

LAST REVISED DATE: 12/11/2018

General Information

Task	Process Information
<p>Running a Voucher Activity Inquiry</p> <p>Note: If additional assistance is needed, please contact the respective AOC Department staff or the JIS Service Desk.</p>	<p>The Voucher Activity Inquiry Page will allow users to inquire on voucher information using a variety of criteria. Criteria might include Voucher ID, PO Number, Project ID, PCA, Entered By, Budget Status, Approval Status, Match Status, etc. Please note that voucher drilldown capability is secured via the user's PCA access in the system.</p>

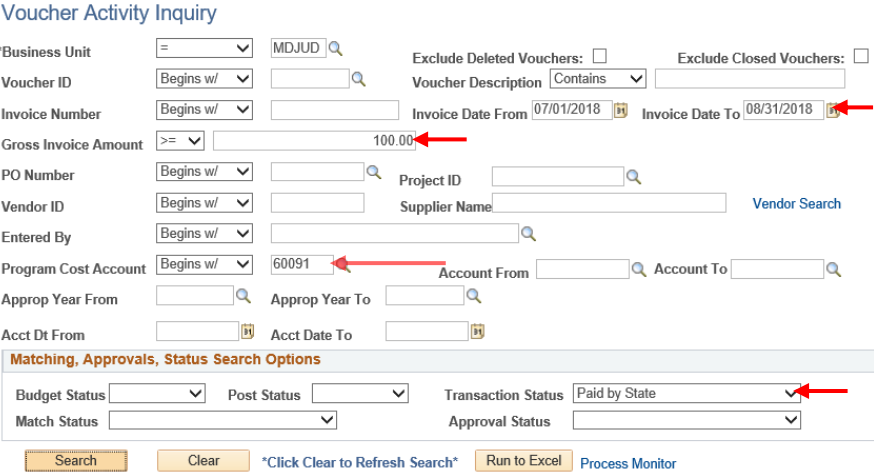
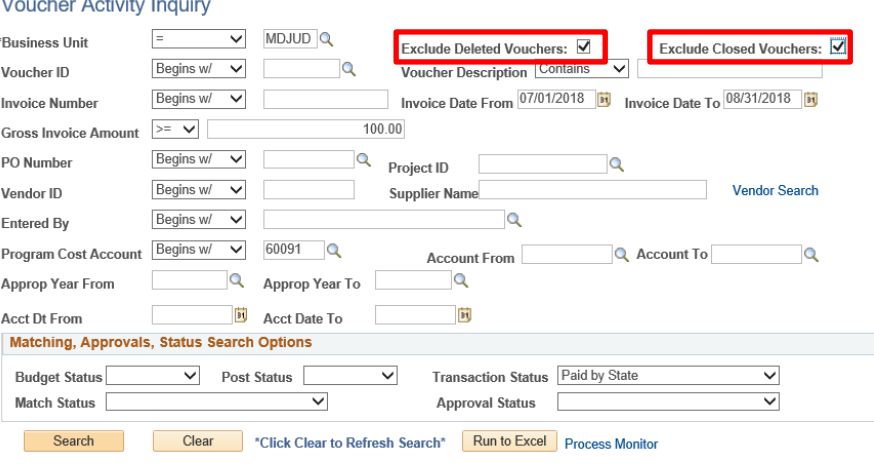
GEARS Navigation

