

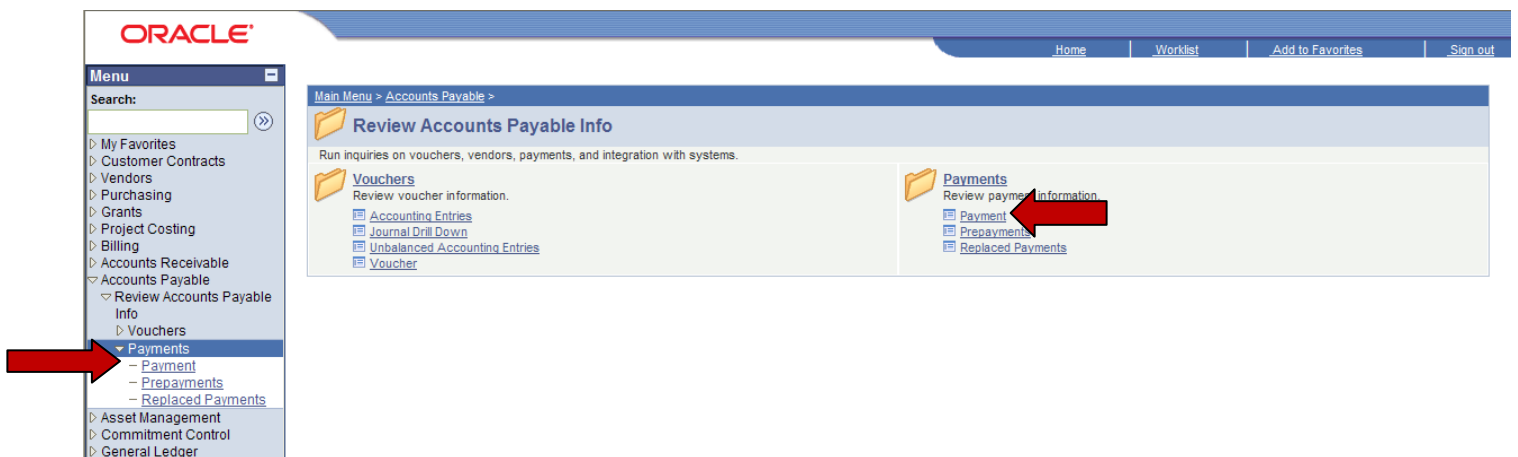
Payment Inquiry

How do I inquire on a Payment?

Navigation:

- > Accounts Payable
- > Review Accounts Payable Info
- > Payments
- > Payment

You can use the menu on the left or you can use the folders on the main screen to navigate to the Payment Inquiry.



Following the navigation above will bring you to the Payment Inquiry criteria screen.

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

Most users will arrive at the Payment Inquiry results page from drilling down on Voucher and Vendor inquiries.

To inquire on a payment directly, it is recommended that you enter as many search parameter fields as possible to receive the most pertinent information to you in a time-efficient manner. The fewer parameters you enter will make the search take longer as it has more data to retrieve. Recommended fields include:

- Vendor Name – you must know the Vendor’s *Name 1*
- Amount
- Bank SetID - You must select “UND01” to retrieve payment information for UND only.
- Payment Date – if you know the date range your payment should have been processed please enter this information on the *Payment Date* line

So, using some of these search fields, let’s review the results based on the following parameters:

<i>Vendor Name</i>	Cole Papers Inc
<i>Bank SetID</i>	UND01
<i>Payment Date</i>	From: 07/01/2008 To: 07/31/2008

Payment Inquiry

The screenshot shows the 'Search Criteria' section of the Payment Inquiry interface. The 'Search Name' is set to 'ALL'. The 'Vendor Name' is 'COLE PAPERS INC'. The 'Bank SetID' is 'UND01'. The 'Payment Date' is set to a range from '07/01/2008' to '07/31/2008'. There are 'Search' and 'Clear' buttons. Below the search criteria is the 'Sorting Criteria' section, which shows '1st sort: Account' and '2nd sort: Pymnt Ref', both with 'Descending' order selected. A 'Sort' button is also present.

Click Search to retrieve your data.

