

## View Payments by Supplier Name

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 for a particular supplier.

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, payment reference number, amount, etc.).
3. To view all payments for a specific supplier, enter or lookup the **From Supplier Name 1.**

**Note:** If you choose to enter the Supplier Name, it must be entered exactly how it appears in the UT Share database.

- a. It is recommended to look up a supplier by clicking the **magnifying glass** beside the field to search for the supplier.

**Payment Inquiry**

▼ **Search Criteria**

Search Name ALL 🔍

**From**

From Supplier Name 1 🔍

Supplier Location

\*Amount Rule Any ▼

Amount

\*Currency

- b. From the Look Up Supplier Name window, click in the **Search by** field. Enter the desired information into the field and press **Enter** or click **Look Up**.

**Note:** Use the % sign at the beginning to allow the term to be found in any part of the description. For example, instead of searching "staples," search "%staples." Notice more results are yielded with the %.

**Look Up From Supplier Name 1**

Search by: Supplier Name begins with Staples

Look Up Cancel Advanced Lookup

**Search Results**

View 100 First 1-2 of 2 Last

Supplier Name
STAPLES ADVANTAGE
STAPLES CONTRACT & COMMERCIAL INC

**Look Up From Supplier Name 1**

Search by: Supplier Name begins with %Staples

Look Up Cancel Advanced Lookup

**Search Results**

View 100 First 1-4 of 4 Last

Supplier Name
LEE H STAPLES
STAPLES ADVANTAGE
STAPLES CONTRACT & COMMERCIAL INC
Summus Industries Inc.- Staples

- c. A list of suppliers meeting your search criteria will appear. You can select the supplier Name by clicking the appropriate **SupplierName** link from the Search Results table.

**Note:** If the supplier you are looking for is not found, try performing an advanced search.

Look Up From Supplier Name 1

Search by: Supplier Name begins with

Look Up Cancel **Advanced Lookup**

Search Results

Only the first 300 results can be displayed.

View 100 First 1-300 of 300 Last

Supplier Name
Declan Shelton

- d. Notice, the Supplier Name now appears in the appropriate fields.
4. Click the Search button to proceed.

Payment Inquiry

Search Criteria

Search Name ALL

From Supplier Name 1 Summus Industries Inc.- Staples To Summus Industries Inc.- Staples

Supplier Location

Max Rows 300 **Search** Clear Keyword Search

Show Chart \*Chart Type Bar Chart

Sorting Criteria

1st sort Bank Account Descending Sort

2nd sort Payment Reference ID Descending

5. To view the search results, scroll down the page.

Payment Inquiry Result											
Personalize   Find   View 100   First 1-50 of 300 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	100012345	Automated Clearing House		2,131.50	USD	06/11/2018	06/11/2018	Paid	Reconciled	07/12/2018
▼ Actions	VCHR	100012349	Automated Clearing House		7,474.30	USD	06/20/2018	06/20/2018	Paid	Reconciled	07/12/2018

- 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.

9. 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	<b>Supplier Details</b>	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								
Personalize   Find   View All   First 1 of 1 Last								
Payment Details	Additional Info	Supplier Details	<b>Financial Gateway</b>					
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											
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

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			<a href="#">Back To Payment Inquiry</a>			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		
PO Box 4346			Houston TX 77210 USA			Treasury Chk #					
Payment Amount 110.25 USD			Payment Method ACH								
Description											
Details											
Personalize   Find   View All   First 1 of 1 Last											
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	