accounts Payable
3.	Click the Inquiries & Reports link. Inquiries & Reports
4.	Click the Accounts Payable Inquiries link. Accounts Payable Inquiries
5.	Click the Voucher Invoice Inquiry link. Voucher Invoice Inquiry

Training Guide

Voucher Invoice Inquiry



Step	Action
6.	<p>Complete one or more of the following fields:</p> <p>Supplier Number – Type desired supplier number, or click the Visual Assist to display the Address Book Long Number Search screen.</p> <p>Note: If searching by the Supplier Number only, narrow the search by entering a date in the Date From or Date Thru fields in the header and then choosing the radio button for either Invoice or G/L. You can also query by G/L Date on the QBE line using > (greater than) or < (less than). To narrow your search to Paid vouchers or Open (unpaid) vouchers, choose the appropriate radio button.</p> <p>Batch Number</p> <p>Document Number</p>



Step	Action
7.	<p>Click the Find button.</p> 

Step	Action
8.	<p>Review the voucher information:</p> <p>Note: If the Open Amount field is blank, the document(s) corresponding to an invoice have been paid.</p> <p>Note: If the Pay Status (Pay Stat) field is A, the document has been posted and is ready to be paid by State Accounting. If the Pay Status is P, the document has been paid (see step 4).</p> <p>Note: If “DUP” appears in the Handling Code (Hdl Cod) field, the agency has requested a Stop Payment/Duplicate Warrant (see step 4.)</p> <p>Note: Records with a purchase order will have a number in the Purchase Order field. (Scroll to the right to see the Purchase Order field.)</p> <p>Note: Documents that have been voided will appear as two lines. On the original entry the gross amount and open amount will be blank; the second line is the void and there will be a dollar amount in the gross amount field and the open amount will be blank. The Remark field (scroll left) for the voided entry will read Change in Gross Amount and the field labeled Adjust Doc Type will contain PE.</p>
9.	<p>To review more detailed information on the voucher, choose the desired record for a voucher that was entered without a purchase order by clicking the check box next to it.</p> <p><input data-bbox="440 1052 483 1096" type="checkbox"/></p>
10.	<p>Click the Select button.</p> <p><input data-bbox="440 1142 483 1186" type="checkbox"/></p>

Training Guide

Voucher Invoice Inquiry



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Voucher Invoice Inquiry - Voucher Match Reversals

Supplier: 1758957 DELL SERVICE SALES Business Unit: 9824588

Invoice Number: PTG404238860:PTG404239541 Voucher/ Ty/ Co: 8222201 PV 20950

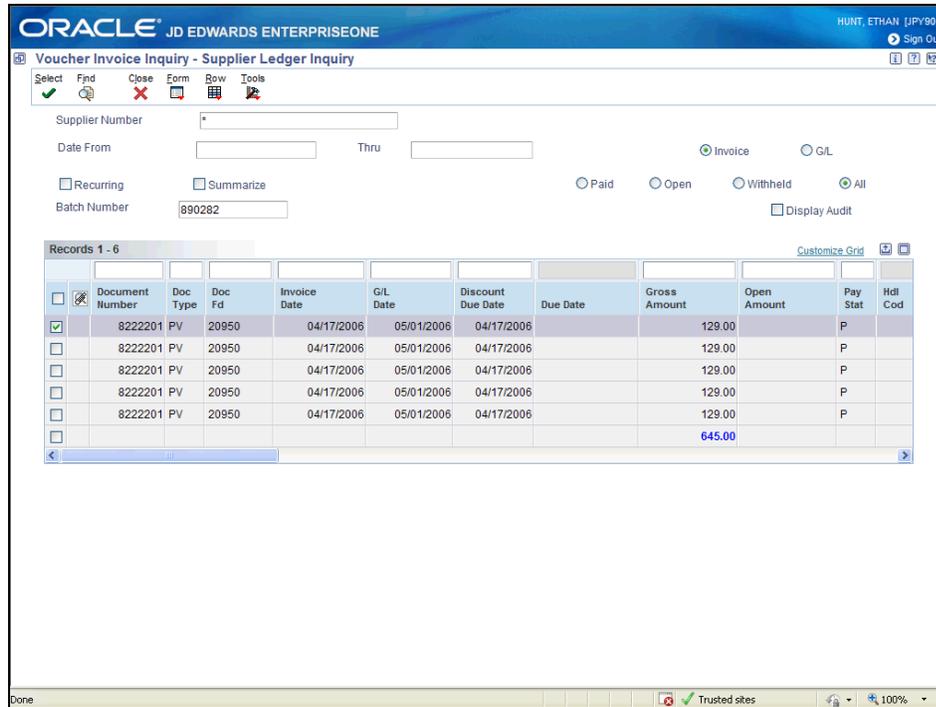
Gross Amount: 845.00 Payment Terms: 000 Payment Inst:

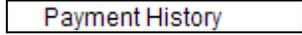
Tax Amount: Fund: 20950 Batch Number: 890282

Retained Amount: Invoice Date: 04/17/2006 G/L Date: 05/01/2006

2nd Item Number	Account Number	Amount Matched	Retained Amount	Quantity Matched	UM	Order Number	Or Ty	Order Fd	Line Item
<input checked="" type="checkbox"/>	9824588.554900	129.00		1.0000	\$	90958	OP	20950	1
<input type="checkbox"/>	9824588.554900	129.00		1.0000	\$	90958	OP	20950	2
<input type="checkbox"/>	9824588.554900	129.00		1.0000	\$	90958	OP	20950	3
<input type="checkbox"/>	9824588.554900	129.00		1.0000	\$	90958	OP	20950	4
<input type="checkbox"/>	9025300.554900	129.00		1.0000	\$	90958	OP	20950	5

Step	Action
11.	When finished reviewing click the Cancel button. 
12.	If the Pay Status is " P ", review the payment information by clicking the check box of the desired record.



Step	Action
13.	Click the Row button. 
14.	Click the Payment History menu. 
15.	Note: Payment numbers that begin with “1” = Payable Warrant Payment numbers that begin with “4” = Payable ACH (electronic deposit) Payment numbers that begin with “7” = Payroll Warrant Payment numbers that begin with “8” = Payroll ACH
16.	Note: Payment Date – if payment is by warrant, the payment date is the date the payment is mailed. If the payment is by ACH, the payment date is the date the money will settle in the payee’s bank account. Note: If this is a duplicate payment, the original warrant, the void, and the duplicate warrant will all appear on this screen.

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Voucher Invoice Inquiry - Work with Pay Item History

Document No/Ty/Fd: 8222201 PV 20950 ELECTION ADMINISTRATION Pay Item: 001

Records 1 - 1

Payment Type	Payment Number	Payment Date	Supplier	Payment Amount	Discount Taken	Post Code
PK	14656867	05/02/2006	DELL SERVICE SALES	129.00-		D

Done Trusted sites 100%

Step	Action
17.	Click the Close button.

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Voucher Invoice Inquiry - Supplier Ledger Inquiry

Supplier Number: *
Date From: Thru: Invoice: Open: Withheld: All: Paid: Open: Withheld: All: Display Audit

Batch Number: 890282

Records 1 - 6

	Document Number	Doc Type	Doc Fd	Invoice Date	G/L Date	Discount Due Date	Due Date	Gross Amount	Open Amount	Pay Stat	Hdl Cod
<input checked="" type="checkbox"/>	8222201	PV	20950	04/17/2006	05/01/2006	04/17/2006		129.00		P	
<input type="checkbox"/>	8222201	PV	20950	04/17/2006	05/01/2006	04/17/2006		129.00		P	
<input type="checkbox"/>	8222201	PV	20950	04/17/2006	05/01/2006	04/17/2006		129.00		P	
<input type="checkbox"/>	8222201	PV	20950	04/17/2006	05/01/2006	04/17/2006		129.00		P	
<input type="checkbox"/>	8222201	PV	20950	04/17/2006	05/01/2006	04/17/2006		129.00		P	
								645.00			

Done Trusted sites 100%

Step	Action
18.	Click the Close button. 
19.	You have successfully completed this lesson. End of Procedure.