PAYMENT INQUIRY

PAYMENT INQUIRY PAGE

The Payment Inquiry page works similarly to the Voucher Inquiry page, and returns detailed information on payments, and has the same structure of Search Criteria, Sort Criteria, and results. This inquiry may also be navigated directly, or linked from another inquiry. Examples of questions that this inquiry would be utilized to answer are as follows:

- What payments were issued to vendor XXX from 01/01/XX through 02/28/XX?
- What payments were issued against XXXX bank account?
- Has the payment cleared the bank?
- Were any payments re-issued payments to vendor XXX in the last six months?

Navigation: Accounts Payable> Review> Payments> Payment Inquiry

When the above navigation is utilized the page will be initialized as shown on the previous page. Multiple parameters of search criteria, along with the ability to enter ranges of data allow for very specific searches to be accomplished. When all criteria are entered, press on the Search button to return a list of values. Results then populate according to the search criteria. To change the order of the results, adjust the sort criteria and press the Sort button. Results are split onto the Payment Details, Additional Info, and Vendor Details tabs. Detailed information from each tab is explained below.

NOTE: Whenever this page is accessed via a link, the search criteria and voucher inquiry results will already be populated.

Payment Details Tab

Payment Inquiry Result

Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Recon Status	Reconcile Date
00000002	ACH	100.00	USD	02/27/2003	02/27/2003	Paid	Unrecor	
00000003	ACH	100.00	USD	03/03/2003	03/03/2003	Paid	Unrecor	

The payment details tab contains quick information about payment status, dates and amounts. This tab is presented first, as the information here would be most useful in answering a vendor inquiry.

Additional Info Tab

Payment Inquiry Result

Payment Reference ID	Post Status	Cancel Action	Cancel Date	Pay Cycle	Seq Num	Bank Account	Bank Account #	Description
00000002	Posted	No Cancel		DAILY	23	BND	9-10-151	Bank of North Dakota
00000003	Posted	No Cancel		DAILY	31	BND	9-10-151	Bank of North Dakota

The additional Info tab contains bank, check cancellation status and PayCycle information.

NOTE: In production, values on the above page will differ slightly from the manual, as changes were made that could not be incorporated prior to the cutoff publication of this manual.

Vendor Details Tab

Payment Inquiry Result

Payment Reference ID	Vendor Name	Vendor ID
00000002	Chuck Lang	0000000010
00000003	Chuck Lang	0000000010

The vendor details tab, displays the vendor that actually received the payment.

Additional Payment Details

Bank Name:	Bank of North Dakota				**Pymnt Ref ID:**	00000002	
Bank Account #:	9-10-151				**Accounting Date:**		
Pay Cycle:	DAILY	**Seq Num:**	23		**Payment Date:**	02/27/2003	
Vendor Name:	Chuck Lang				**Days Outstanding:**	12	
Address:	1022 North 29 Street				**Payment Clear Date:**		
					Reconcile Date:		
	Bismarck		ND	58501	USA	**Value Date:**	02/27/2003
Payment Amount:		100.00 USD	**Payment Method:**	ACH			
Description:							

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Business Unit	Voucher ID	Advice Seq	Advice Date	Invoice Number	Gross Paid Amount	Paid Amount	Currency	Discount Taken	Late Charge	Source
MISU1	00000037	1	02/24/2003	2-27-03 check voucher post	100.00	100.00	USD			Accounts Payable Vouchers

From any of the above three tabs, clicking on the Payment Reference field will invoke this page. From this page, clicking on the Voucher ID field brings up the Voucher Inquiry page for that voucher.