

## Vendor Payment Inquiry

### How do I inquire on payments to a Vendor?

Navigation:

- >Accounts Payable
- >Review Accounts Payable Info
- >Vouchers
- >Voucher

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

You'll notice that the navigation and inquiry is the same as what we would do to inquire on a Voucher Payment.

The image shows two screenshots of the Oracle PeopleSoft Finance interface. The top screenshot shows the 'Review Accounts Payable Info' screen. On the left, a 'Menu' sidebar is visible with a red arrow pointing to 'Review Accounts Payable Info'. The main content area has a breadcrumb trail 'Main Menu > Accounts Payable >' and a title 'Review Accounts Payable Info'. Below the title, there are two folders: 'Vouchers' and 'Payments'. The 'Vouchers' folder contains links for 'Accounting Entries', 'Journal Drill Down', 'Unbalanced Accounting Entries', and 'Voucher'. The 'Payments' folder contains links for 'Payment', 'Prepayments', and 'Replaced Payments'. A red dotted arrow points from the 'Voucher' link in the 'Vouchers' folder to the 'Voucher' link in the bottom screenshot. The bottom screenshot shows the 'Vouchers' screen with a breadcrumb trail 'Main Menu > Accounts Payable > Review Accounts Payable Info >'. The title is 'Vouchers'. Below the title, there are three columns of links: 'Accounting Entries', 'Journal Drill Down', and 'Unbalanced Accounting Entries'. A red arrow points to the 'Voucher' link in the first column.

## Vendor Payment Inquiry

Since we are inquiring on payments to a vendor, we'll need to enter the *Vendor SetID* as "SHARE." We can use the "magnifying glass" to identify one of the other two vendor search fields: *Short Name* or *Vendor ID*. Please note: You can only enter search data in either the Short Name or Vendor ID, not both.

In addition, you may want to identify date parameters. If you do not identify dates in your search, your search results will display ALL payments made to that vendor over multiple fiscal years.

### Voucher Inquiry

The screenshot shows the 'Search Criteria' section of a Vendor Payment Inquiry form. The form is divided into 'From' and 'To' columns. The 'Vendor SetID' field is highlighted with a red box and an annotation: 'To search by Vendor, you must enter "SHARE" in the Vendor SetID.' The 'Invoice Date' field is also highlighted with a red box. The 'Department' field is highlighted with a red box and an annotation: 'If you're looking for payments made by your department to a specific vendor, be sure to identify your department number in the department search field.' The 'Short Name' and 'Vendor ID' fields are also highlighted with red boxes and an annotation: 'Enter vendor criteria in Short Name OR Vendor ID'. The 'Sort Criteria' section at the bottom shows 'Sort By' set to 'Voucher ID', 'Sort Asc/Desc' set to 'Ascending', and a 'Sort Display' button. The 'Max Rows' is set to 300. There are 'Search' and 'Clear' buttons at the bottom of the form.

Search Name: ALL

Business Unit: UND01

Vendor ID: [magnifying glass]

Invoice ID: [magnifying glass]

Vendor SetID: [magnifying glass]

Short Name: [magnifying glass]

Vendor ID: [magnifying glass]

Vendor Location: [magnifying glass]

Entry Status: [dropdown]

Accounting Dt: [calendar]

Invoice Date: [calendar]

Due Date: [calendar]

Entered Date: [calendar]

Origin Set ID: [magnifying glass]

Origin: [magnifying glass]

Control Group ID: [magnifying glass]

Contract ID: [text]

Lease Number: [magnifying glass]

PO Business Unit: [magnifying glass]

Purchase Order: [text]

Item ID: [text]

\*Amount Rule: Any

Amount: [text]

Currency: [magnifying glass]

\*Voucher Style: All Vouchers

Post Status: [dropdown]

Approval Status: [dropdown]

Voucher Balance: [dropdown]

Voucher Source: [dropdown]

User ID: [text]

GL Business Unit: [text]

Account: [text]

Department: [text]

VAT No: [text]

Process Instance: [text]

Match Status: [dropdown]

Financial Sanctions Status: [dropdown]

Max Rows: 300

Search Clear

Sort Criteria

\*Sort By: Voucher ID \*Sort Asc/Desc: Ascending Sort Display

Display Currency Criteria

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Here are search results based on the following criteria:

