PAYMENT INQUIRY

PAYMENT INQUIRY PAGE

🖃 Notify 🔵 🤣 Refresh 🕽

Payment Inquiry	· <u> </u>					
🔻 Search Criteri	a					
Payment Refere	ence ID:	Paym	ent Status:		Payment Method	
Bank SetID:	٩	Bank	(Code:		٩	
Bank Account:	Q	. Bank	Account #:			
Pay Cycle:	٩	Pay	Cycle Seq #:		Q	
Remit SetID:	Q	Rem	it Vendor:		٩	
Vendor Name:				Q	Vendor Location:	
*Amount Rule:	Any 💌	Amount:			Currency:	٩
From Date:	<u>ii</u> ,	To Date:		<u>1</u> ,	Search	Reset Criteria
Sorting Criteria						
*1st sort:	Account	'Sort Type:	Asc	•		
*2nd sort:	Pymnt Ref 💌	*Sort Type:	Asc	•	Sort	

The Payment Inquiry page works similarly to the Voucher Inquiry page, and returns detailed information on payments, and has the same structure of Search Criteria, Sort Criteria, and results. This inquiry may also be navigated directly, or linked from another inquiry. Examples of questions that this inquiry would be utilized to answer are as follows:

- What payments were issued to vendor XXX from 01/01/XX through 02/28/XX?
- What payments were issued against XXXX bank account?
- Has the payment cleared the bank?
- Were any payments re-issued payments to vendor XXX in the last six months?

Navigation: Accounts Payable> Review> Payments> Payment Inquiry

When the above navigation is utilized the page will be initialized as shown on the previous page. Multiple parameters of search criteria, along with the ability to enter ranges of data allow for very specific searches

to be accomplished. When all criteria are entered, press on the Search button to return a list of values. Results then populate according to the search criteria. To change the order of the results, adjust the sort criteria and press the Sort button. Results are split onto the Payment Details, Additional Info, and Vendor Details tabs. Detailed information from each tab is explained below.

NOTE: Whenever this page is accessed via a link, the search criteria and voucher inquiry results will already be populated.

Payment Details Tab

Payment Inquiry Result										
Payment Details Additional Info Vendor Details										
Pavment <u>Reference</u> I <u>D</u>	<u>Payment</u> <u>Method</u>	Į	<u>Imount</u> <u>Currency</u>	<u>r Creation Date</u>	Payment Date	<u>Payment</u> <u>Status</u>	<u>Recon</u> <u>Status</u>	<u>Reconcile</u> <u>Date</u>		
00000002	ACH		10C.00 USD	02/27/2003	02/27/2003	Paid	Unrecor			
00000003	ACH		100.00 USD	03/03/2003	03/03/2003	Paid	Unrecor			

The payment details tab contains quick information about payment status, dates and amounts. This tab is presented first, as the information here would be most useful in answering a vendor inquiry.

Additional Info Tab

Payment Inquiry Result										
Payment De	etails 🗸 Ad	ditional Info 🔪	Vendor Details							
<u>Payment</u> <u>Reference</u> ID	<u>Post</u> <u>Status</u>	<u>Cancel</u> <u>Action</u>	<u>Cancel Date</u>	Pay Cycle	<u>Seq Num</u>	<u>Bank</u> Account	Bank Account #	Description		
00000002	Posted	No Cancel		DAILY	23	BND	9-10-151	Bank of North Dakota		
00000003	Posted	No Cancel		DAILY	31	BND	9-10-151	Bank of North Dakota		

The additional Info tab contains bank, check cancellation status and PayCycle information.

NOTE: In production, values on the above page will differ slightly from the manual, as changes were made that could not be incorporated prior to the cutoff publication of this manual.

Vendor Details Tab

Payment Inquiry Result								
Payment D	etails 🍸 <u>A</u> dditional Info	Vendor Details	1					
Payment								
<u>Reference</u>	<u>Vendor Name</u>	<u>Vend</u>	lor ID					
<u>ID</u>								
00000002	Chuck Lang	0000	000010					
00000003	Chuck Lang	0000	1000010					

The vendor details tab, displays the vendor that actually received the payment.

