Looking up Payment Request Payment Information

To retrieve payment information for a payment request that you initiated, log into the Financial Management System. The Employee Self Service page will display:



Select UGA Financials from the drop-down arrow beside of Employee Self Service:

| \leftarrow \rightarrow C \textcircled{a} | 🛇 👌 ବ୍ୟ https://financials.onesource. uga.edu /psc/fs92prd/EMF | PLOYEE/ERP/c/NUI_FRAMEWORK.PT_LANDIN | IGPAGE.GBL? | |
|--|---|--|--------------|-------------------------|
| ORACLE | | ~ Employee | Self Service | |
| | Approvals | UGAm Employee Self Se UGA Financials Payables Operatio | ns ielp | Expenses |
| | Travel Authorizations | My Preferences | Classic Home | TE Profile & Delegation |
| | | | | |

The UGA Financials home page will display:

| ORACLE | | ∽ UGA Fi | nancials | |
|--------|--------------------|----------------|----------------------------|--------------------------|
| | Accounts Payable | Request Access | My Favorites | General Ledger |
| | Query Viewer | UGAmart | Help | Billing |
| | Receivables | Grants | Projects | Payment Request Center |
| | Travel and Expense | Classic Home | Business Management Workce | Approvals EEEE 225 |

Click on the Payment Request Center tile:



The Payment Request Center will open. This should show a list of all the payment requests that have been created by you.

| UGA Financials | 5 | | | Pay | ment Request Center | | | | ن ن | <u>}</u> Q | : (| Ð |
|------------------------------------|-----------------------------|---------------------------|--|---------------|----------------------------|---------------------------------------|------------------|--------------------|-----------------|------------|--------------|---|
| All - 07/01/21 to | o 10/05/22 | | | | | | | | | E. | 1 ro Q î↓ |] |
| Request ID \diamond | Entered Datetime \diamond | Invoice Number \diamond | Description \diamond | Supplier ID 0 | Supplier 0 | Total Amount \circ Currency \circ | Request Status 0 | Scheduled to Pay O | Business Unit O | Voucher | ID 0 | |
| 0000305762 | 05/09/2022 8:09AM | INV052262702F9d3e0a9 | Certification program for J. Dunlap and A. Simmons | VN0010350 | DIVERSIFIED COMMUNICATIONS | 1590.00 USD | Vouchered | Paid | 18000 | 10888346 | > | |
| | | | | | | | | | | | | |

If the payment request has been approved, you will find a Voucher ID number listed in the far right column.

| < UGA Fi | nancials | | | | Payr | ment Request Center | | | | | ŵ | Q | : (| 0 |
|------------|--------------|------------------|---------------------------|--|------------------------|----------------------------|---|------------------|-----------------------------|-------------|---|------------|---------|---|
| All - 07/0 | 1/21 to 10/0 | 05/22 | | | | | | | | | | | 1n 1 | w |
| Request | ID Ente | tered Datetime 🌣 | Invoice Number $^{\circ}$ | Description 0 | Supplier ID $^{\circ}$ | Supplier \diamond | Total Amount $^{\circ}$ Currency $^{\circ}$ | Request Status 0 | Scheduled to Pay \diamond | Business Un | 0 | Voucher IC | • | |
| 00003057 | 762 05/0 | 09/2022 8:09AM | INV052262702F9d3e0a9 | Certification program for J. Dunlap and A. Simmons | VN0010350 | DIVERSIFIED COMMUNICATIONS | 1590.00 USD | Vouchered | Paid | 18000 | | 10888346 | 3 | |
| | | | | | | | | | | | | | | |

Note: You may want to adjust your filters if you initiate a high volume of payment requests. Filters can be managed by clicking on the blue filter icon in the top left corner:

| VGA Financia | IS | | | Pay | ment Request Center | | | | ć | _ሕ C | λ : | Ø |
|--------------------|--------------------|---------------------------|--|---------------|----------------------------|--|------------------|-----------------------------|-----------------|----------------|-----------|-------|
| All - 07/01/21 1 | 0 10/05/22 | | | | | | | | | X | ۽ م | 1 row |
| Request ID \circ | Entered Datetime 0 | Invoice Number $^{\circ}$ | Description \diamond | Supplier ID 0 | Supplier 0 | Total Amount \circ Currency \diamond | Request Status 0 | Scheduled to Pay \diamond | Business Unit O | Vouc | :her ID ः | |
| 0000305762 | 05/09/2022 8:09AM | INV052262702F9d3e0a9 | Certification program for J. Dunlap and A. Simmons | VN0010350 | DIVERSIFIED COMMUNICATIONS | 1590.00 USD | Vouchered | Paid | 18000 | 1088 | 8346 | > |