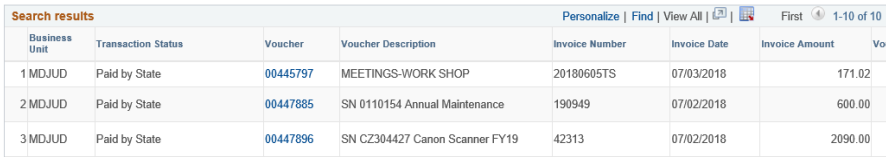
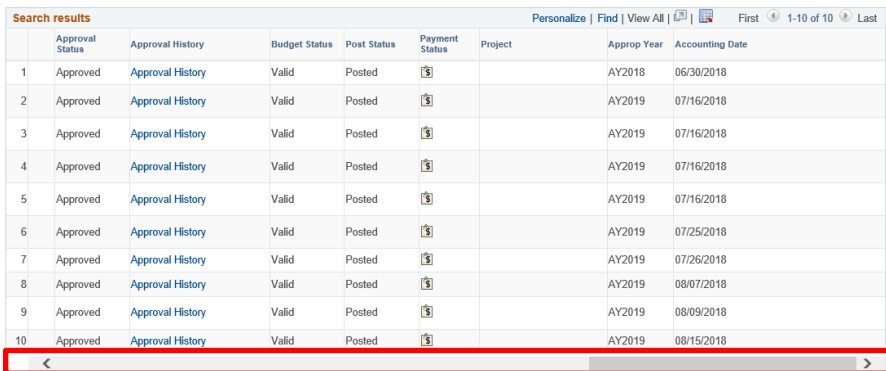
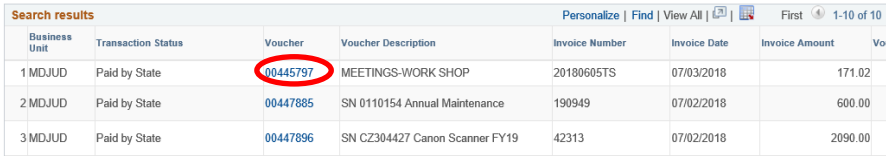
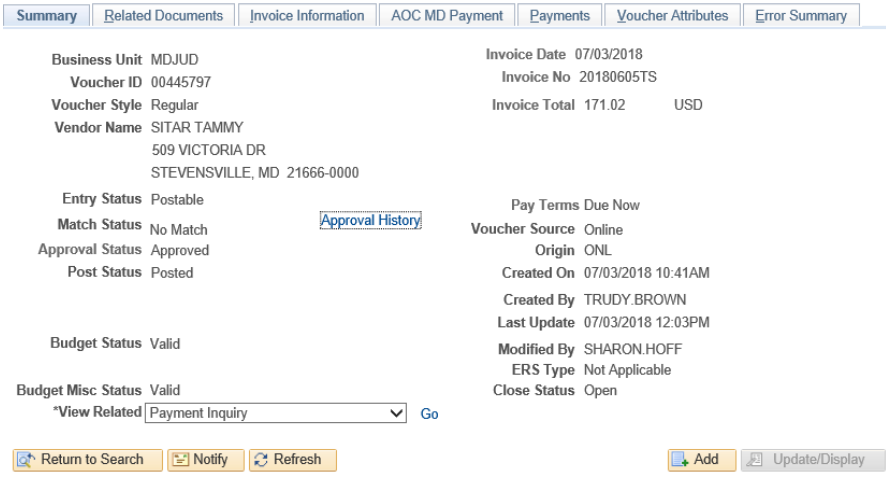
Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher Activity Inquiry	
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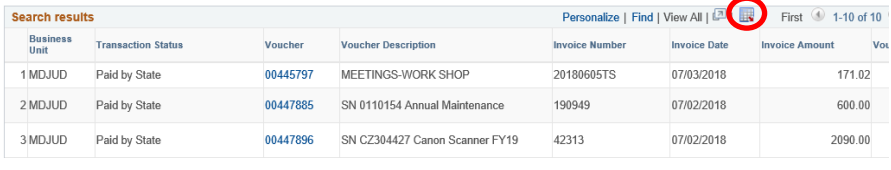

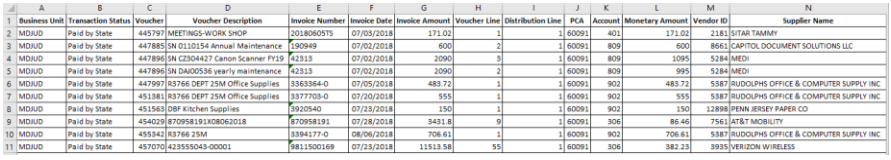
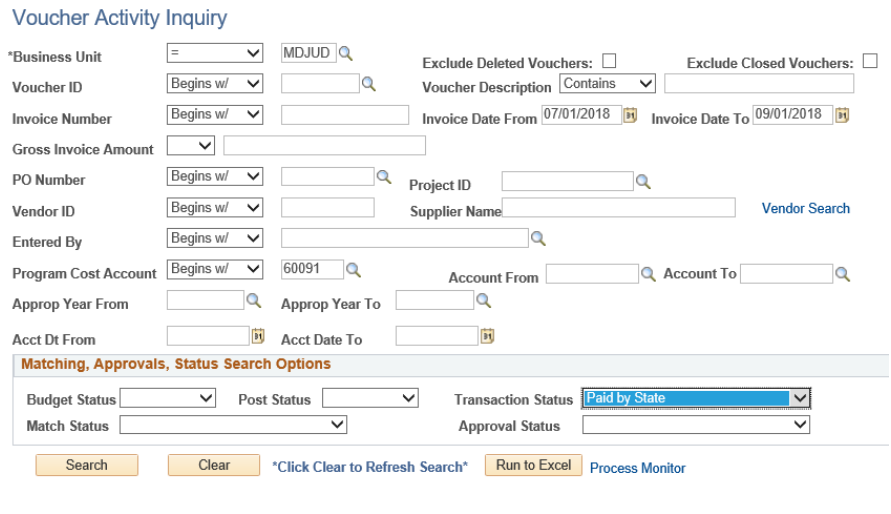
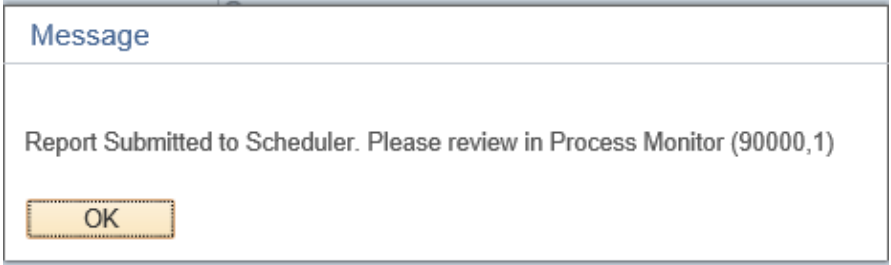
1.0 Process

