

Voucher Invoice Inquiry

Overview

This work instruction will show how to review vouchers and answer questions regarding payments made to vendors or employees. Two additional inquiry screens that can be used in conjunction with the Voucher Invoice Inquiry include:

[Cleared Warrant Inquiry](#)

[Payment Inquiry](#)

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. 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:

<http://www.das.state.ne.us/>.

Navigation

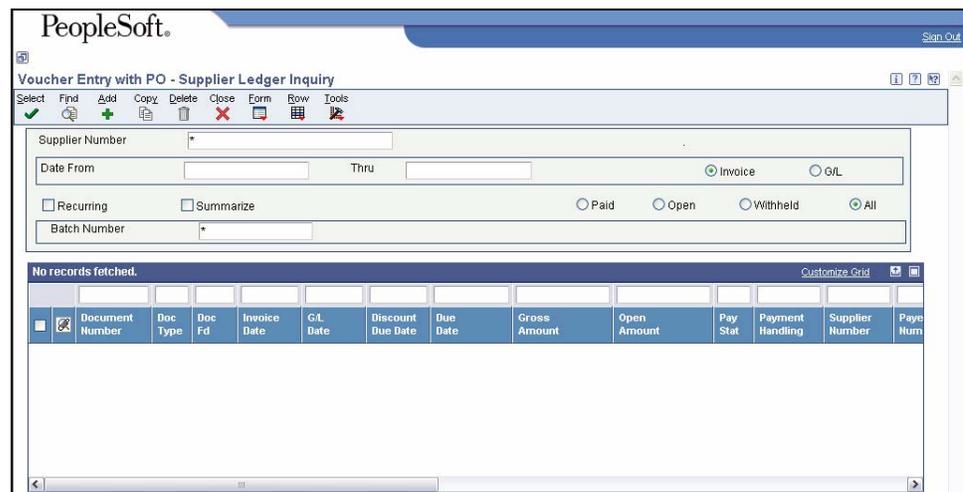
Click Roles, Accounts Payable.

(Citrix users – right click on the menu, choose View by Role, choose Accounts Payable.)

Payables > Accounts Payable Inquiries & Reports >
Accounts Payable Inquiries > Voucher Invoice Inquiry

Steps

Start this instruction from the Voucher Invoice Inquiry – Supplier Ledger Inquiry window.



Document Number	Doc Type	Doc Fd	Invoice Date	G/L Date	Discount Due Date	Due Date	Gross Amount	Open Amount	Pay Stat	Payment Handling	Supplier Number	Paye Num
No records fetched.												

1. Complete one or more of the following fields:

- Supplier Number – Type desired supplier number, or click the Visual Assist to display the Address Book Long Number Search screen.
 - ✎ 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.
- Batch Number
- Document Number

2. Click **Find**.

Document Number	Doc Type	Doc Fd	Invoice Date	G/L Date	Discount Due Date	Due Date	Gross Amount	Open Amount	Pay Stat	Hdl Cod	Supplier Number	Payment Number
5483762	PV	43120	04/04/2005	04/13/2005	04/04/2005	04/04/2005	9,278.00	9,278.00	P		574098	51

3. Review the voucher information:

- ✎ If the Open Amount field is blank, the document(s) corresponding to an invoice have been paid.
- ✎ 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).
- ✎ If "DUP" appears in the Handling Code (Hdl Cod) field, the agency has requested a Stop Payment/Duplicate Warrant (see step 4.)
- ✎ Records with a purchase order will have a number in the Purchase Order field. (Scroll to the right to see the Purchase Order field.)
- ✎ 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. (see example below)

Document Number	Doc Type	Doc Fd	Invoice Date	GL Date	Discount Due Date	Due Date	Gross Amount	Open Amount	Pay Stat	Hdl Cod	Supplier Number	Paym Num
8769233	PV	42604	07/10/2006	08/01/2006	07/10/2006	07/10/2006			P		538414	
8769233	PV	42604	07/10/2006	08/01/2006	07/10/2006	07/10/2006	3,744.00-		P		538414	
8769233	PV	42604	07/10/2006	08/01/2006	07/10/2006	07/10/2006			P		538414	
8769233	PV	42604	07/10/2006	08/01/2006	07/10/2006	07/10/2006	494.76-		P		538414	
8769233	PV	42604	07/10/2006	08/01/2006	07/10/2006	07/10/2006			P		538414	
8769233	PV	42604	07/10/2006	08/01/2006	07/10/2006	07/10/2006	510.00-		P		538414	

To review more detailed information on the voucher, choose the desired record for a voucher that was entered without a purchase order and click **Select**. The Voucher Invoice Inquiry – Multi Company - Single Supplier window appears (see example below). When finished reviewing, click **Cancel** to return to the Supplier Ledger Inquiry window.

Account Number	Description	Amount	Explanation	Pymt Terms	Discount Due Date	Due Date	Disc Avail
31240121.599100	OTHER GOVERNMENT AID	9,278.00	2003DOJWEPG-Hall-G.I., FINAL	000	04/04/20	04/04/2005	

4. Review payment information – if the Pay Status is P, review the payment information by choosing the desired record and clicking **Row, Payment History**. The Work with Pay Item History window appears.

Payment Type	Payment Number	Payment Date	Supplier	Payment Amount	Discount Taken	Post Code
PT	42284911	08/23/2006	OMAHA PAPER CO - PAYMENTS	200.00-		D

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

-  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.
-  If this is a duplicate payment, the original warrant, the void, and the duplicate warrant will all appear on this screen. (see example below)



Payment Type	Payment Number	Payment Date	Supplier	Payment Amount	Discount Taken	Post Code
PK	15028669	08/18/2006	WESTERN PLAINS MACHINERY CO	221.21-		D
PO	15028669	08/18/2006	WESTERN PLAINS MACHINERY CO	221.21		D
PK	15046802	08/24/2006	WESTERN PLAINS MACHINERY CO	221.21-		D

5. Click **Close** to return to the Supplier Ledger Inquiry window.
6. Click **Close**.