Once you have successfully located the voucher number, you will want to retrieve the voucher for your payment information. To access the voucher look-up screen, click on the home icon on in the top right corner:

| < UGA Financial | Is | | | Pay | ment Request Center | | | | G | <u>ک</u> ش | : | Ø |
|-----------------------|-----------------------------|---------------------------|--|------------------------|----------------------------|---|------------------|-----------------------------|-----------------------|---|---------|-------|
| All - 07/01/21 t | o 10/05/22 | | | | | | | | | | | 1 row |
| + 🔻 | | | | | | | | | | $\mathbb{F}_{\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!}$ | Q | î↓ |
| Request ID \diamond | Entered Datetime \diamond | Invoice Number \diamond | Description \diamond | Supplier ID \diamond | Supplier \diamond | Total Amount \diamond Currency \diamond | Request Status O | Scheduled to Pay \Diamond | Business Unit \circ | Vouch | er ID 🌣 | |
| 0000305762 | 05/09/2022 8:09AM | INV052262702F9d3e0a9 | Certification program for J. Dunlap and A. Simmons | VN0010350 | DIVERSIFIED COMMUNICATIONS | 1590.00 USD | Vouchered | Paid | 18000 | 108883 | 146 | > |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

This will return you to the Employee Self Service page. From here, click on the Classic Home tile.



This will bring you to the Main Menu page. From there, navigate to Accounts Payable, Vouchers, Add/Update, Regular Entry:



The Voucher look-up page will display:

| Favorites 👻 Main Menu 👻 > | Accounts Payable + > Vouchers + > Add/Update + > Regular Entry |
|--------------------------------|--|
| ORACLE' | • |
| Voucher | Secret |
| Find on Evisting Value | Kuunad Saarah |
| | Add a New Value |
| *Business Unit | 18000 Q |
| Voucher ID | NEXT |
| Voucher Style | Regular Voucher ~ |
| Supplier Name | Q |
| Short Supplier Name | ٩ |
| Supplier ID | Q |
| Supplier Location | ٩ |
| Address Sequence Number | 0 Q |
| Invoice Number | |
| Invoice Date | |
| Gross Invoice Amount | 0.00 |
| Freight Amount | 0.00 |
| Sales Tax Amount | 0.00 |
| Misc Charge Amount | 0.00 |
| PO Business Unit | ٩ |
| PO Number | ٩ |
| Tax Exempt Flag | |
| Estimated No. of Invoice Lines | 1 |

The "Add a New Value" tab will be highlighted when you come to the page. Click on "Find an Existing Value" to look up an existing voucher:

| Favorites - Main Meni | u → Account | s Payable -> Vou | chers 		 > Add/Up | date → Regular Entry |
|--------------------------------------|--------------------------|---------------------|-----------------------|----------------------|
| Voucher Enter any information you | I have and click Se | earch. Leave fields | blank for a list of a | Il values. |
| Find an Existing V | alue <u>K</u> eywo | ord Search <u>A</u> | dd a New Value | |
| Search Criteria | | | | |
| *Business Unit | = 🗸 | 18000 | ٩ | |
| Voucher ID | begins with $$ | | | |
| Invoice Number | begins with v | | | |
| Invoice Date | = ~ | | Ē | |
| Short Supplier Name | begins with $~~$ | | 1 | |
| Supplier ID | begins with $~~$ | | Q | |
| Supplier Name | begins with \checkmark | | | |
| Voucher Style | = ~ | | | ~ |
| Related Voucher | begins with $~~$ | | | |
| Entry Status | = ~ | | | ~ |
| Voucher Source | = ~ | | | ~ |
| Incomplete Voucher | = ~ | | | ~ |
| Case Sensitive | | | | |
| Search Clear | Basic Search | Save Search Crit | teria | |