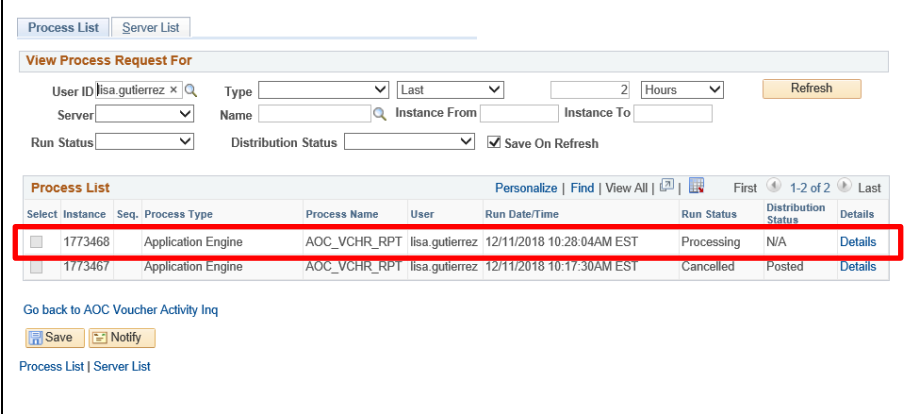
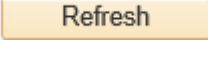
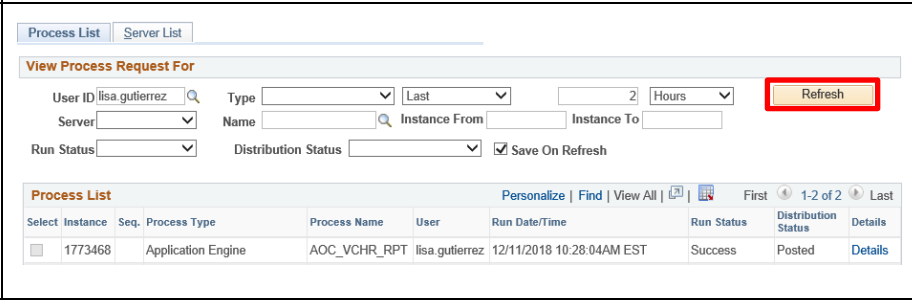
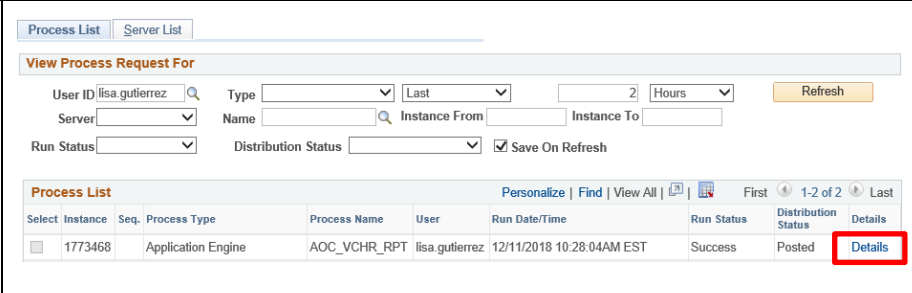
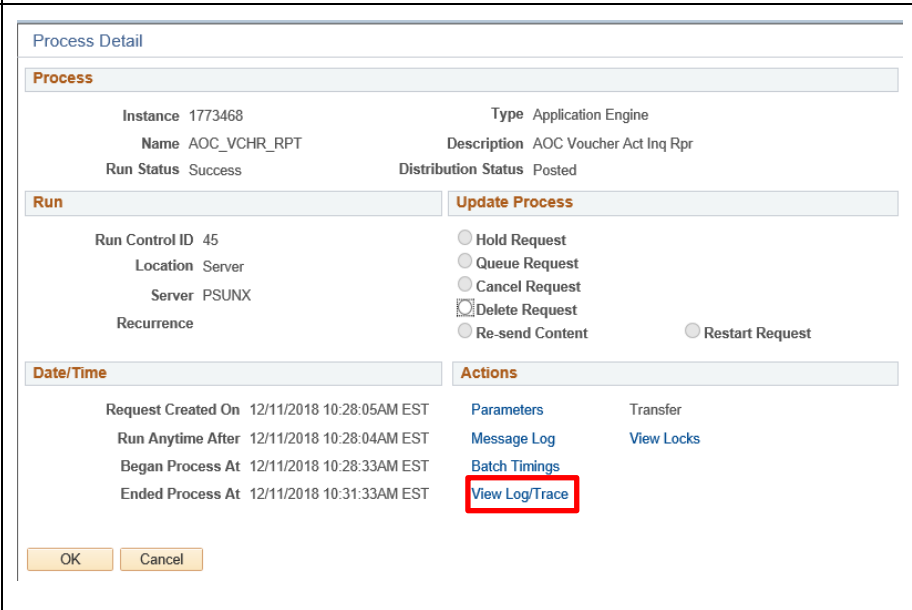
This document is intended to provide a quick reference to running an inquiry within GEARS.