Vendor Set ID = SHARE

Vendor ID = 0000002664

Invoice Date From = 07/01/2007

Invoice Date To = 06/30/2008

Department = 3120

Voucher Inquiry Results									
Customize   Find   View All   First 1-12 of 12 Last									
Voucher Details   Amounts   More Details									
Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Entry Status	Accounting Entries	Match Status	Payment Information	Short Vendor Name
UND01	31359Q	31359Q	10/18/2007	0000002664	Postable		No Match	\$	VAALER INS-001
UND01	31359S	31359S-Insurance	11/08/2007	0000002664	Postable		No Match	\$	VAALER INS-001
UND01	31359V	31359V	11/20/2007	0000002664	Postable		No Match	\$	VAALER INS-001
UND01	31359W	31359W	12/06/2007	0000002664	Postable		No Match	\$	VAALER INS-001
UND01	31359Y	31359Y	12/12/2007	0000002664	Postable		No Match	\$	VAALER INS-001
UND01	31359Z	31359Z	12/18/2007	0000002664	Postable		No Match	\$	VAALER INS-001
UND01	32949X	32949X	07/19/2007	0000002664	Postable		No Match	\$	VAALER INS-001
UND01	34599A	34599A	01/16/2008	0000002664	Postable		No Match	\$	VAALER INS-001
UND01	34599B	34599B	01/29/2008	0000002664	Postable		No Match	\$	VAALER INS-001
UND01	34599G	34599G	03/20/2008	0000002664	Postable		No Match	\$	VAALER INS-001
UND01	34599I	34599I	05/15/2008	0000002664	Postable		No Match	\$	VAALER INS-001
UND01	34599J	34599J	06/30/2008	0000002664	Postable		No Match	\$	VAALER INS-001

Click on the different tabs to get more information. Here are the details under the "Amounts" tab.

Voucher Inquiry Results									
Customize   Find   View All   First 1-12 of 12 Last									
Voucher Details   Amounts   More Details									
Business Unit	Voucher ID	Transaction Currency	Gross Invoice Amount	Voucher Unpaid Balance	Unapplied Prepayments	Total Non-Merch	Entered VAT	Gross Amount Paid	Net Amount Paid
UND01	31359Q	USD	73,308.00	0.00	0.00	0.00	0.00	73,308.00	73,308.00
UND01	31359S	USD	39,336.00	0.00	0.00	0.00	0.00	39,336.00	39,336.00
UND01	31359V	USD	8,534.00	0.00	0.00	0.00	0.00	8,534.00	8,534.00
UND01	31359W	USD	11,026.00	0.00	0.00	0.00	0.00	11,026.00	11,026.00
UND01	31359Y	USD	6,258.00	0.00	0.00	0.00	0.00	6,258.00	6,258.00
UND01	31359Z	USD	2,734.00	0.00	0.00	0.00	0.00	2,734.00	2,734.00
UND01	32949X	USD	864.00	0.00	0.00	0.00	0.00	864.00	864.00
UND01	34599A	USD	144.00	0.00	0.00	0.00	0.00	144.00	144.00
UND01	34599B	USD	19,081.00	0.00	0.00	0.00	0.00	19,081.00	19,081.00
UND01	34599G	USD	6,646.00	0.00	0.00	0.00	0.00	6,646.00	6,646.00
UND01	34599I	USD	1,088.00	0.00	0.00	0.00	0.00	1,088.00	1,088.00
UND01	34599J	USD	1,702.00	0.00	0.00	0.00	0.00	1,702.00	1,702.00

Here are the results under the "More Details" tab.