| Favorites - Main Men | u v > Account | ts Payable 👻 > | Vouchers - Add/U | ipdate 👻 👌 Regular Entry |
|-------------------------------------|--------------------------|------------------|-------------------------|--------------------------|
| ORACLE | | - | | |
| | | Search | 8 | |
| Voucher | | | | |
| Enter any information you | have and click S | earch. Leave fie | lds blank for a list of | all values. |
| Find an Existing V | /alue <u>K</u> eyw | ord Search | <u>A</u> dd a New Value |] |
| Search Criteria | | | | |
| *Business Unit | = ~ | 18000 | ۹ | |
| Voucher ID | begins with 🗸 | 10888346 | | |
| Invoice Number | begins with $$ | | | |
| Invoice Date | = ~ | | Ē | |
| Short Supplier Name | begins with $$ | | | |
| Supplier ID | begins with \checkmark | | ۹ | |
| Supplier Name | begins with $$ | | | |
| Voucher Style | = ~ | | | ~ |
| Related Voucher | begins with $$ | | | |
| Entry Status | = ~ | | | ~ |
| Voucher Source | = ~ | | | ~ |
| Incomplete Voucher | = ~ | | | ~ |
| □Case Sensitive | | | | |
| Search Clear | Basic Search | Save Search | Criteria | |

Enter the Voucher Number in the Voucher ID field:

| RACLE | | |
|--------------------|---|---|
| | Coarab | ······ |
| Summary R | elated Documents | Payments Voucher Attributes Error Summary |
| Business Unit | 18000 | Invoice Date 05/09/2022 |
| Voucher ID | 10888346 | Invoice No INV052262702F9d3e0a9 |
| Voucher Style | Regular | Invoice Total 1,590.00 USD |
| Supplier Name | DIVERSIFIED COMMUNICATIONS PO BOX 79365 BALTIMORE, MD 21279 | |
| Entry Status | Postable | Pay Terms Net 0 |
| Match Status | No Match | Voucher Source Payment Request |
| Approval Status | Approved | Origin CJV |
| Post Status | Posted | Created On 05/18/2022 12:38PM |
| | | Created By sm61842 |
| | | Last Update 05/18/2022 7:00PM |
| Budget Status | Valid | Modified By UGAAIS |
| | | ERS Type Not Applicable |
| Budget Misc Status | Valid | Close Status Open |
| *View Related | Payment Inquiry ~ | Go |
| | | |

Clicking Search will display the voucher.

Notice several tabs display various types of information across the top of the voucher. You may select on the Related Documents tab to review the associated payment request:

| | <i>c</i> | | | | | | | | / | | |
|---|----------------|------------------------|--|--|----------------------|-----------------------------|---------------------------|-------------------|-------------------------------------|---|--------------------|
| | e | * Saarah | | N | | | | | | | |
| Summar | y Related Docu | uments Invoice Info | rmation Payments | Voucher Attrib | utes <u>E</u> rror S | Summary | | | | | |
| | Business Unit | 18000 | | Invoice No | INV052262702F | -9d3e0a9 | | | | | |
| | Voucher ID | 10888346 | | Invoice Date | 05/09/2022 | | Act | tion | ~ | | Run |
| | Vouchor Style | Pogular Vouchor | | | | | | | | | |
| | Current Style | Regular Voucher | | | | | | | | | |
| | Supplier ID | VN0010350 | | | | | | | | | |
| Payment | Details | | | | | | | | | | |
| 耳 Q | | | | / | | | | | 14 4 | 1-1 of 1 🗸 🕨 | View Al |
| | | | | | | | | | | | |
| ctions | Details | Payment Status | Scheo Pay | duled to Paymen Referen | t Remit ce SetID | Remit Supplier | Remitting Address | Payment Method | Gross Payment Amount | Paid Amount | Payment Cur |
| ctions • Actions | Details | Payment Status | Schee Pay 05/18/ | luled to Paymen Referen 2022 5000271 | t Remit SetID | Remit Supplier | Remitting Address | Payment Method | Gross Payment Amount 1,590.00 | Paid Amount 1,590.00 | Payment Cur USD |
| ctions ▼Actions | Details | Payment Status | Scher Pay 05/18/ | duled te Paymen Referen 2022 5000271 | t Remit SetID | Remit Supplier | Remitting Address | Payment Method | Gross Payment Amount 1,590.00 | Paid Amount 1,590.00 | Payment Cur |
| Actions | Details | Payment Status Paid | Scher Pay 05/18/ | duled te Paymen Referen 2022 5000271 | t SetID | Remit Supplier | Remitting Address | Payment Method | Gross Payment Amount 1,590.00 | Paid Amount 1,590.00 | Payment Cur |
| Actions Actions Ayment Re R | equest | Payment Status Paid | Schee Pay 05/18/ | duled to Paymen Referen 2022 5000271 | t SetID | Remit Supplier VN0010350 | Remitting Address 5 | Payment Method | Gross Payment Amount 1,590.00 | Paid Amount 1,590.00 | Payment Cur |
| Actions Actions Actions ayment Re Q | equest ID | Payment Status Paid | Scher Pay 05/18/ Entered Datetime | duled to Paymen Referen 2022 50002711 Modified By | t ce Remit SettD | Remit Supplier | Remitting Address 5 | Payment Method | Gross Payment Amount 1,590.00 | Paid Amount 1,590.00 1-1 of 1 ~ > > | Payment Curr |