STEP	ACTION	DETAILS
1.	<p>Enter and/or select search criteria on the Voucher Activity Inquiry page to search for and review the status of voucher(s) and any payment information. You can enter as much search criteria as you like.</p> <p>Note: At a minimum, you must enter a Voucher ID, OR PO Number, OR Project ID, OR PCA (Program Cost Account). At least one of these four fields is required in order to execute the search.</p> <p>In this example, PCA (Program Cost Account), "60081", is entered.</p> <p>Note: For a detailed description of the search criteria fields, refer to the table at the end of this document.</p>	<p>Voucher Activity Inquiry</p> <p>*Business Unit: [=] MDJUD Voucher ID: [Begins w/] [Red Box] Invoice Number: [Begins w/] Gross Invoice Amount: [] PO Number: [Begins w/] [Red Box] Vendor ID: [Begins w/] Entered By: [Begins w/] Program Cost Account: [Begins w/] [Red Box] Approp Year From: [] Approp Year To: [] Acct Dt From: [] Acct Date To: []</p> <p>Exclude Deleted Vouchers: <input type="checkbox"/> Exclude Closed Vouchers: <input type="checkbox"/> Voucher Description: [Contains] [] Invoice Date From: [] Invoice Date To: [] Project ID: [Red Box] Supplier Name: [] Vendor Search Account From: [] Account To: []</p> <p>Matching, Approvals, Status Search Options</p> <p>Budget Status: [] Post Status: [] Transaction Status: [] Match Status: [] Approval Status: []</p> <p>Search Clear *Click Clear to Refresh Search* Run to Excel Process Monitor</p>

<p>2. Enter criteria in any other fields as desired, or select from any of the other drop down selections.</p> <p>You can search on any single or combination of the following fields: Voucher ID/Description, Invoice Number, Invoice Date, Invoice Amount, PO Number, Project ID, PCA, Entered By, Vendor ID/Name, Entered By, PCA (Program Cost Account), Account, Budget Status, Post Status, Transaction Status, Match Status, and Approval Status.</p> <p>For example, you can search for vouchers in PCA '60091' by Invoice Date range, 09/01/2016 to 12/01/2016 with Gross Invoice Amount greater than \$100.00 (> 100) and Transaction Status of Submitted to State.</p> <p>Note: The more selection criteria entered, the more granular your results will be.</p>	 <p>Voucher Activity Inquiry</p> <p>*Business Unit = MDJUD Exclude Deleted Vouchers: <input type="checkbox"/> Exclude Closed Vouchers: <input type="checkbox"/></p> <p>Voucher ID Begins w/ Voucher Description Contains</p> <p>Invoice Number Begins w/ Invoice Date From 07/01/2018 Invoice Date To 08/31/2018</p> <p>Gross Invoice Amount >= 100.00</p> <p>PO Number Begins w/ Project ID</p> <p>Vendor ID Begins w/ Supplier Name Vendor Search</p> <p>Entered By Begins w/</p> <p>Program Cost Account Begins w/ 60091 Account From Account To</p> <p>Approp Year From Approp Year To</p> <p>Acct Dt From Acct Date To</p> <p>Matching, Approvals, Status Search Options</p> <p>Budget Status Post Status Transaction Status Paid by State</p> <p>Match Status Approval Status</p> <p>Search Clear *Click Clear to Refresh Search* Run to Excel Process Monitor</p>
<p>3. You can exclude deleted and/or closed vouchers from your search results.</p> <p>To exclude deleted vouchers, click the check box next to the Exclude Deleted Vouchers: <input checked="" type="checkbox"/> field.</p> <p>To exclude closed vouchers, click the check box next to the Exclude Closed Vouchers: <input checked="" type="checkbox"/> field.</p> <p>Note: Deleted vouchers do not impact General Ledger (GL) account activity. Closed vouchers will display in GL account activity as both a charge and a credit. In these instances, if necessary, the invoice was processed with a new voucher.</p>	 <p>Voucher Activity Inquiry</p> <p>*Business Unit = MDJUD Exclude Deleted Vouchers: <input checked="" type="checkbox"/> Exclude Closed Vouchers: <input checked="" type="checkbox"/></p> <p>Voucher ID Begins w/ Voucher Description Contains</p> <p>Invoice Number Begins w/ Invoice Date From 07/01/2018 Invoice Date To 08/31/2018</p> <p>Gross Invoice Amount >= 100.00</p> <p>PO Number Begins w/ Project ID</p> <p>Vendor ID Begins w/ Supplier Name Vendor Search</p> <p>Entered By Begins w/</p> <p>Program Cost Account Begins w/ 60091 Account From Account To</p> <p>Approp Year From Approp Year To</p> <p>Acct Dt From Acct Date To</p> <p>Matching, Approvals, Status Search Options</p> <p>Budget Status Post Status Transaction Status Paid by State</p> <p>Match Status Approval Status</p> <p>Search Clear *Click Clear to Refresh Search* Run to Excel Process Monitor</p>
<p>4. Click the Search button.</p> <p>Note: For alternate ways of running large quantities of data, see step 11.</p>	

