

View Payments by Supplier Name

The purpose of this job aid is to explain how to view payment information for a particular supplier.

1. Begin by navigating to the Payment Inquiry page. Navigator > Financials > Accounts Payable > Review Accounts Payable > Payments menu.

Payment Inquiry

▼ Search Criteria

Search Name <input type="text" value="ALL"/>	
From	To
From Supplier Name 1 <input type="text"/>	<input type="text"/>
Supplier Location <input type="text"/>	
*Amount Rule <input type="text" value="Any"/>	
Amount <input type="text"/>	
*Currency <input type="text"/>	
Bank SetID <input type="text"/>	
Bank Code <input type="text"/>	
Bank Account <input type="text"/>	
Bank Account # <input type="text"/>	
From Ref ID <input type="text"/>	<input type="text"/>
From Payment Date <input type="text"/>	<input type="text"/>
Payment Method <input type="text"/>	
Pay Cycle <input type="text"/>	
Seq Num <input type="text"/>	
Payment Status <input type="text"/>	
Remit SetID <input type="text" value="UTARL"/>	
Remit Supplier <input type="text"/>	
Settle By <input type="text"/>	
Settlement Status <input type="text"/>	
Schedule ID <input type="text"/>	
<input type="checkbox"/> Single Payment Vouchers	
Max Rows <input type="text" value="300"/> <input type="button" value="Search"/> <input type="button" value="Clear"/> Keyword Search	
<input type="checkbox"/> Show Chart	*Chart Type <input type="text" value="Bar Chart"/>

▼ Sorting Criteria

1st sort <input type="text" value="Bank Account"/>	<input type="checkbox"/> Descending	<input type="button" value="Sort"/>
2nd sort <input type="text" value="Payment Reference ID"/>	<input type="checkbox"/> Descending	

2. The Payment Inquiry page is displayed. This page provides several options for searching for a payment (i.e. supplier name, the payment reference number, amount etc.).
3. To view all payments for a specific supplier, enter or lookup the From Supplier Name 1.
 Note: If you choose to enter the Supplier Name, it must be entered exactly how it appears in the UT Share database.
4. To look up a supplier, click the magnifying glass beside the field to search for the supplier.
5. From the Look Up Supplier Name window, click in the Search by field.
6. Enter the desired information into the field.

7. Click the Look Up button to proceed.
8. A list of suppliers meeting your search criteria will appear. You can select the supplier Name by clicking the appropriate link from the Search Results table. If the supplier you are looking for is not found, try refining your search criteria; or perform an advance search and use the search condition "contains".
9. Notice, the Supplier Name now appears in the appropriate fields.
10. Click the Search button to proceed.
11. To view the search results, click the vertical scrollbar to scroll down the page.

Payment Inquiry Result											
Personalize Find View 100 [Print] [Refresh] First 1-50 of 300 Last											
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	100000137	System Check		566.41	USD	05/12/2014	05/14/2014	Paid	Reconciled	07/16/2014
▼ Actions	VCHR	100000237	System Check		1,294.01	USD	05/14/2014	05/16/2014	Paid	Reconciled	06/26/2014
▼ Actions	VCHR	100000939	System Check		169.75	USD	05/21/2014	05/22/2014	Escheated Check	Reconciled	
▼ Actions	VCHR	100000940	System Check		15,213.39	USD	05/21/2014	05/22/2014	Paid	Reconciled	07/16/2014
▼ Actions	VCHR	100001104	System		10,532.58	USD	05/22/2014	05/23/2014	Paid	Reconciled	07/16/2014

12. The Payment Inquiry Results table provides payment information divided into four tabs: Payment Details, Additional Info, Supplier Details, and Financial Gateway.
13. The Payment Details page displays the payment reference number (check or Direct Deposit number), payment method, payment amount, payment date and the payment status.
14. 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 Payment Reference ID column appears from all four tabs.
15. 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.
16. The Supplier Details tab displays the supplier name and the address associated with the payment.
17. The Financial Gateway tab displays summary information for payments settled through the Financial Gateway.
18. To view payment information, select the appropriate Payment Reference ID link.
19. The Vouchers For a Payment page is displayed. This page includes, the Supplier Name, Address, Payment Amount, Payment Method, Payment Reference ID, Payment Date, Payment Clear Date and the related vouchers associated with the payment.
20. Click the Back to Payment Inquiry link to return to the Payment Inquiry page.