

Voucher Pay Status

Learn how to view a voucher and find its pay status.

DISCOVER THE PAY STATUS OF A VOUCHER

1. Navigate to **Orders > Search > Vouchers**.
 - a. The **Pay Status** column shows the following statuses.
2. Alternatively, select and open a voucher from the list.
 - a. The **Payment Information** section displays the **Pay Status** and additional information about the payment process.

General Information	Additional Information	Invoice & Payment Information										
Invoice Details Supplier Name: Graybar Electric Company Supplier No.: 0004055508 Accounting Date: 8/1/2023 Invoice Date: 8/1/2023 Supplier Invoice No.: 9331588191 Terms: Net 30 (0% 0, Net 30) Due Date: 8/31/2023 Discount Date: no value PO Information Buyer: no value F.O.B.: no value Multi-Year PO: ✗ PO Type: no value Match Details Match Status: Unmatched	Remit To 123 Main Street San Diego, California 90210 United States Address Id 3 Discount, Tax, Shipping & Handling Values vary by line. <div style="border: 1px solid gray; padding: 5px;"> i Tax discrepancy detected. Please review the taxes. Review </div> Discount, Tax, Shipping & Handling Sales Tax: 20.42 USD Allocation: Weighted <table border="1"> <thead> <tr> <th></th> <th>Header-level</th> </tr> </thead> <tbody> <tr> <td>Terms Discount</td> <td>0.00 USD</td> </tr> <tr> <td>Discount</td> <td>0.00 USD</td> </tr> <tr> <td>Use Tax</td> <td>0.00 USD</td> </tr> <tr> <td>Shipping</td> <td>5.00 USD</td> </tr> </tbody> </table>		Header-level	Terms Discount	0.00 USD	Discount	0.00 USD	Use Tax	0.00 USD	Shipping	5.00 USD	Invoice Information Voucher by Business Unit: Sonoma State University P2P (SOXMP) Voucher Number: C0000827 Voucher Type: Voucher Voucher Owner: Bryan Grushcow Voucher Source: Electronic (Supplier System) Create Date: 8/1/2023 Invoice Reviewed By: no value Invoiced/Received (mm/dd/yyyy): no value <div style="border: 2px solid red; padding: 5px; margin-top: 10px;"> Payment Information Pay Status: In Process 2 Payment Method: Unknown Payment Record No.: no value Payment Record Date: no value Payment ID Ref: no value </div>
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3. The following are the different pay status options.
 - a. **In Process:** the voucher has not been processed but has been created.
 - b. **Payable:** the voucher has been processed and marked as Payable (OK to Pay).
 - c. **Marked as Paid:** the voucher has been processed, and the payment status has been received from CFS.
 - d. **Canceled:** the voucher was canceled.
4. If you have questions regarding the pay status (or this process), please reach out to Accounts Payable at accountspayable@csusm.edu.