<p>5a.</p>	<p>The search results appear at the bottom of the Voucher Activity Inquiry page and includes the following information:</p> <p>Transaction Status, Voucher ID/Description, Invoice Number, Date, and Amount, PCA, Account, Monetary Amount (Line Amount), Vendor ID/Name, PO Number, Match Status, Approval Status, Approval History, Budget Status, Post Status, Payment Status and Project.</p>	 <table border="1"> <thead> <tr> <th>Business Unit</th> <th>Transaction Status</th> <th>Voucher</th> <th>Voucher Description</th> <th>Invoice Number</th> <th>Invoice Date</th> <th>Invoice Amount</th> <th>Voucher Amount</th> </tr> </thead> <tbody> <tr> <td>1 MDJUD</td> <td>Paid by State</td> <td>00445797</td> <td>MEETINGS-WORK SHOP</td> <td>20180605TS</td> <td>07/03/2018</td> <td>171.02</td> <td></td> </tr> <tr> <td>2 MDJUD</td> <td>Paid by State</td> <td>00447885</td> <td>SN 0110154 Annual Maintenance</td> <td>190949</td> <td>07/02/2018</td> <td>600.00</td> <td></td> </tr> <tr> <td>3 MDJUD</td> <td>Paid by State</td> <td>00447896</td> <td>SN CZ304427 Canon Scanner FY19</td> <td>42313</td> <td>07/02/2018</td> <td>2090.00</td> <td></td> </tr> </tbody> </table>	Business Unit	Transaction Status	Voucher	Voucher Description	Invoice Number	Invoice Date	Invoice Amount	Voucher Amount	1 MDJUD	Paid by State	00445797	MEETINGS-WORK SHOP	20180605TS	07/03/2018	171.02		2 MDJUD	Paid by State	00447885	SN 0110154 Annual Maintenance	190949	07/02/2018	600.00		3 MDJUD	Paid by State	00447896	SN CZ304427 Canon Scanner FY19	42313	07/02/2018	2090.00																																																									
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<p>5b</p>	<p>Scroll to the right in the search results to view additional result information, if needed.</p>	 <table border="1"> <thead> <tr> <th>Approval Status</th> <th>Approval History</th> <th>Budget Status</th> <th>Post Status</th> <th>Payment Status</th> <th>Project</th> <th>Approp Year</th> <th>Accounting Date</th> </tr> </thead> <tbody> <tr><td>1</td><td>Approved</td><td>Valid</td><td>Posted</td><td>(\$)</td><td></td><td>AY2018</td><td>06/30/2018</td></tr> <tr><td>2</td><td>Approved</td><td>Valid</td><td>Posted</td><td>(\$)</td><td></td><td>AY2019</td><td>07/16/2018</td></tr> <tr><td>3</td><td>Approved</td><td>Valid</td><td>Posted</td><td>(\$)</td><td></td><td>AY2019</td><td>07/16/2018</td></tr> <tr><td>4</td><td>Approved</td><td>Valid</td><td>Posted</td><td>(\$)</td><td></td><td>AY2019</td><td>07/16/2018</td></tr> <tr><td>5</td><td>Approved</td><td>Valid</td><td>Posted</td><td>(\$)</td><td></td><td>AY2019</td><td>07/16/2018</td></tr> <tr><td>6</td><td>Approved</td><td>Valid</td><td>Posted</td><td>(\$)</td><td></td><td>AY2019</td><td>07/25/2018</td></tr> <tr><td>7</td><td>Approved</td><td>Valid</td><td>Posted</td><td>(\$)</td><td></td><td>AY2019</td><td>07/26/2018</td></tr> <tr><td>8</td><td>Approved</td><td>Valid</td><td>Posted</td><td>(\$)</td><td></td><td>AY2019</td><td>08/07/2018</td></tr> <tr><td>9</td><td>Approved</td><td>Valid</td><td>Posted</td><td>(\$)</td><td></td><td>AY2019</td><td>08/09/2018</td></tr> <tr><td>10</td><td>Approved</td><td>Valid</td><td>Posted</td><td>(\$)</td><td></td><td>AY2019</td><td>08/15/2018</td></tr> </tbody> </table>	Approval Status	Approval