The Invoice Information tab provides chart string information. Users can also find any relevant attachments located on this tab.

| ummary | Related Documents | Invoice Information | Payments | ⊻oucher Attributes | Error Summary | | | | | | | |
|--|--|---------------------|--|----------------------------|---------------|---------------|-----------|-----------|------------------|---|---|---|
| Business | s Unit 18000 | Invoice No | INV05226270 | 2F9d3e0a9 | Invoice | Total | | | Sales/Use Tax Su | mmary Summary | | |
| Vouch | her ID 10888346 | Accounting Date | 05/18/2022 | | | Line Total | 1.590.0 | 0 | Session Defaults | ounnury | | |
| Voucher | r Style Regular Voucher | *Pay Terms | 00 | Net 0 | | *Currency | USD | | Attachments (1) | | | |
| Invoice | e Date 05/09/2022 | Basis Date Type | Inv Date | Nero | N | liscellaneous | | 7 | Advanced Supplie | r Search | | |
| Invoice Rec | ceived | | Tax Exemp | ť | | Freight | | 71 | Supplier 360 | | | |
| | | | | | | Sales Tax | | 71 | | | | |
| | DIVER SIFIED CO | MUNICATIONS | | | | Use Tax | 0.0 | o 🇖 | | | | |
| Suppl | lier ID VN0010350 | | | | | Total | 1,590.00 | | | | | |
| Shorth | Name DIVERSIFIE-009 | | | | | Difference | 0.0 | D | | | | |
| Loc | cation BALTIMORE | | | | | | | | | | | |
| *Add | dress 5 | | | | | | | | | | | |
| | | | | | | | | | | | | |
| Save | Source Document | Action | | ~ | Run | C | Calculate | Print | | | | |
| Save opy From S | Source Document | Action | | v | Run | c | Calculate | Print | | 4 4 | 1 of 1 ~ | ▶I Vie |
| Save | Source Document | Action | Ship To | v 0620 | Run | C | Calculate | Print | Q | | 1 of 1 ~ | ► Vie |
| Save | Source Document | Action y Down | Ship To Description | v 0620 Certification | Run | C | Calculate | Print | Q | | 1 of 1 ↓ ↓ |)⊧ Vie |
| Save | Source Document | Action y Down | Ship To Description Packing Slip | 0620 Certification | Run | c | Calculate | Print | Q | I I I I I | 1 of 1 V One Asset Gales/Use Tax Calculate | ▶ Vie |
| Save oppy From S ice Lines "Dis | Source Document | y Down | Ship To Description Packing Slip Accounting Tag | 0620 Certification | Run | c | Calculate | Print | Q | ∢ ◀ | 1 of 1 ↓ One Asset Gales/Use Tax Calculate | ⊧ Vie |
| Save | Source Document | Action | Ship To Description Packing Slip Accounting Tag | 0620 Certification | Run | | Calculate | Print | Q | | 1 of 1 V One Asset Sales/Use Tax Calculate | ⊨ I Vie |
| Save | Source Document | y Down | Ship To Description Packing Slip Accounting Tag | 0620 Certification | Run | | Calculate | Print | Q | | 1 of 1 → One Asset Gales/Use Tax Calculate | ⊨ Vie |
| Save opy From S olce Lines "Dis I Lin | Source Document | x Cuon | Ship To Description Packing Slip Accounting Tag | 0620 Certification | Run | | Calculate | Print | | 4 | 1 of 1 ↓ ↓ One Asset Sales/Use Tax Calculate | ⊨ Vie |
| Save opy From S vice Lines *Dis time Line Distribution | Source Document The Cop Stribute by Amount Item Quantity 1,0000 UM Unit Price 1,590,00000 te Amount 1,1 | y Down | Ship To Description Packing Slip Accounting Tag | 0620 Certification | Run | | Calculate | Print | Q | 4 | 1 of 1 v One Asset SalesiUse Tax Calculate | ▶ Vie |
| Save opy From S ice Lines "Dis "Dis Line Distribution \$ | Source Document Time Line Line Line Line Line Line Line Lin | y Down | Ship To Description Packing Slip Accounting Tag | 0620 Certification | Run | | Salculate | Print | Q | () ((() () () () () () () () | 1 of 1 v One Asset Sales/Use Tax Calculate | ⊨ ↓ Vie |
| Save ppy From S ice Lines "Dis "Dis Linu Distribution F Q GL Chart | Source Document The Cop Stribute by Amount Item Quantity 1,000 UON UON UON UON Iter Amount 1; n Lines Exchange Rate | y Down | Ship To Description Packing Slip Accounting Tag | 0620 Certification | Run | | Salculate | Print | Q | 4 4 1- | 1 of 1 v One Asset Sales/Use Tax Calculate | ⊨ Vie |
| Save opy From S sice Lines "Dis "Dis Lin Distribution T Q GL Chart Opyn U | Source Document Time Quantity 1.0000 Unit Price 1.590.00000 ne Amount 1,1 n Lines Exchange Rate Ine Merchandi | y Down | Ship To Description Packing Slip Accounting Tag | 0620 Certification | Run | Fund | Program | Print | Q | Coper Unit | 1 of 1 v One Asset Sales/Use Tax Calculate | Image: View Image: View Image: View Image: View Image: View Image: View |