Voucher Inquiry Results														
Customize   Find   View All   First 1-12 of 12 Last														
Voucher Details   Amounts   More Details														
Business Unit	Voucher ID	Voucher Style	Vendor Loc	Detail Lines	Post Status	Approval Status	Close Status	Origin	Due Date	Basis Date	Acctg Date	Entered on	Budget Header Status	Budget Misc Status
UND01	31359Q	Regular	MAIN		Posted	Approved	Open	ONL	10/18/2007	10/18/2007	10/18/2007	10/18/2007	Valid	Valid
UND01	31359S	Regular	MAIN		Posted	Approved	Open	ONL	11/08/2007	11/08/2007	11/08/2007	11/08/2007	Valid	Valid
UND01	31359V	Regular	MAIN		Posted	Approved	Open	ONL	11/20/2007	11/20/2007	11/20/2007	11/20/2007	Valid	Valid
UND01	31359W	Regular	MAIN		Posted	Approved	Open	ONL	12/06/2007	12/06/2007	12/06/2007	12/06/2007	Valid	Valid
UND01	31359Y	Regular	MAIN		Posted	Approved	Open	ONL	12/12/2007	12/12/2007	12/12/2007	12/12/2007	Valid	Valid
UND01	31359Z	Regular	MAIN		Posted	Approved	Open	ONL	12/18/2007	12/18/2007	12/18/2007	12/18/2007	Valid	Valid
UND01	32949X	Regular	MAIN		Posted	Approved	Open	ONL	07/19/2007	07/19/2007	07/19/2007	07/19/2007	Valid	Valid
UND01	34599A	Regular	MAIN		Posted	Approved	Open	ONL	01/16/2008	01/16/2008	01/16/2008	01/16/2008	Valid	Valid
UND01	34599B	Regular	MAIN		Posted	Approved	Open	ONL	01/29/2008	01/29/2008	01/29/2008	01/29/2008	Valid	Valid
UND01	34599G	Regular	MAIN		Posted	Approved	Open	ONL	03/20/2008	03/20/2008	03/20/2008	03/20/2008	Valid	Valid
UND01	34599I	Regular	REMITT2		Posted	Approved	Open	ONL	05/15/2008	05/15/2008	05/15/2008	05/15/2008	Valid	Valid
UND01	34599J	Regular	REMITT2		Posted	Approved	Open	ONL	06/30/2008	06/30/2008	06/30/2008	06/30/2008	Valid	Valid

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Or you can choose to see all the information at once.  
Click on the expand icon.

Voucher Inquiry Results

Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Entry Status	Accounting Entries	Match Status	Payment Information	Short Vendor Name
UND01	31359Q	31359Q	10/18/2007	0000002664	Postable		No Match	\$	VAALER INS-001
UND01	31359S	31359S-Insurance	11/08/2007	0000002664	Postable		No Match	\$	VAALER INS-001
UND01	31359V	31359V	11/20/2007	0000002664	Postable		No Match	\$	VAALER INS-001
UND01	31359W	31359W	12/06/2007	0000002664	Postable		No Match	\$	VAALER INS-001
UND01	31359Y	31359Y	12/12/2007	0000002664	Postable		No Match	\$	VAALER INS-001
UND01	31359Z	31359Z	12/18/2007	0000002664	Postable		No Match	\$	VAALER INS-001
UND01	32949X	32949X	07/19/2007	0000002664	Postable		No Match	\$	VAALER INS-001
UND01	34599A	34599A	01/16/2008	0000002664	Postable		No Match	\$	VAALER INS-001
UND01	34599B	34599B	01/29/2008	0000002664	Postable		No Match	\$	VAALER INS-001
UND01	34599G	34599G	03/20/2008	0000002664	Postable		No Match	\$	VAALER INS-001
UND01	34599I	34599I	05/15/2008	0000002664	Postable		No Match	\$	VAALER INS-001
UND01	34599J	34599J	06/30/2008	0000002664	Postable		No Match	\$	VAALER INS-001

The results are then displayed in one line:

Voucher Inquiry Results

Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Entry Status	Accounting Entries	Match Status	Payment Information	Short Vendor Name	Transaction Currency	Gross Invoice Amount	Voucher Unpaid Balance	Unapplied Prepayments	Total Non-Merch	En
UND01	31359Q	31359Q	10/18/2007	0000002664	Postable		No Match	\$	VAALER INS-001	USD	73,308.00	0.00	0.00	0.00	
UND01	31359S	31359S-Insurance	11/08/2007	0000002664	Postable		No Match	\$	VAALER INS-001	USD	39,336.00	0.00	0.00	0.00	
UND01	31359V	31359V	11/20/2007	0000002664	Postable		No Match	\$	VAALER INS-001	USD	8,534.00	0.00	0.00	0.00	
UND01	31359W	31359W	12/06/2007	0000002664	Postable		No Match	\$	VAALER INS-001	USD	11,026.00	0.00	0.00	0.00	
UND01	31359Y	31359Y	12/12/2007	0000002664	Postable		No Match	\$	VAALER INS-001	USD	6,258.00	0.00	0.00	0.00	
UND01	31359Z	31359Z	12/18/2007	0000002664	Postable		No Match	\$	VAALER INS-001	USD	2,734.00	0.00	0.00	0.00	
UND01	32949X	32949X	07/19/2007	0000002664	Postable		No Match	\$	VAALER INS-001	USD	864.00	0.00	0.00	0.00	
UND01	34599A	34599A	01/16/2008	0000002664	Postable		No Match	\$	VAALER INS-001	USD	144.00	0.00	0.00	0.00	
UND01	34599B	34599B	01/29/2008	0000002664	Postable		No Match	\$	VAALER INS-001	USD	19,081.00	0.00	0.00	0.00	
UND01	34599G	34599G	03/20/2008	0000002664	Postable		No Match	\$	VAALER INS-001	USD	6,646.00	0.00	0.00	0.00	
UND01	34599I	34599I	05/15/2008	0000002664	Postable		No Match	\$	VAALER INS-001	USD	1,088.00	0.00	0.00	0.00	
UND01	34599J	34599J	06/30/2008	0000002664	Postable		No Match	\$	VAALER INS-001	USD	1,702.00	0.00	0.00	0.00	

As you can see, there is a lot of information available and you'll have to scroll to the right in order to review it all. If this is too much information, you can *Customize* the view to eliminate the columns you don't find pertinent to your search.

Voucher Inquiry Results

Unapplied Payments	Total Non-Merch	Entered VAT	Gross Amount Paid	Net Amount Paid	Voucher Style	Vendor Loc	Detail Lines	Post Status	Approval Status	Close Status	Origin	Due Date	Basis Date	Accto Date	Entered on	Budget Header Status	Budget Misc Status
0.00	0.00	0.00	73,308.00	73,308.00	Regular	MAIN		Posted	Approved	Open	ONL	10/18/2007	10/18/2007	10/18/2007	10/18/2007	Valid	Valid
0.00	0.00	0.00	39,336.00	39,336.00	Regular	MAIN		Posted	Approved	Open	ONL	11/08/2007	11/08/2007	11/08/2007	11/08/2007	Valid	Valid
0.00	0.00	0.00	8,534.00	8,534.00	Regular	MAIN		Posted	Approved	Open	ONL	11/20/2007	11/20/2007	11/20/2007	11/20/2007	Valid	Valid
0.00	0.00	0.00	11,026.00	11,026.00	Regular	MAIN		Posted	Approved	Open	ONL	12/06/2007	12/06/2007	12/06/2007	12/06/2007	Valid	Valid
0.00	0.00	0.00	6,258.00	6,258.00	Regular	MAIN		Posted	Approved	Open	ONL	12/12/2007	12/12/2007	12/12/2007	12/12/2007	Valid	Valid
0.00	0.00	0.00	2,734.00	2,734.00	Regular	MAIN		Posted	Approved	Open	ONL	12/18/2007	12/18/2007	12/18/2007	12/18/2007	Valid	Valid
0.00	0.00	0.00	864.00	864.00	Regular	MAIN		Posted	Approved	Open	ONL	07/19/2007	07/19/2007	07/19/2007	07/19/2007	Valid	Valid
0.00	0.00	0.00	144.00	144.00	Regular	MAIN		Posted	Approved	Open	ONL	01/16/2008	01/16/2008	01/16/2008	01/16/2008	Valid	Valid
0.00	0.00	0.00	19,081.00	19,081.00	Regular	MAIN		Posted	Approved	Open	ONL	01/29/2008	01/29/2008	01/29/2008	01/29/2008	Valid	Valid
0.00	0.00	0.00	6,646.00	6,646.00	Regular	MAIN		Posted	Approved	Open	ONL	03/20/2008	03/20/2008	03/20/2008	03/20/2008	Valid	Valid
0.00	0.00	0.00	1,088.00	1,088.00	Regular	REMITT2		Posted	Approved	Open	ONL	05/15/2008	05/15/2008	05/15/2008	05/15/2008	Valid	Valid
0.00	0.00	0.00	1,702.00	1,702.00	Regular	REMITT2		Posted	Approved	Open	ONL	06/30/2008	06/30/2008	06/30/2008	06/30/2008	Valid	Valid

You can also export the information to Excel using the download button.