History	Budget Status	Post Status	Payment Status	Project	Approp Year	Accounting Date	1	Approved	Valid	Posted	(\$)		AY2018	06/30/2018	2	Approved	Valid	Posted	(\$)		AY2019	07/16/2018	3	Approved	Valid	Posted	(\$)		AY2019	07/16/2018	4	Approved	Valid	Posted	(\$)		AY2019	07/16/2018	5	Approved	Valid	Posted	(\$)		AY2019	07/16/2018	6	Approved	Valid	Posted	(\$)		AY2019	07/25/2018	7	Approved	Valid	Posted	(\$)		AY2019	07/26/2018	8	Approved	Valid	Posted	(\$)		AY2019	08/07/2018	9	Approved	Valid	Posted	(\$)		AY2019	08/09/2018	10	Approved	Valid	Posted	(\$)		AY2019	08/15/2018
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<p>6.</p>	<p>If the result contains a hyperlink, you may click the hyperlink to view the information.</p> <p>For example, click on the Voucher Number in the search results to view the Voucher Summary Information page (opens in a new window).</p>	 <table border="1"> <thead> <tr> <th>Business Unit</th> <th>Transaction Status</th> <th>Voucher</th> <th>Voucher Description</th> <th>Invoice Number</th> <th>Invoice Date</th> <th>Invoice Amount</th> <th>Voucher Amount</th> </tr> </thead> <tbody> <tr> <td>1 MDJUD</td> <td>Paid by State</td> <td>00445797</td> <td>MEETINGS-WORK SHOP</td> <td>20180605TS</td> <td>07/03/2018</td> <td>171.02</td> <td></td> </tr> <tr> <td>2 MDJUD</td> <td>Paid by State</td> <td>00447885</td> <td>SN 0110154 Annual Maintenance</td> <td>190949</td> <td>07/02/2018</td> <td>600.00</td> <td></td> </tr> <tr> <td>3 MDJUD</td> <td>Paid by State</td> <td>00447896</td> <td>SN CZ304427 Canon Scanner FY19</td> <td>42313</td> <td>07/02/2018</td> <td>2090.00</td> <td></td> </tr> </tbody> </table>	Business Unit	Transaction Status	Voucher	Voucher Description	Invoice Number	Invoice Date	Invoice Amount	Voucher Amount	1 MDJUD	Paid by State	00445797	MEETINGS-WORK SHOP	20180605TS	07/03/2018	171.02		2 MDJUD	Paid by State	00447885	SN 0110154 Annual Maintenance	190949	07/02/2018	600.00		3 MDJUD	Paid by State	00447896	SN CZ304427 Canon Scanner FY19	42313	07/02/2018	2090.00																																																									
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<p>7.</p>	<p>The Voucher Summary Page displays in a new window.</p> <p>Note: You must have the appropriate security access to view the page.</p>	 <p>Summary Related Documents Invoice Information AOC MD Payment Payments Voucher Attributes Error Summary</p> <p>Business Unit MDJUD Invoice Date 07/03/2018 Voucher ID 00445797 Invoice No 20180605TS Voucher Style Regular Invoice Total 171.02 USD Vendor Name SITAR TAMMY 509 VICTORIA DR STEVENSVILLE, MD 21666-0000</p> <p>Entry Status Postable Pay Terms Due Now Match Status No Match Approval History Voucher Source Online Approval Status Approved Origin ONL Post Status Posted Created On 07/03/2018 10:41AM Created By TRUDY.BROWN Last Update 07/03/2018 12:03PM Modified By SHARON.HOFF ERS Type Not Applicable Close Status Open</p> <p>Budget Status Valid Budget Misc Status Valid *View Related <input type="text" value="Payment Inquiry"/> Go</p> <p>Return to Search Notify Refresh Add Update/Display</p> <p>Summary Related Documents Invoice Information AOC MD Payment Payments Voucher Attributes Error Summary</p>																																																																																								