Payment Inquiry

Search Results

Payment Inquiry Result									
Customize Find View All First 1-18 of 18 Last									
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	043648	ACH	863.82	USD	07/01/2008	07/01/2008	Paid	Unrecon	
VCHR	043649	ACH	529.56	USD	07/01/2008	07/01/2008	Paid	Unrecon	
VCHR	043700	ACH	638.07	USD	07/02/2008	07/02/2008	Paid	Unrecon	
VCHR	043767	ACH	16,622.71	USD	07/03/2008	07/03/2008	Paid	Unrecon	
VCHR	043768	ACH	1,182.00	USD	07/03/2008	07/03/2008	Paid	Unrecon	
VCHR	043924	ACH	307.00	USD	07/08/2008	07/08/2008	Paid	Unrecon	
VCHR	043962	ACH	1,743.72	USD	07/09/2008	07/09/2008	Paid	Unrecon	
VCHR	044188	ACH	87.80	USD	07/15/2008	07/15/2008	Paid	Unrecon	
VCHR	044189	ACH	337.70	USD	07/15/2008	07/15/2008	Paid	Unrecon	
VCHR	044220	ACH	802.24	USD	07/16/2008	07/16/2008	Paid	Unrecon	
VCHR	044255	ACH	484.30	USD	07/17/2008	07/17/2008	Paid	Unrecon	
VCHR	044339	ACH	106.30	USD	07/22/2008	07/22/2008	Paid	Unrecon	
VCHR	044401	ACH	1,580.50	USD	07/23/2008	07/23/2008	Paid	Unrecon	
VCHR	044446	ACH	2,449.81	USD	07/25/2008	07/25/2008	Paid	Unrecon	
VCHR	044504	ACH	7,188.10	USD	07/29/2008	07/29/2008	Paid	Unrecon	
VCHR	044505	ACH	25.66	USD	07/29/2008	07/29/2008	Paid	Unrecon	
VCHR	044612	ACH	9,545.21	USD	07/31/2008	07/31/2008	Paid	Unrecon	
VCHR	044613	ACH	388.80	USD	07/31/2008	07/31/2008	Paid	Unrecon	

From this screen we identify the Payment Reference ID, Amount, Payment Date, and both the Payment and Reconciliation Statuses.

If you click on the hyperlink in the Payment Reference ID, it will redirect you to a Voucher Inquiry but our navigation shows we're still completing a Payment Inquiry. Clicking on the Voucher ID hyperlink will give you more information specific to that Voucher.

- My Favorites
- Customer Contracts
- Vendors
- Purchasing
- Grants
- Program Management
- Project Costing
- Billing
- Accounts Receivable
- Accounts Payable
 - Review Accounts Payable Info
 - Vouchers
 - Payments
 - Payment
 - Prepayments
 - Replaced Payments
- Asset Management
- Commitment Control
- General Ledger
- Set Up Financials/Supply Chain
- Worklist
- Reporting Tools
- PeopleTools
- ND HE Applications
 - Change My Password
 - My Personalizations
 - My System Profile
 - My Dictionary

Vouchers For a Payment

[Back To Payment Inquiry](#)

Bank Name: Bank of North Dakota	Pymnt Ref ID: 043649
Bank Account #: 05-20-727	Accounting Date: 07/01/2008
Pay Cycle: UND Seq Num: 883	Payment Date: 07/01/2008
Vendor Name: COLE PAPERS INC	Days Outstanding: 38
Address: 1300 N 38 ST	Payment Clear Date:
PO BOX 2967	Reconcile Date:
FARGO ND 58108-2967 USA	Value Date: 07/01/2008

Payment Amount: 529.56 USD **Payment Method:** ACH

Description:

Business Unit	Voucher ID	Advice Seq	Advice Date	Invoice Number	Gross Paid Amount	Paid Amount	Currency	Discount Taken	Late Charge	Source
UND01	346670	1	07/01/2008	8252456	220.46	220.46	USD			Accounts Payable Vouchers
UND01	34667N	1	07/01/2008	34667N	309.10	309.10	USD			Accounts Payable Vouchers

Now, let's go back to the Payment Inquiry Search Results by clicking "Back to Payment Inquiry." Let's click on the tabs for Additional Info, Vendor Details and Financial Gateway (or you can click on the expansion button (☰)) to view the information in the same line).