The Payments Tab provides the payment detail for the voucher. It provides Payment Method, Payment Date and Reference (check or ACH) number.

| | - | | | | | | | | |
|--------------------------|--|---------------------|-----------|--------------------|-----------|--------|-----------------|------------------|---|
| | | C | × | n teta ta | | | | | |
| ummary <u>R</u> elated D | ocuments | Invoice Information | Payments | Voucher Attributes | Error S | ummary | | | |
| Business Unit | 18000 | | Invoice | No INV05226270 | 2F9d3e0a9 | | | | |
| Voucher ID | 10888346 | | Invoice D | ate 05/09/2022 | | | Action | | ▼ Run |
| Voucher Style | Regular Vouche | r | | | | | | | |
| Total Amount | 1,590.00 | | *Pay Ter | ms 00 | Net 0 | | | | Schedule Payments |
| Supplier Name | DIVERSIFIED C | OMMUNICATIONS | | | | | | | |
| ment Information | | | | | | | | QI | I I of 1 v I Vie |
| | | | | | | | | | + |
| Payment | 1 | | | | | | | | |
| *Remit to | VN0010350 | 7 | Gross Amo | unt | 1,590.00 | USD | Scheduled Due | 05/18/2022 | Payment Inquiry Discount Denied |
| Location | BALTIMORE | | Disco | unt | 0.00 | USD | Net Due | 05/09/2022 | Late Charge Express Payment |
| *Address | 5 | | | | | | Discount Due | | Payment Note(0) Holiday/Currency |
| | | | | | | | Accounting Date | 05/18/2022 | risidaj/ourierey |
| | DIVERSIFIED C PO BOX 79365 BALTIMORE, ME | OMMUNICATIONS | | | | | | | |
| *Ban | WE | | Pay Gr | oup | | | *Netting | Not Applicable ~ | Supplier Bank |
| *Accourt | | | *Hand | ling Regular Pav | ments | ~ | | | Messages Hold Payment |
| *Illotho | | | Hold Rea | son | | ~ | DC ID | | Separate Payment |
| metho | Grint | Check | | | | | | ▼ Actions | |
| Messag | e | | | | | | | | |
| ressage will appear on | remittance advic | e. | | | | | | | |
| | | | | | | | | | |
| hadula Daumant | | | _ | | | | _ | | |
| nedule Payment | | | Devenuent | 05/18/2022 | | | | | |
| *Actio | n Schedule Pa | ayment Y | Payment | Jale 03/10/2022 | | | | | |

If you were not the original initiator of the payment request that you are retrieving payment information for, you have a couple of ways to retrieve the information. If you have the supplier invoice number, go to the Voucher look-up page and click on Find an Existing Value and key the invoice number in the invoice number field.