### Vendor Payment Inquiry

Now, let's take a look at what information is provided on the search results. Here are the primary fields you may find most pertinent.

Here we see all the payments made by Dept 3120 to Vaaler Insurance.

The amount of the Invoice is displayed in the *Gross Invoice Amount* column.\*\*

The date of the transaction is listed under *Invoice Date*.

The Vouchers associated with these payments are in this column.\*

For more information, drill down by clicking on the *Accounting Entries* and *Payment Information* icons.

Voucher Inquiry Results											
Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Entry Status	Accounting Entries	Match Status	Payment Information	Short Vendor Name	Transaction Currency	Gross Invoice Amount
UND01	31359Q	31359Q	10/18/2007	0000002664	Postable		No Match		VAALER INS-001	USD	73,308.00
UND01	31359S	31359S-Insurance	11/08/2007	0000002664	Postable		No Match		VAALER INS-001	USD	39,336.00
UND01	31359V	31359V	11/20/2007	0000002664	Postable		No Match		VAALER INS-001	USD	8,534.00
UND01	31359W	31359W	12/06/2007	0000002664	Postable		No Match		VAALER INS-001	USD	11,026.00
UND01	31359Y	31359Y	12/12/2007	0000002664	Postable		No Match		VAALER INS-001	USD	6,258.00
UND01	31359Z	31359Z	12/18/2007	0000002664	Postable		No Match		VAALER INS-001	USD	2,734.00
UND01	32949X	32949X	07/19/2007	0000002664	Postable		No Match		VAALER INS-001	USD	864.00
UND01	34599A	34599A	01/16/2008	0000002664	Postable		No Match		VAALER INS-001	USD	144.00
UND01	34599B	34599B	01/29/2008	0000002664	Postable		No Match		VAALER INS-001	USD	19,081.00
UND01	34599G	34599G	03/20/2008	0000002664	Postable		No Match		VAALER INS-001	USD	6,646.00
UND01	34599I	34599I	05/15/2008	0000002664	Postable		No Match		VAALER INS-001	USD	1,088.00
UND01	34599J	34599J	06/30/2008	0000002664	Postable		No Match		VAALER INS-001	USD	1,702.00

\*For more options on the Vouchers associated with this Vendor, please refer to the Voucher Inquiry Tip Sheet.

\*\*The Gross Invoice Amount may include payments made by other departments on this Voucher. For example, the invoice for the Purchasing Card transactions and Travel Card includes multiple departments. Your department total will not be reflected in the invoice amount. You will need to drill down to the *Accounting Entries* to identify your department total.

Now, let's take a look at a few more columns.

The *Gross Amount Paid* and the *Net Amount Paid* should be the same as the *Gross Invoice Amount* (see above).

For more information, drill down by clicking on the *Detail Lines* icons.

For an explanation on the information displayed in the various drill downs, please refer to the Voucher Inquiry Tip Sheet.

Voucher Unpaid Balance	Unapplied Prepayments	Total Non-Merch	Entered VAT	Gross Amount Paid	Net Amount Paid	Voucher Style	Vendor Loc	Detail Lines
0.00	0.00	0.00	0.00	73,308.00	73,308.00	Regular	MAIN	
0.00	0.00	0.00	0.00	39,336.00	39,336.00	Regular	MAIN	
0.00	0.00	0.00	0.00	8,534.00	8,534.00	Regular	MAIN	
0.00	0.00	0.00	0.00	11,026.00	11,026.00	Regular	MAIN	
0.00	0.00	0.00	0.00	6,258.00	6,258.00	Regular	MAIN	
0.00	0.00	0.00	0.00	2,734.00	2,734.00	Regular	MAIN	
0.00	0.00	0.00	0.00	864.00	864.00	Regular	MAIN	
0.00	0.00	0.00	0.00	144.00	144.00	Regular	MAIN	
0.00	0.00	0.00	0.00	19,081.00	19,081.00	Regular	MAIN	
0.00	0.00	0.00	0.00	6,646.00	6,646.00	Regular	MAIN	
0.00	0.00	0.00	0.00	1,088.00	1,088.00	Regular	REMITT2	
0.00	0.00	0.00	0.00	1,702.00	1,702.00	Regular	REMITT2	