View Payments by Supplier Name

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


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.

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.