Looking up Voucher Payment Information

Go to PeopleSoft Classic Menu: (yep it’s blank!)

Navigation:

**Main Menu > Accounts Payable > Review Accounts Payable Information > Payments > Payments**
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Selection Criteria page will display:

You can enter as many or as few fields as will help identify the payments you want to research.

The more fields you fill out the fewer payments will be returned:

Please enter at least ONE field or you will get EVERY payment EVER created!

TIP – you can click on the button more than once.

- So you might want to enter the Supplier name and click Search.
- If you get a few payments and you see the one you want then you can click on that payment.
- If you get many payments you can enter another field and click Search again to narrow down the payments being returned.
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Enter the From Supplier Name 1: Fisher Scientific (note as you start to type it will fill out the field value for you)

Then click:
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The payments for that supplier will appear at the bottom of the page.

You might have to scroll down to see the list.

If you see the payment you are looking for then you can click on the payment reference (check) number.
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If not, then you can scroll down OR enter more fields to see fewer payments. Like Payment Date then click: Search

There are now fewer payments displayed:

If you see the payment you are looking for then you can click on the payment reference (check) number.
You can also enter an exact amount, BUT the amount is the amount of the PAYMENT not the amount of the Invoice. Invoices might be combined into one PAYMENT.