Learn how to view a voucher and find its pay status. Below are some key notes about the viewing a Voucher and its Pay Status:

- This information is viewable by requestors and accounts payable. Buyers may search for a purchase order (PO) that has been paid.

Discover the Pay Status of a Voucher

1. Navigate to **Orders** > **Search** > **Vouchers.**
   a. The **Pay Status** column shows one of the following statuses (listed below).
2. Alternatively, select and open a voucher from the list.
   a. The **Payment Information** section displays the **Pay Status** and additional information about the payment process.

3. The following are the different pay status options.
   a. **Pay Status Field:**
      i. **In Process:** the voucher has not been processed but has been created.
      ii. **Payable:** the voucher has been processed and marked as Payable (OK to Pay).
      iii. **Marked as Paid**: the voucher has been processed, and the payment status has been received from CFS.
      iv. **Canceled:** the voucher was canceled.
   b. **Payment Method Field:** Check, ACH, Wire
   c. **Payment Record No. Field:** Check Number, ACH Transaction Number
   d. **Payment Record Date Field:** Payment Initiated Date
   e. **Payment ID Ref Field:** Check Number, ACH Transaction Number