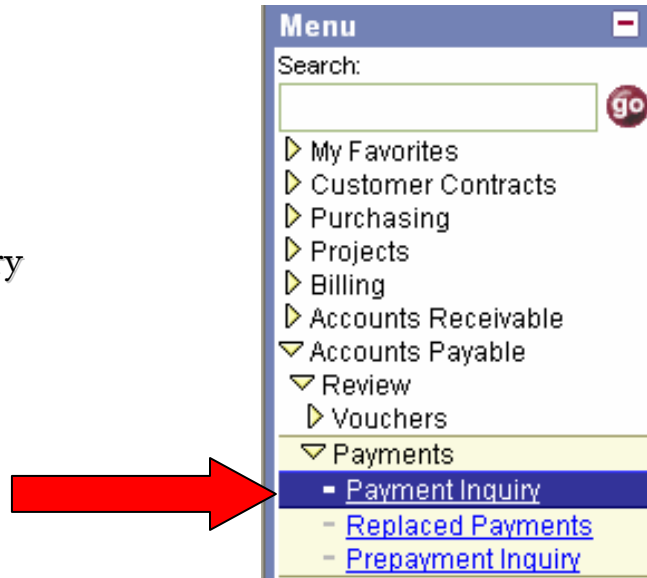


# Payment Inquiry

## How do I inquire on a Payment?

- Navigation:
  - Accounts Payable
    - Review
      - Payments
        - Payment Inquiry



Enter Payment Reference ID  
(check # or ACH #)

Bank SetID is "UND01"

Click "Search"

Search

Reset Criteria

Sort

Payment Inquiry

Search Criteria

Payment Reference ID:  Payment Status:  Payment Method:

Bank SetID:  Bank Code:

Bank Account:  Bank Account #:

Pay Cycle:  Pay Cycle Seq #:

Remit SetID:  Remit Vendor:

Vendor Name:  Vendor Location:

\*Amount Rule:  Amount:  Currency:

From Date:  To Date:

Sorting Criteria

\*1st sort:  \*Sort Type:

\*2nd sort:  \*Sort Type:

The form contains various input fields and dropdown menus for search criteria. A red arrow points to the 'Payment Reference ID' field with the text 'Enter Payment Reference ID (check # or ACH #)'. Another red arrow points to the 'Bank SetID' field with the text 'Bank SetID is "UND01"'. A third red arrow points to the 'Search' button with the text 'Click "Search"'. There are also 'Reset Criteria' and 'Sort' buttons.

# Search Results

**Search Criteria**

Payment Reference ID:  Payment Status:  Payment Method:

Bank SetID:  Bank Code:

Bank Account:  Bank Account #:

Pay Cycle:  Pay Cycle Seq #:

---

Remit SetID:  Remit Vendor:

Vendor Name:  Vendor Location:

\*Amount Rule:  Amount:  Currency:

From Date:  To Date:

**Sorting Criteria**

\*1st sort:  \*Sort Type:

\*2nd sort:  \*Sort Type:

**Payment Inquiry Result**

[Payment Details](#) [Additional Info](#) [Vendor Details](#)

Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Recon Status	Reconcile Date
<a href="#">000005</a>	Check	150.80	USD	01/05/2005	01/05/2005	Paid	Unrecon	

Select the "Vendor Details" Tab

Click the hyperlink for the payment you wish to view.

**Payment Inquiry Result**

[Payment Details](#) [Additional Info](#) [Vendor Details](#)

Payment Reference ID	Vendor Name	Vendor ID
<a href="#">000005</a>	MN MUTUAL LIFE INSURANCE	0000008164

Inquire to the Voucher by clicking the hyperlink in the Voucher ID column.

[Back To Payment Inquiry](#)

**Bank Name:** Bank of North Dakota **Pymnt Ref ID:** 000005

**Bank Account #:** 05-20-727 **Accounting Date:** 01/05/2005

**Pay Cycle:** UND **Seq Num:** 2 **Payment Date:** 01/05/2005

**Vendor Name:** MN MUTUAL LIFE INSURANCE **Days Outstanding:** 23

**Address:** 400 N ROBERT ST **Payment Clear Date:**

ST PAUL MN 55105 USA **Reconcile Date:**

**Payment Amount:** 150.80 USD **Payment Method:** CHK **Value Date:** 01/05/2005

**Description:**

Business Unit	Voucher ID	Advice Seq	Advice Date	Invoice Number	Gross Paid Amount	Paid Amount	Currency	Discount Taken
UND01	<a href="#">282391</a>	1	01/05/2005	payroll	150.80	150.80	USD	