

View Payment by Reference ID

The Payment Inquiry page provides several search options (i.e., vendor name, payment reference number, amount, etc.). The purpose of this job aid is to explain how to view payment information using the payment reference.

1. Navigate to the Payment Inquiry page at **NavBar > Menu > Financials > Accounts Payable > Review Accounts Payable Info > Payments > Payment.**
2. The **Payment Inquiry** page is displayed. This page provides several options for searching for a payment (i.e., vendor name, the payment reference number, amount, etc.).
3. To view payment information by reference number, click on the Reference field.
4. Enter the payment Reference ID in the From Ref ID field.
5. Click the **Search** button to proceed.

Payment Inquiry

Search Criteria

Search Name

From **To**

From Supplier Name 1

Supplier Location

*Amount Rule

Amount

*Currency

Bank SetID

Bank Code

Bank Account

Bank Account #

From Ref ID

From Payment Date

Payment Method

Pay Cycle

Seq Num

Payment Status

Remit SetID

Remit Supplier

Settle By

Settlement Status

Schedule ID

Single Payment Vouchers

Max Rows **Search** Keyword Search

Show Chart *Chart Type

Sorting Criteria

1st sort Descending

2nd sort Descending

- To view the search results, scroll down the page. The **Payment Inquiry Results** table provides payment information divided into four tabs: Payment Details, Additional Info, Supplier Details, and Financial Gateway.

Note: *The Actions, Source, and Payment Reference ID column appears from all four tabs.*

Payment Inquiry

Search Criteria

2nd sort Payment Reference ID Descending

Payment Inquiry Result Personalize Find View All First 1 of 1 Last

Payment Details Additional Info Supplier Details Financial Gateway

Actions	Source	Payment Reference ID	Payment Method	Schedule ID	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
▼ Actions	VCHR	1000654321	Automated Clearing House		110.25	USD	03/03/2023	03/03/2023	Paid	Reconciled	03/08/2023

- The **Payment Details** page displays the payment reference number (check or Direct Deposit number), payment method, payment amount, payment date, and the payment status.

Payment Inquiry Result Personalize Find View All First 1 of 1 Last

Payment Details Additional Info Supplier Details Financial Gateway

Actions	Source	Payment Reference ID	Payment Method	Schedule ID	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
▼ Actions	VCHR	1000654321	Automated Clearing House		110.25	USD	03/03/2023	03/03/2023	Paid	Reconciled	03/08/2023

- The **Additional Info** page displays the payment reference number (check or Direct Deposit number), post status, cancel status, pay cycle, and bank information associated with the payment.

Payment Inquiry Result Personalize Find View All First 1 of 1 Last

Payment Details Additional Info Supplier Details Financial Gateway

Actions	Source	Payment Reference ID	Post Status	Cancel Action	Cancel Date	Cancel Reason	Description	Pay Cycle	Seq Num	Bank Account	Bank Account Number	Description
▼ Actions	VCHR	1000654321	Posted	No Cancel Action				ARLDLY	2905	1AP1	*****1234	JPMorgan Chase Bank, N.A.

- The **Supplier Details** tab displays the vendor's name and the address associated with the payment.

Payment Inquiry Result Personalize Find View All First 1 of 1 Last

Payment Details Additional Info Supplier Details Financial Gateway

Actions	Source	Payment Reference ID	Supplier Name	Supplier ID	Supplier Location	Address	City	State	Postal
▼ Actions	VCHR	1000654321	Summus Industries Inc. -VWR	000012345	EDX	Dept 601	Houston	TX	77210

10. The **Financial Gateway** tab displays summary information for payments settled through the Financial Gateway.

Payment Inquiry Result								
Payment Details		Additional Info		Supplier Details		Financial Gateway		
Actions	Source	Payment Reference ID	Settle By	Settlement Status	Transaction ID	Payment Details	External Party Reference ID	Batch ID
▼ Actions	VCHR	1000654321	Financial Gateway	Paid	AP000154321	Payment Details		ARDLY-002345

11. Click on the **Payment Reference ID** to drill to the **Vouchers For a Payment** page. This number can be found on all tabs.

Payment Inquiry Result												
Payment Details			Additional Info		Supplier Details		Financial Gateway					
Actions	Source	Payment Reference ID	Payment Method	Schedule ID	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date	
▼ Actions	VCHR	1000654321	Automated Clearing House		110.25	USD	03/03/2023	03/03/2023	Paid	Reconciled	03/08/2023	

This page includes the Vendor Name, Address, Payment Amount, Payment Method, Payment Reference ID, Payment Date, Payment Clear Date, and the related vouchers associated with the payment.

12. Click the **Back to Payment Inquiry** link to return to the Payment Inquiry page.

Vouchers For a Payment												
Bank Name JPMorgan Chase Bank, N.A.			Schedule ID			Back To Payment Inquiry			Pymnt Ref ID 1000654321			
Bank Account # *****1234			Approved By			Accounting Date 03/03/2023			Payment Date 03/03/2023			
Pay Cycle ARLDLY Seq Num 2905			Approval Date			Days Outstanding 4			Payment Clear Date 03/07/2023			
Supplier Name Summus Industries Inc. -VWR			Address Dept 601			Reconcile Date 03/08/2023			Value Date 03/07/2023			
Address PO Box 4346			Houston TX 77210 USA			Treasury Chk #			Payment Amount 110.25 USD Payment Method ACH			
Description												
Details												
Business Unit		Voucher ID	Advice Seq	Advice Date	Invoice Number	Gross Paid Amount	Paid Amount	Currency	Discount Taken	Late Charge	Source	
UTARL		A0298765	1	02/01/2023	876543210	110.25	110.25	USD			Accounts Payable Vouchers	