View Payment by Reference ID

The purpose of this job aid is to explain how to view payment information using the payment reference.

1. Begin by navigating to the Payment Inquiry page. Click the Accounts Payable menu.
2. Click the Review Accounts Payable Info menu.
3. Click the Payments menu.
4. Click the Payment menu.
5. The Payment Inquiry page is displayed. This page provides several options for searching for a payment (i.e. vendor name, the payment reference number, amount etc.).
6. To view payment information by reference number, click in the Reference field.
7. Enter the payment Reference ID in the From Ref ID field.
8. Click the Search button to proceed.
9. To view the search results, click the vertical scrollbar to scroll down the page.
10. The Payment Inquiry Results table provides payment information divided into four tabs: Payment Details, Additional Info, Supplier Details, and Financial Gateway.

11. The Payment Details page displays the payment reference number (check or Direct Deposit number), payment method, payment amount, payment date and the payment status.

12. The Payment Reference ID link is used to drill to the Vouchers for a Payment page. This page will provide the payment date, payment amount, payment status and the voucher associated with the payment.

   Note: The Actions, Source, and Payment Reference ID column appears from all four tabs.

13. The Additional Info page displays the payment reference number (check or Direct Deposit number), post status, cancel status, pay cycle, and bank information associated with the payment.

14. The Supplier Details tab displays the vendor name and the address associated with the payment.

15. The Financial Gateway tab displays summary information for payments settled through the Financial Gateway.

16. To view payment information, select the appropriate Payment Reference ID link.

17. The Vouchers For a Payment page is displayed. This page includes, the Vendor Name, Address, Payment Amount, Payment Method, Payment Reference ID, Payment Date, Payment Clear Date and the related vouchers associated with the payment.

18. Click the Back to Payment Inquiry link to return to the Payment Inquiry page.