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

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

3. Click on the Vouchers tab.

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 ☐ 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 ☐	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

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*

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*