<p>8.</p>	<p>To further analyze and manipulate the Search results, they can be exported to a spreadsheet format by clicking the “Download Search results Table to Excel” button.</p>	
<p>9.</p>	<p>A new browser window will open with the download message. Click on ‘Open’ to download the file.</p> <p>Note: You may receive a warning popup message about the file extension. If so, click ‘Okay’.</p>	<p>If the browser indicates your download has been blocked, permit the download by clicking on its Information Bar and selecting "Download File...". Please close this window after download has completed ...</p> 
<p>10.</p>	<p>The Excel file will open for edit.</p>	
<p>11.</p>	<p>There may be cases where the volume of data is too large to run in the online page and will cause the page to time out.</p> <p>If that is the case, re-open the page and populate the inquiry criteria. Once completed,</p> <p>Click the Run to Excel button.</p>	
<p>12.</p>	<p>A pop-up message appears indicating that a process has been kicked off to run the data to a file.</p> <p>Click the OK button.</p>	

<p>13.</p>	<p>Click on the Process Monitor link to review the status of the process.</p>	 <p>The screenshot shows the 'Process Monitor' interface. At the top, there are tabs for 'Process List' and 'Server List'. Below that is a 'View Process Request For' section with search filters for User ID, Server, Type, Name, Instance From, Instance To, Run Status, and Distribution Status. A 'Refresh' button is on the right. Below the filters is a table with columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The first row (Instance 1773468) is highlighted with a red box. Below the table are buttons for 'Save' and 'Notify', and a link to 'Process List Server List'.</p>
<p>14.</p>	<p>Click the  button to monitor the process until the Run Status is "Success".</p>	 <p>This screenshot is identical to the previous one, but the 'Refresh' button in the 'View Process Request For' section is highlighted with a red box.</p>
<p>15.</p>	<p>Click the Details link for the process instance that was run.</p>	 <p>This screenshot is identical to the previous ones, but the 'Details' link in the 'Details' column of the table (for Instance 1773468) is highlighted with a red box.</p>
<p>16.</p>	<p>Click the View Log/Trace link to open the log file list.</p>	 <p>The screenshot shows the 'Process Detail' interface. It displays information for Instance 1773468, including Name (AOC_VCHR_RPT), Type (Application Engine), Description (AOC Voucher Act Inq Rpr), Run Status (Success), and Distribution Status (Posted). There are sections for 'Run' (with Run Control ID, Location, Server, and Recurrence) and 'Update Process' (with radio buttons for Hold Request, Queue Request, Cancel Request, Delete Request, Re-send Content, and Restart Request). Below that is a 'Date/Time' section with 'Request Created On', 'Run Anytime After', 'Began Process At', and 'Ended Process At'. To the right of this section are links for 'Parameters', 'Message Log', 'Batch Timings', and 'View Log/Trace'. The 'View Log/Trace' link is highlighted with a red box. At the bottom are 'OK' and 'Cancel' buttons.</p>

<p>17.</p>	<p>Click on the .csv file to open the spreadsheet.</p>																																					
<p>18.</p>	<p>Internet Explorer may present a popup message. Click 'Open'.</p>																																					
<p>19.</p>	<p>The spreadsheet version of the data results will be displayed.</p>																																					
<p>20.</p>	<p>The .csv file format pulls data and field names straight from the database. Many of the results are a single letter value. Here is a quick reference for these fields and what the values mean.</p>	<p>Budget Header Status</p> <p>Field Name: BUDGET_HDR_STATUS</p> <table border="1"> <thead> <tr> <th></th> <th>Value</th> <th>Active</th> <th>Eff Dt</th> <th>Long Name</th> <th>Short Name</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>E</td> <td><input checked="" type="checkbox"/></td> <td>01/01/1900</td> <td>Error in Budget Check</td> <td>Error</td> </tr> <tr> <td>2</td> <td>I</td> <td><input checked="" type="checkbox"/></td> <td>01/01/1900</td> <td>Document In Processing</td> <td>In Process</td> </tr> <tr> <td>3</td> <td>N</td> <td><input checked="" type="checkbox"/></td> <td>01/01/1900</td> <td>Not Budget Checked</td> <td>Not Chk'd</td> </tr> <tr> <td>4</td> <td>P</td> <td><input checked="" type="checkbox"/></td> <td>01/01/1900</td> <td>Provisionally Valid</td> <td>Prov Valid</td> </tr> <tr> <td>5</td> <td>V</td> <td><input checked="" type="checkbox"/></td> <td>01/01/1900</td> <td>Valid</td> <td>Valid</td> </tr> </tbody> </table>		Value	Active	Eff Dt	Long Name	Short Name	1	E	<input checked="" type="checkbox"/>	01/01/1900	Error in Budget Check	Error	2	I	<input checked="" type="checkbox"/>	01/01/1900	Document In Processing	In Process	3	N	<input checked="" type="checkbox"/>	01/01/1900	Not Budget Checked	Not Chk'd	4	P	<input checked="" type="checkbox"/>	01/01/1900	Provisionally Valid	Prov Valid	5	V	<input checked="" type="checkbox"/>	01/01/1900	Valid	Valid
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3	N	<input checked="" type="checkbox"/>	01/01/1900	Not Budget Checked	Not Chk'd																																	
4	P	<input checked="" type="checkbox"/>	01/01/1900	Provisionally Valid	Prov Valid																																	
5	V	<input checked="" type="checkbox"/>	01/01/1900	Valid	Valid																																	

Post Status

Field Name: POST_STATUS_AP

	Value	Active	Eff Dt	Long Name	Short Name
1	N	<input checked="" type="checkbox"/>	01/01/1900	Payment Not Applied	NotApplied
2	P	<input checked="" type="checkbox"/>	01/01/1900	Posted	Posted
3	U	<input checked="" type="checkbox"/>	01/01/1900	Unposted	Unposted

Match Status

Field Name: MATCH_STATUS_VCHR

	Value	Active	Eff Dt	Long Name	Short Name
1	C	<input checked="" type="checkbox"/>	01/01/1900	Overridden - Credit Note	CreditNote
2	D	<input checked="" type="checkbox"/>	01/01/1900	Match Dispute	Dispute
3	E	<input checked="" type="checkbox"/>	01/01/1900	Match Exceptions Exist	Exceptions
4	M	<input checked="" type="checkbox"/>	01/01/1900	Matched	Matched
5	N	<input checked="" type="checkbox"/>	01/01/1901	No Match (N/A)	No Match
6	N	<input type="checkbox"/>	01/01/1900	Not Applicable	No Match
7	O	<input checked="" type="checkbox"/>	01/01/1900	Manually Overridden	Overridden
8	T	<input checked="" type="checkbox"/>	01/01/1900	To Be Matched	Ready

Approval Status

Field Name: APPR_STATUS

	Value	Active	Eff Dt	Long Name	Short Name
1	A	<input checked="" type="checkbox"/>	01/01/1900	Approved	Approved
2	D	<input checked="" type="checkbox"/>	01/01/1900	Denied	Denied
3	P	<input checked="" type="checkbox"/>	01/01/1900	Pending	Pending

The DOC_SEQ_NBR field is a field used primarily for tracking the transaction status.