University of North Dakota
PeopleSoft Finance Tip Sheets

Payment Inquiry

Additional Info Tab

Payment Inquiry Result									
Source	Payment Reference ID	Post Status	Cancel Action	Cancel Date	Pay Cycle	Seq Num	Bank Account	Bank Account #	Description
VCHR	043648	Posted	No Cancel		UND	883	BND	05-20-727	Bank of North Dakota
VCHR	043649	Posted	No Cancel		UND	883	BND	05-20-727	Bank of North Dakota
VCHR	043700	Posted	No Cancel		UND	884	BND	05-20-727	Bank of North Dakota
VCHR	043767	Posted	No Cancel		UND	885	BND	05-20-727	Bank of North Dakota
VCHR	043768	Posted	No Cancel		UND	885	BND	05-20-727	Bank of North Dakota
VCHR	043924	Posted	No Cancel		UND	887	BND	05-20-727	Bank of North Dakota
VCHR	043962	Posted	No Cancel		UND	888	BND	05-20-727	Bank of North Dakota
VCHR	044188	Posted	No Cancel		UND	892	BND	05-20-727	Bank of North Dakota
VCHR	044189	Posted	No Cancel		UND	892	BND	05-20-727	Bank of North Dakota
VCHR	044220	Posted	No Cancel		UND	893	BND	05-20-727	Bank of North Dakota
VCHR	044255	Posted	No Cancel		UND	894	BND	05-20-727	Bank of North Dakota
VCHR	044339	Posted	No Cancel		UND	897	BND	05-20-727	Bank of North Dakota
VCHR	044401	Posted	No Cancel		UND	898	BND	05-20-727	Bank of North Dakota
VCHR	044446	Posted	No Cancel		UND	900	BND	05-20-727	Bank of North Dakota
VCHR	044504	Posted	No Cancel		UND	902	BND	05-20-727	Bank of North Dakota
VCHR	044505	Posted	No Cancel		UND	902	BND	05-20-727	Bank of North Dakota
VCHR	044612	Posted	No Cancel		UND	904	BND	05-20-727	Bank of North Dakota
VCHR	044613	Posted	No Cancel		UND	904	BND	05-20-727	Bank of North Dakota

The *Source* and *Payment Reference ID* columns are the same on each tab. Because these payments were made via *ACH* (see the *Payment Method* on the initial Search Results page), the University's banking information is reflected in the *Bank Account*, *Bank Account #* and *Description* columns.

Vendor Details tab

Payment Inquiry Result							
Source	Payment Reference ID	Vendor Name	Vendor ID	Address	City	State	Postal
VCHR	043648	COLE PAPERS INC	0000000191	1300 N 38 ST	FARGO	ND	58108-2967
VCHR	043649	COLE PAPERS INC	0000000191	1300 N 38 ST	FARGO	ND	58108-2967
VCHR	043700	COLE PAPERS INC	0000000191	1300 N 38 ST	FARGO	ND	58108-2967
VCHR	043767	COLE PAPERS INC	0000000191	1300 N 38 ST	FARGO	ND	58108-2967
VCHR	043768	COLE PAPERS INC	0000000191	1300 N 38 ST	FARGO	ND	58108-2967
VCHR	043924	COLE PAPERS INC	0000000191	1300 N 38 ST	FARGO	ND	58108-2967
VCHR	043962	COLE PAPERS INC	0000000191	1300 N 38 ST	FARGO	ND	58108-2967
VCHR	044188	COLE PAPERS INC	0000000191	1300 N 38 ST	FARGO	ND	58108-2967

As expected, the Vendor Details tab has the *Vendor ID* and *Address* identified for the Payment in question.

The Financial Gateway tab does not contain any information which would be pertinent to a departmental search.

If you need assistance with the Vouchers associated with a Payment, please refer to the Voucher Payment Inquiry and/or the Vendor Payment Inquiry Tip Sheets.