

Inquiring on Payments

I. Voucher number is known:

Use the Payment Inquiry link of the Payments page to see the details of that payment.

Summary	Invoice Information	Payments	Voucher Attributes	Error Summary	FileNet Interface
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Business Unit: 31799	Invoice Number: 051509 Charity Fund 61	
Voucher ID: 00002000	Invoice Date: 05/11/2009	Invoice Receipt Date: <input type="text"/>
Voucher Style: Regular	Total: 87.99	
Vendor: United Way of West TN/Carroll County PO Box 2086 Jackson, TN 38301	*Pay Terms: Pay Now <input type="button" value="Schedule Payments"/>	

Payment Information		Find View All	First	1 of 1	Last
Scheduled Payment: 1					
*Remit to: 0000105254	Gross Amount: 87.99 USD				
Location: MAIN	Discount: 0.00 USD <input type="checkbox"/> Discount Denied				
*Address: 1	Late Charge				
United Way of West TN/Carroll County United Way of West TN/Carroll County PO Box 2086 Jackson, TN 38301	Scheduled Due: 05/13/2009				
	Net Due: 05/11/2009				
	Discount Due: <input type="text"/>				
	Accounting Date: 05/15/2009				

Payment Method	
*Bank: 00001	Pay Group: <input type="text"/>
*Account: 1000	*Handling: RG
*Method: EFT EFT Layout	*Netting: N
Message: 051509 TECC payroll deductions for charity fund	Messages
Message will appear on remittance advice.	

Schedule Payment		Payment Options	
*Action: Schedule	Payment Date: 05/18/2009	Hold Payment <input type="checkbox"/>	Separate Payment <input type="checkbox"/>
Pay: <input type="text"/>	Reference: 0000034512	Hold Reason: <input type="text"/>	Letter of Credit: <input type="text"/>

[Payment Inquiry](#) [Holiday/Currency Options](#) [Express Payment](#) [Vendor Bank Account](#)

Payment Note



The Payment Inquiry details auto fill from that voucher. Once the details autofill, click on the search button.

Payment Inquiry

Search Criteria

Search Name: ALL

Vendor Name: From [] To []

*Amount Rule: Any

Amount: []

Currency: []

Bank SetID: SHARE

Bank Code: 00001

Bank Account: 1000

Bank Account#: []

Reference: 0000034512

Payment Date: []

Payment Method: EFT

Pay Cycle: []

Seq Num: []

Payment Status: []

Remit SetID: SHARE

Remit Vendor: []

Settle by: []

Settlement Status: []

Single Payment Vouchers:

Max Rows: 300

Search Clear

Show Chart *Chart Type: Bar Chart

Sorting Criteria

1st sort: Account Descending 2nd sort: Pymnt Ref Descending Sort

Payment Inquiry Result

Payment Details Additional Info Vendor Details Financial Gateway

Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
VCHR	0000034512	EFT	87.99	USD	05/15/2009	05/18/2009	Paid	Recon	04/20/2010

An 'Unrecon' status may indicate that a check is still outstanding. You can email Treasury at 'Treasury.ARP@tn.gov' to verify status or to request a stop payment



II. Search by Reference Number (Navigation: AP>Review Accounts Payable Info>Payments>Payment)

[New Window](#) | [Help](#) | [Customize Page](#) | 

Payment Inquiry

Search Criteria

Search Name:

Vendor Name: From To

*Amount Rule:

Amount:

Currency:

Bank SetID:

Bank Code:

Bank Account:

Bank Account #:

Reference:

Payment Date:

Payment Method:

Pay Cycle:

Seq Num:

Payment Status:

Remit SetID:

Remit Vendor:

Settle by:

Settlement Status:

Single Payment Vouchers:

Max Rows:

Show Chart *Chart Type:

Sorting Criteria

1st sort: Descending 2nd sort: Descending

Payment Inquiry Result									
Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
VCHR	<u>0000034512</u>	Check	240.41	USD	05/01/2009	05/01/2009	Paid	Recon	05/22/2009
VCHR	<u>0000034512</u>	ACH	101.12	USD	09/02/2010	09/03/2010	Paid	Recon	09/20/2010
VCHR	<u>0000034512</u>	EFT	87.99	USD	05/15/2009	05/18/2009	Paid	Recon	04/20/2010

All payments references with this number will display. The Payment Method will be different and the amounts are listed.



- III. You may also inquire on other values in conjunction with the Amount (i.e. Payment Date, Payment Method) or by Remit Vendor (be sure to set Remit SetID to 'Share'). All items meeting the entered criteria will display. Be careful to select the payment you are searching for.

Navigation: AP>Review Accounts Payable Info>Payments>Payment

Payment Inquiry

Search Criteria

Search Name:

Vendor Name: From To

*Amount Rule:

Amount:

Currency:

Bank SetID:

Bank Code:

Bank Account:

Bank Account #:

Reference:

Payment Date: To

Payment Method:

Pay Cycle:

Seq Num:

Payment Status:

Remit SetID:

Remit Vendor:

Settle by:

Settlement Status:

Single Payment Vouchers:

Max Rows:

Show Chart

*Chart Type:

Sorting Criteria

1st sort: Descending 2nd sort: Descending

Payment Inquiry Result

Customize | Find | View All | First 1 of 1 Last

Payment Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
VCHR	000034512	EFT	87.99	USD	05/15/2009	05/18/2009	Paid	Recon	04/20/2010

