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.
6. 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 Table](image)

7. 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 Details Table](image)

8. 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.

![Additional Info Table](image)

9. The Supplier Details tab displays the vendor’s name and the address associated with the payment.

![Supplier Details Table](image)
10. The **Financial Gateway** tab displays summary information for payments settled through the Financial Gateway.

![Payment Inquiry Result](image1)

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](image2)

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](image3)