

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 at Navigator > Financials > Accounts Payable > Review Accounts Payable > Payments > Payment.

Payment Inquiry

Search Criteria

Search Name

From **To**

From Supplier Name 1

Supplier Location

*Amount Rule

Amount

*Currency

Bank SetID

Bank Code

Bank Account

Bank Account #

From Ref ID

From Payment Date

Payment Method

Pay Cycle

Seq Num

Payment Status

Remit SetID

Remit Supplier

Settle By

Settlement Status

Schedule ID

Single Payment Vouchers

Max Rows [Keyword Search](#)

Show Chart *Chart Type

Sorting Criteria

1st sort Descending

2nd sort Descending

2. 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.).
3. To view payment information by reference number, click in the Reference field.
4. Enter the payment Reference ID in the From Ref ID field.

5. Click the Search button to proceed.
6. To view the search results, click the vertical scrollbar to scroll down the page.

Payment Inquiry Result											
Payment Details				Additional Info		Supplier Details		Financial Gateway			
Actions	Source	Payment Reference ID	Payment Method	Schedule ID	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
Actions	VCHR	1000000237	System Check		1,294.01	USD	05/14/2014	05/16/2014	Paid	Reconciled	06/26/2014

7. The Payment Inquiry Results table provides payment information divided into four tabs: Payment Details, Additional Info, Supplier Details, and Financial Gateway.
8. The Payment Details page displays the payment reference number (check or Direct Deposit number), payment method, payment amount, payment date and the payment status.
9. 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.
10. 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.
11. The Supplier Details tab displays the vendor name and the address associated with the payment.
12. The Financial Gateway tab displays summary information for payments settled through the Financial Gateway.
13. To view payment information, select the appropriate Payment Reference ID link.
14. 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.
15. Click the Back to Payment Inquiry link to return to the Payment Inquiry page.