Step-by-Step Guide
Determining When Vouchers (Invoices) Will Pay in CU Marketplace

In This Guide

When an invoice is entered into CU Marketplace, it becomes a voucher. A Payment Voucher (PV) created in CU Marketplace also becomes a voucher after approval occurs.

This guide discusses:

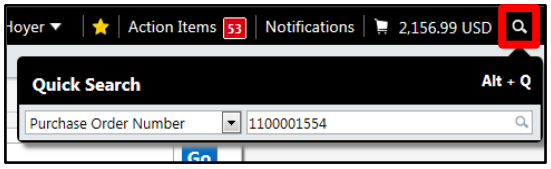
- ✓ Locating vouchers
- ✓ Looking up payment information
- ✓ Investigating match exceptions
- ✓ Decoding voucher statuses
- ✓ Determining payment date

Procedure

1. Begin by accessing CU Marketplace via your campus portal. Within your portal's top navigation bar, use the **Business Tools** dropdown menu to select **CU Marketplace**.
2. Locate the voucher using one of the following methods:

Method 1: Voucher/PO # known

If you know the voucher or PO #, use the Quick Search located in the upper right corner of your screen.



Click the Quick Search icon.

If searching by voucher #: Use the dropdown to select *Voucher Number* and enter the voucher in the next field; click the **Search** button.

If searching by PO #: Use the dropdown to select *All* and enter the PO # in the next field; click the **Search** button. Select the voucher from the resulting list.

Method 2: Voucher/PO # *not* known

If you do not know the voucher or PO #, perform a Document Search. Use your side navigation bar and go to **Orders & Documents > Document Search > Search Documents**.

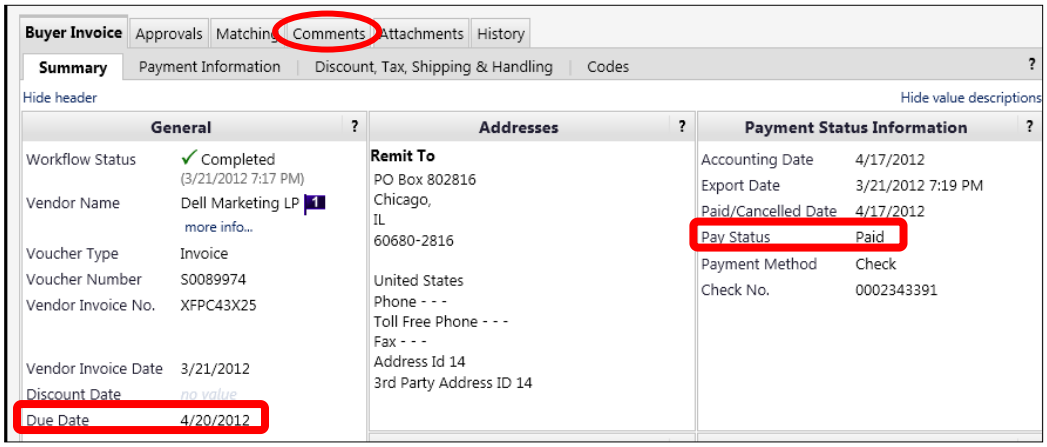


If needed, click the **advanced search** link in the upper right corner of your screen. Use the **Search** dropdown to search by *Invoice/Voucher*). Enter your search criteria and click the **Go** button.

A list of results will appear. Use the left side of your screen to refine your search by options such as date range, supplier, user, or SpeedType. Select the voucher from the resulting list.

3. On the voucher's **Summary** page:

   a. Review the Pay Status located under the **Payment Status Information** section.

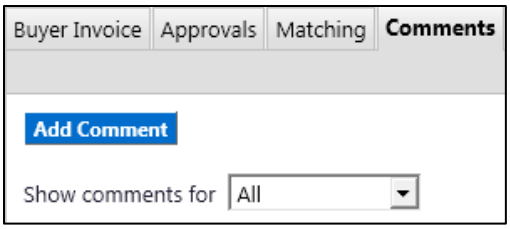


   - If the Pay Status = *Paid*, this voucher has paid and therefore the **Payment Status Information** section will display the payment method, check (warrant) #, and date paid.

   - If the Pay Status = *Payable*, this voucher is ready to pay and is just waiting for the due date to arrive. The due date appears under the **General** section.

   - If the Pay Status = *In Process*, continue reading.

   b. Look at the **Comments** tab to determine whether there is dialog regarding this voucher/order. Use the **Show comments for** dropdown to select *All* and see every comment related to this voucher/order. To add a comment, click the **Add Comment** button. Be sure to check the box to notify the Payable Services technician of your comment.



   c. If you are still unsure why this voucher's Pay Status isn't *Payable*, scroll down to review the matching summary for each line. The Net Invoiced column should be less than or equal to the Ordered column. Also, for POs over $5,000, receiving is required – and, if done, is indicated under the Received column. Further information is available in the Step-by-Step Guide Approving Match Exceptions within CU Marketplace.

