

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 **NavBar > Menu > Financials > Accounts Payable > Review Accounts Payable Info > Payments > Payment.**

Payment Inquiry

Search Criteria

Search Name

From **To**

From Supplier Name

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, 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.

Vouchers For a Payment

[Back To Payment Inquiry](#)

Bank Name	JPMorgan Chase Bank, N.A.	Schedule ID		Pymnt Ref ID	1000402643
Bank Account #	██████████	Approved By		Accounting Date	03/25/2020
		Approval Date		Payment Date	03/25/2020
Pay Cycle	ARLDLY	Seq Num	1754	Days Outstanding	6
Supplier Name	VCloud Tech Inc			Payment Clear Date	03/31/2020
Address	609 Deep Valley Dr			Reconcile Date	03/31/2020
	Suite 200			Value Date	03/25/2020
	Rolling Hills CA 90274 USA			Treasury Chk #	
Payment Amount	██████████ USD	Payment Method	ACH		
Description	<input type="text"/>				

Details										
Business Unit	Voucher ID	Advice Seq	Advice Date	Invoice Number	Gross Paid Amount	Paid Amount	Currency	Discount Taken	Late Charge	Source
UTARL	00196299	1	02/28/2020	12918-0	██████████	██████████	USD			Accounts Payable Vouchers

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