



P2P allows Requestors the visibility to see vouchers (invoices) and the related payment information and details. This functionality gives transparency requestors did not have in CFS and allows them to see updated payment information.

Locate Your PO

1. Go to My Purchase Orders

2. Select the PO you want to see payment information on.

2400013377	Amazon.com	8/8/2024 1:21:31 PM	Completed	190196917	Omar Correa	Fully Shipped	Fully Matched	147.19 USD
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3. Click on the Vouchers tab.

Purchase Order • Amazon.com • 2400013377 Revision 1 (Closed)

416 of 996 Results

Summary | Revisions 2 | Confirmations 1 | Shipments 6 | Change Requests | Receipts 6 | **Vouchers 6** | Attachments | History

General Information		Document Status	
Supplier Name	Amazon.com	Requisition Number	190196917 view print
Purchase Order No.	2400013377	Workflow	✓ Completed (8/8/2024 1:21 PM)
Purchase Order Date	8/8/2024	PO Status	Closed
Revision No.	1	Distribution Status	Sent To Supplier Fully Shipped view confirmations view shipments
Revision Date	8/28/2024	The system distributed the purchase order using the method(s) indicated below the last time it was distributed: view	
Owner Name	Omar Correa	cXML (Electronic Integration)	no value
Owner Email	ocorrea@csub.edu	Distribution Date/Time	8/8/2024 1:21 PM

Line Details						
Status	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1	✓ Family Classics Chess by Pressman - with Folding Board and Full Size Chess Pieces	B00070WJ7G	EA	13.99	2 EA	27.98

Summary	
Completed	
Total (147.19 USD)	
Subtotal	135.97
Sales Tax	11.22
Use Tax	0.00
Shipping	0.00
Handling	0.00
Total	147.19

What's next?
Workflow Status: Completed
Workflow: ...

Submitted: 8/8/2024 1:21 PM
Submitted - 8/8/2024 1:21 PM - Omar Correa
Revise PO: ...

4. This screen shows the voucher number with the correlated invoice number and total. Select the Voucher number you want to see payment details.



Purchase Order • Amazon.com • 2400013377 Revision 1 (Closed)

Status Summary Revisions **2** Confirmations **1** Shipments **6** Change Requests Receipts **6** **Vouchers 6** Comments Attachments

Records found: 6, Totaling: 147.19 USD

Voucher No. ↓	Supplier Invoice No.	Invoice Date	Due Date	Voucher Type	Payment Status	Voucher Total	Invoiced By
C0024794	1RY6-WDLN-PQ9V	8/12/2024	9/11/2024	Voucher	Paid	11.90 USD	System
C0024765	13XH-9JXM-K66X	8/11/2024	9/10/2024	Voucher	Paid	10.81 USD	System
C0024764	119N-411C-K649	8/11/2024	9/10/2024	Voucher	Paid	69.22 USD	System
C0024633	1DLR-3CC3-771J	8/9/2024	9/8/2024	Voucher	Paid	18.93 USD	System
C0024614	1YJH-HN7M-4V64	8/9/2024	9/8/2024	Voucher	Paid	18.06 USD	System
C0024612	1PCX-JL31-4L1P	8/8/2024	9/7/2024	Voucher	Paid	18.27 USD	System

Payment Details

- Under **Voucher & Payment Information**, you will see information related to the payment. In this example, the supplier (Amazon) was paid via ACH (Automated Clearing House—electronic funds transfer) on 08/29/2024.

If the supplier is paid via check, the reconciliation date (date the check cleared the bank) will be provided.

Voucher & Payment Information ✎ ... ▾

Voucher Information

Voucher by Business Unit CSUB P2P (BKXMP)

Voucher Number C0024794

Voucher Type Voucher

Voucher Owner Omar Correa

Voucher Source Electronic (Supplier System)

Create Date 8/12/2024

PO Business Unit CSUB P2P (BKXMP)

Invoice Reviewed By *no value*

Voucher Comment *no value*



Payment Information

Pay Status	Paid
Payment Method	ACH
Payment Record No.	001202
Payment Record Date	8/29/2024
Payment ID Ref	001202
Voucher Payment Amount	\$11.90
Total Payment Amount	\$1,508.30
Payment Partially Paid	✗
Cancellation Date	<i>no value</i>
Escheatment Date	<i>no value</i>
Reconciliation Date	<i>no value</i>