Field Properties

General Translate Values

Field Name: DOC_SEQ_STATUS

	Value	Active	Eff Dt	Long Name	Short Name
15	O	<input checked="" type="checkbox"/>	01/01/2014	On Hold	On Hold
16	P	<input checked="" type="checkbox"/>	01/01/1900	Paid by State	Paid
17	Q	<input checked="" type="checkbox"/>	07/01/2016	DBF Voucher Adjustment	VCHRADJ
18	R	<input checked="" type="checkbox"/>	01/01/1900	Not Submitted / In The Field	Not Submit
19	S	<input checked="" type="checkbox"/>	01/01/1900	Submitted to State	Submitted
20	T	<input checked="" type="checkbox"/>	01/01/1900	DBF in Process	DBF in Pro
21	U	<input checked="" type="checkbox"/>	01/01/1900	Cancelled Payment	Cancelled
22	V	<input checked="" type="checkbox"/>	01/01/1900	Deleted	Deleted
23	W	<input checked="" type="checkbox"/>	01/01/1900	Closed	Closed
24	X	<input checked="" type="checkbox"/>	01/01/1900	InterAgency-Dispatched	IA Disp

Search Criteria Descriptions

Note:

*A combination of the search criteria may help limit results to your specific needs.

*Many of the search options utilize operators such as equal to (=), greater than (>), less than (<), begins with, contains, etc., to assist in defining your criteria.

Field Name	Description
Business Unit	The value of MDJUD should not be changed.
Voucher ID	A search can be done utilizing the GEARS Voucher ID. This would be the quickest method to view a known voucher.
Voucher Description	A search can be done utilizing the Invoice Description entered into the voucher line of the GEARS voucher.
Invoice Number	A search can be done utilizing the Invoice Number entered in the voucher within GEARS.
Invoice Date	A search can be done utilizing the Invoice Date entered in the voucher within GEARS. A range of dates can also be utilized.

		Gross Invoice Amount	A search can be done utilizing the Gross Invoice Amount entered into the header of the GEARS voucher.
		Purchase Order Number	A search can be done utilizing a Purchase Order Number associated with the GEARS voucher.
		Vendor ID Number	A search can be done utilizing the GEARS Vendor ID, and may assist in finding all vouchers in the system payable to a particular vendor under your PCA.
		Vendor Name	A search can be done utilizing the GEARS Vendor Name, and may assist in finding all vouchers in the system payable to a particular vendor under your PCA. Please note that there is also a Vendor Search link that can be used to look up the correct vendor.
		Entered By	A search can be done utilizing the GEARS user that entered the voucher in GEARS. This would be helpful to limit results if there are multiple people that enter vouchers for your department/court.
		PCA (Program Cost Account)	A search can be done utilizing the PCA (Program Cost Account) that is associated to your department/court, i.e. 60091, A0200. This would be very helpful to limit the results to just your respective area.
		Account	A search can be done utilizing the Account Code entered into the voucher line of the GEARS voucher. A range of accounts can also be utilized.
		Budget Status	A search can be done utilizing the different Budget Statuses, such as valid, error, not checked. This would be helpful to identify vouchers that perhaps a budget check was erroneously forgotten.
		Post Status	A search can be done utilizing the different Post Statuses, such as posted and unposted. In general, vouchers become posted once the Department of Budget and Finance (DBF) has processed the voucher. Until this time, the post status would be unposted.
		Transaction Status	<p>A search can be done utilizing the different Transaction Statuses, such as Not Submitted/In the Field, DBF in Process, DBF Processing Hold, Submitted to State, Paid by State, Closed, or Deleted. This would be helpful to identify vouchers that have not met all of the criteria for moving to DBF for processing.</p> <p>Descriptions:</p> <ul style="list-style-type: none"> Cancelled Payment – The voucher was processed by DBF, but subsequently the payment was cancelled. Closed – The voucher was posted by DBF, and then subsequently closed. DBF in Process – The voucher has reached DBF for processing, and a Control Group number has been assigned. DBF Processing Hold –The voucher has been put in a “Hold” Control Group by DBF. Deleted – The voucher has been deleted from the system. NOTE: Once deleted, you can’t see the voucher under Voucher/Regular Entry. Not Submitted / In the field – The voucher does not meet the criteria for being moved to DBF for processing. NOTE: To be processed by DBF, the voucher must have a valid budget check, valid match status, and be approved. Paid by State – The voucher has been paid by the State. Submitted to State – The voucher has been submitted to the State, but not yet paid.
		Match Status	A search can be done utilizing the different Match Statuses, such as Match Exceptions Exist, which may indicate that the voucher needs additional attention.
		Approval Status	A search can be done utilizing the different Approval Statuses, such as Approved, Pending and Denied. This would be helpful to identify those vouchers that are awaiting approval or not yet submitted for approval.



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