Voucher Pay Status

Learn how to view a voucher and find its pay status.

DISCOVER THE PAY STATUS OF A VOUCHER

1. Navigate to **Orders > Search > Vouchers**.
   a. The **Pay Status** column shows the following statuses.
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. **In Process**: the voucher has not been processed but has been created.
   b. **Payable**: the voucher has been processed and marked as Payable (OK to Pay).
   c. **Marked as Paid**: the voucher has been processed, and the payment status has been received from CFS.
   d. **Canceled**: the voucher was canceled.