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.

   **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.

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 %.
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.

d. Notice, the Supplier Name now appears in the appropriate fields.

4. Click the Search button to proceed.

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

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.

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

![Supplier Details Tab](image1)

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

![Financial Gateway Tab](image2)

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 Reference ID](image3)

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](image4)