

Quick Reference Guide

Voucher Payment Status



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

ore Project Team, have difficultie <i>Please r</i> een Lab allows users to rmation, including upco	Welcome CSU Bakersfield to Procure-to-Pay (CSUBUY! worked extremely hard to build and launch CSU and we ask for your patience and understandin eport issues to your Campus Team by emailing c Open Lab ask questions and/or mitigate issues in a live se Open Lab hours are: Tuesday 9:00 am to 10:00 am	P2P) in BUY P2P for our camp g during this time. subuy@csub.edu ttling with the Campus g sessions and trainin	pus. As you begin using the aj s Facilitators. g materials, please visit:	pplication, you may experience	technical	Quick Links View Carts My Requisitio My Purchase Request New CSUBUY H Open a Tic	ons Orders Supplier lelp ket Using ServiceNow
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4. This screen shows the voucher number with the correlated invoice number and total. Select the Voucher number you want to see payment details.



Quick Reference Guide

Voucher Payment Status



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

Status Summa	ary Revisions 2	Confirmations 1	Shipments 6	Change Requests	Receipts 6	Vouchers 6 Comments	Attachm
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 🖸 🧹 4	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 Ґ	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
00004610 57	1PCV- II 21-4L1P	9/9/2024	0/7/2024	Voucher	Paid	18 27 USD	System

Payment Details

5. 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				



Quick Reference Guide Voucher Payment Status



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	no value
Escheatment Date	no value
Reconciliation Date	no value