Additional Payment Details

						Back To Payment In	nquiry			
Eank	of North I	Dakota				Pymnt Ref ID:	0000002			
nt#: 9-10-	-151					Accounting Date:				
DAIL	Y Se	q Num:	23			Payment Date:	02/27/2003			
ie: Chuc	: k Lang					Days Outstanding:	12			
1022	1022 North 29 Street				Payment Clear Date:					
						Reconcile Date:				
Elsm	harck		ND	58501	USA	Value Date:	02/27/2003			
nount:		100.00 US	D Paymen Method:	t,	ACH					
							4			
								<u>Customi:</u>	ze Find 🛗 👘	First 🖪 1 of 1 🕨 l
/oucher ID	<u>AdMce</u> <u>Seq</u>	<u>Advice Date</u>	Invoice Number	Gross	Paid Amount	Paid Amount C	urrency <u>Discount</u> <u>Taken</u>	<u>Late</u> <u>Charge</u>	Source	
0000037	1	C2/24/2CO3	2-27-03 check voucher post		100.00	1C0.00 U	SD		Accounts Pay	able Vouchers
	Eani DAIL 04IL 1022 EISM NOUNT:	Eank of North nt #: 9-10-151 DAILY Se ten Chuck Lang 1022 North 29 EIsmarck nount: Coucher ID Anthree Seg	Eank of North Dakota nt #: 9-10-151 DAILY Seq Num: Chuck Lang 1022 North 29 Street EIsmarck Nount: 100.00 US Activice Date 100000037 1 C2/24/2C03	Eank of North Dakota nt #: 9-10-151 DAILY Seq Num: 23 e: Ghuck Lang 1022 North 29 Street EIsmarc< ND ND ND ND Paymen Method: 100000037 1 C2/24/2C03 2-77-03 check voucher post	Eank of North Dakota nt #: 9-10-151 DAILY Seq Num: 23 Chuck Lang 1022 North 29 Street EIsmarck ND 58501 Count: 100.00 USD Payment Method: Counter ID Addres Addres Date Invoice Number Gross ND	Eank of North Dakota Market of North Dakota DAILY DAILY DAILY Seq Num: 23 OAILY Seq Num: 23 ID22 North 29 Street ND 58501 USA Motion USD Payment Method: ACH Market Dakota Market Dakota ND 58501 USA Market Dakota Payment ACH Method: Colspan="4">Carter Date Method: Colspan="4">Carter Date Method: Carter Dat	Back To Payment Ir Back To Payment Ir Back To Payment Ir Eank of North Dakota Pymmt Ref ID: nt #: 9-10-151 Accounting Date: DAILY Seq Num: 23 Payment Date: DAILY Seq Num: 23 Payment Date: Chuck Lang Days Outstanding: Days Outstanding: 1022 North 29 Street ND 58501 USA Elsmarck ND 58501 USA Value Date: NOU USD Payment ACH Method: Value Date: Youcher ID Addree Date Invoice Number Gross Paid Amount Paid Amount Center 100000037 1 C2/24/2C03 2-27-10.3 chack 100.00 100.00 100.00	Back To Payment Inquiry Paint of North Dakota Pymmt Rof ID: 0000002 nt # 9-10-151 Accounting Date: 02/27/2003 DAILY Set Num: 23 Days Outstanding: 02/27/2003 1022 North 29 Street 23 Days Outstanding: 02/27/2003 1022 North 29 Street Payment Clear Date: Days Outstanding: 12 International Clear Date: ND 58501 USA Value Date: 02/27/2003 NOM 100.00 USD Payment ACH Value Date: 02/27/2003 NOM 100.00 USD Payment ACH Value Date: 02/27/2003 NOM Sear Addree Date Method: ACH Value Date: 02/27/2003 NOM Sear Addree Date ND 58501 USA Value Date: 02/27/2003 NOM Sear Addree Date Method: ACH Value Date: Valu	Back: To Payment Inquity Back: To Payment Inquity Back: To Payment Inquity Pymmt Rof ID: 0000002 Mathematical Payment Date: 0000002 Payment Rof ID: 002/27/2003 DALY Seq Num: 23 Payment Date: 02/27/2003 Chuck Lang Days Outstanding: 12 1022 North 29 Street ND 58501 USA Value: 02/27/2003 ND 58501 USA Value: Date: 02/27/2003 Voucher Payment Method: ACH Value: Date: 02/27/2003 Voucher Segr Addree Date Interview Interview Yalue:	Back To Payment Inquiry iank of North Dakota Pymnt Ref ID: 0000002 int # 9-10-151 Accounting Date: 02/27/2003 iank of North Dakota 23 Payment Date: 02/27/2003 iank of North Dakota 23 Payment Date: 02/27/2003 iank Lang Jogo Outstanding: 12 iank Lang ND 58501 USA Value Date: 02/27/2003 iank to North 100.00 USD Payment ACH Value Date: 02/27/2003 iank to North 100.00 USD Payment ACH Value Date: 02/27/2003 iank to North 100.00 USD Payment ACH Value Date: 02/27/2003 iank to North 100.00 USD Payment ACH Value Date: 02/27/2003 iank to North 100.00 USD Payment ACH Value Date: 02/27/2003 iank to North 100.00 USD Payment ACH Value Date: 02/27/2003 iank to North Mathod: ACH Mathod: Customize Interview Interview Interview Interview Interview Interview Interview Interview Interview I

From any of the above three tabs, clicking on the Payment Reference field will invoke this page. From this page, clicking on the Voucher ID field brings up the Voucher Inquiry page for that voucher.