



Learn how to view a voucher and find its pay status. Below are some key notes about the viewing a Voucher and its Pay Status:

- This information is viewable by requestors and accounts payable. Buyers may search for a purchase order (PO) that has been paid.

Discover the Pay Status of a Voucher

- Navigate to **Orders > Search > Vouchers**.
 - The **Pay Status** column shows one of the following statuses (listed below).
- Alternatively, select and open a voucher from the list.
 - 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	Remit To 123 Main Street San Diego, California 90210 United States Address Id 3 Discount, Tax, Shipping & Handling Values vary by line. Tax discrepancy detected. Please review the taxes. Review 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 Payment Information Pay Status: In Process Payment Method: Unknown Payment Record No.: no value Payment Record Date: no value Payment ID Ref: no value
	Header-level											
Terms Discount	0.00 USD											
Discount	0.00 USD											
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- The following are the different pay status options.
 - Pay Status Field:**
 - In Process:** the voucher has not been processed but has been created.
 - Payable:** the voucher has been processed and marked as Payable (OK to Pay).
 - Marked as Paid:** the voucher has been processed, and the payment status has been received from CFS.
 - Canceled:** the voucher was canceled.
 - Payment Method Field:** Check, ACH, Wire
 - Payment Record No. Field:** Check Number, ACH Transaction Number
 - Payment Record Date Field:** Payment Initiated Date
 - Payment ID Ref Field:** Check Number, ACH Transaction Number