

AP.090.060 – PERFORMING PAYMENT INQUIRIES

Purpose	<ul style="list-style-type: none"> To review payment information on a selected payment.
Description	<p>This topic describes how to perform a payment inquiry based on specific search criteria. Users can review such information as:</p> <ul style="list-style-type: none"> Vendor Information Payment Method Payment Status Payment Details <p>Payment information details can be viewed only after payments have been made and posted.</p>
Security Role	BOR_AP_INQUIRY
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to view the detailed information of the payment.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu link.
3.	Click the Accounts Payable link.
4.	Click the Review Accounts Payable Info link.
5.	Click the Payments link.
6.	Click the Payment link. The system navigates to the Payment Inquiry page. Use the Payment Inquiry page to search on payments using specific search criteria to create a list of detailed payment information or display a chart of payments by date.
7.	Enter Bank SetID in the Bank SetID field. <i>Note: The Bank SetID is the same for both Institutional and B SetID suppliers.</i>
8.	Enter Remit SetID in the Remit SetID field. <i>Note: If searching for payments to a SHARE supplier, enter "SHARE" in this field. If searching for a B SetID supplier, make sure to enter "B SetID" in this field.</i>
9.	Users can enter payment dates in the From Payment Date and To Payment Date to search for a payment that was issued on a particular date or in a range of dates.
10.	Users can enter an Amount Rule to search by comparing to a particular amount. Options include: <ul style="list-style-type: none"> • Any • Equal to • Greater than • Greater than or equal to • Less than • Less than or equal to. <p>Search criteria in the Amount Rule field is compared to a value entered in the Amount field.</p>

Step	Action
11.	Users can specify one of the following Payment Statuses: <ul style="list-style-type: none"> • ACH/EFT Prenote • Alignment • Deleted • Escheated Check • Overflow • Paid • Pre-Note • Replaced • Replaced with same reference number • Stale dated payment • Stopped • Undo Cancel • Undo Escheatment • Void
12.	Users can specify a payment reference ID in the Reference field.
13.	Users can search for other fields, such as: <ul style="list-style-type: none"> • Payment Method • Pay Cycle • Seq Num • Remit Supplier.
14.	When all criteria are entered, click the Search button.
15.	By default, the results are sorted in ascending order by Bank Account and Payment Reference ID. Users can change the default sort order by one of the following options: <ul style="list-style-type: none"> • Bank Account • Payment Amount • Payment Currency • Payment Date • Pay Cycle • Payment Reference ID • Remit Supplier ID • Supplier Name <p>Select whether the data is to be sorted in descending order.</p>

Step	Action
16.	<p>The results of the search are displayed in the Payment Inquiry Results grid.</p> <p>The Payment Details tab provides information regarding the payment method, amount, currency, date, and status. In addition, it displays the creation date and reconciliation status.</p>
17.	<p>Click the Payment Reference ID number to access the Vouchers For a Payment page to view more detailed information about a payment voucher.</p> <p>Click the Voucher ID link to access the Voucher Inquiry page, where you can view details for this voucher.</p>
18.	<p>The Additional Info tab lists the post status, cancel status, pay cycle, and bank information associated with the payment.</p>
19.	<p>Click the Supplier Details tab to view the supplier name and address associated with the payment.</p>
20.	<p>GeorgiaFIRST does not use Financial Gateway to settle payments. The Financial Gateway tab will show that payments are settled by Pay Cycle.</p>
21.	<p>Click the Actions link to search for and review the Document Status page for the payment.</p>