| | | | | | a opume * | Regular Entry |
|-------------------------------------|---|---------------|----------------|--------------|--------------|-----------------------------------|
| ORACLE | | * | | | 152 | |
| | | | - | | 1.8 | |
| Voucher | | | | | | |
| Fata and afamation of | | | E al da blaat | | | |
| Enter any information yo | ou have and click a | Search. Leave | e fields blank | (for a list) | of all value | S. |
| Find an Existing V | alue <u>K</u> eywo | rd Search | Add a Ne | w Value | | |
| | | | | | | |
| Search Criteria | | | | | | |
| *Business Unit | = - | 18000 | | 0 | | |
| Buoineeo enit | | 10000 | | ~ | | |
| Voucher ID | begins with v | | | | | |
| | | <u> </u> | | - | | |
| Invoice Number | begins with ~ | | | _ | | |
| Invoice Date | = ~ | 1 | | ŝ | | |
| | | | | | | |
| Short Supplier Name | begins with $\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \$ | | | | | |
| Currentine ID | h a sta s with | | | • | | |
| Supplier ID | begins with V | | | q | | |
| Supplier Name | begins with v | | | | | |
| | | | | _ | | |
| Voucher Style | = ~ | | | | ~ | |
| Related Voucher | begins with | | | | | |
| | bogino mar | | | | | |
| Entry Status | = ~ | | | | ~ | |
| | | | | | | |
| voucner Source | = • | | | | ~ | |
| Incomplete Voucher | = ~ | 1 | | 3 | ~ | |
| Case Sensitive | | | | | | |
| | | | | | | |
| | | - | | | | |
| Search Clear | Basic Search | Save Sea | arch Criteria | | | |

If you know the exact invoice number, be sure to change the expression to the = sign to limit the amount of selections returned:

| Favorites • Main | Menu 🕶 > 🗚 | ccoun | its Payable 👻 🚿 | Vouchers 🕶 | > Add | d/Update 🕶 > Regula |
|------------------------|----------------|--------|-----------------|---------------|------------|---------------------|
| ORACLE | | | - | | | |
| | | | Carach | | / | |
| | | | | / | | |
| Voucher | | | | | | |
| Enter any information | you have and d | ick St | earch Leave fie | lds blank fo | r a liet (| a ule h |
| Enter any mornador | you have and c | ICK O | earch. Leave he | IUS DIAITK IU | anst | or all values. |
| Find an Existing | y Value Ke | ywor | d Search | Add a New | Value | |
| Soarch Critoria | | | | | | |
| Search Chierra | | | | | | |
| *Business Un | t = ~ | | 18000 | | Q. | |
| | | | | | | |
| Voucher | begins with | ~ | / | | | |
| Incode and Marcale and | - [| | | | | |
| invoice numbe | r (= | Ľ | INV052262702 | F903e0a9 | | |
| Invoice Dat | e = v | 1 | | ſ | | |
| | | 1 (| | L | | |
| Short Supplier Nam | e begins with | ~ | | | | |
| | | | | | | |
| Supplier I | begins with | ~ | | | Q, | |
| | | _ | | | | |
| Supplier Nam | e begins with | - | S | | | |
| Vouchor Stul | | 1 | | | - | |
| voucher Styl | e = V | | | | | ~ |
| Related Vouche | r begins with | ~ | | 1 | | |
| | | | | | | |
| Entry Statu | s = ~ | 1 1 | | | | ~ |
| | | | | | | |
| Voucher Sourc | e = ~ | | | | | ~ |
| Incomplete Veuche | r – – – – – | iï | | | | Ĵ. |
| incomplete voucile | - * | | | | | |
| Case Sensitive | | | | | | |
| | | | | | | |
| | | E. | | | | |
| Search | Basic Sear | ch 🖻 | Save Search | Criteria | | |
| | | | | | | |

After entering the invoice number, click Search. The voucher should display. If multiple vouchers appear, choose from the list the appropriate one. Another option to limit the volume of vouchers returned would be to add additional search criteria to include the supplier name or supplier ID.

To retrieve the voucher number when you only have a payment request number that was created by another individual, navigate to the Classic Payment Request Center.



The Classic Payment Request Center will display:

| avorites 🕶 | Main Menu • | Accounts Payable < > Payr | nents 💌 👌 Payment R | equest 🔻 👌 Payment | Request Center | | | | | | | | | | |
|------------|-----------------------|---|---------------------|---|--|-----------------|----------|-------------------|------------------|---------------|---------------------|---|---|-----------------|--|
| | 1 <i>E</i> | | | | | | | | | | | | | | |
| | | Cooreb | | | | | | | | | | | | | |
| | | | | Payment Rec | uest Center | | | We | elcome: Du | nlap,Jennifer | D | | | | |
| Request S | Summary F | rom 07/01/2021 to 10/05/2022 🌹 | Recent Message | 5 | | | | | | | | | | | |
| Displa | y Status | Number of Requests | | | No Recer | nt Messages | | | | | | | | | |
| | Pending | 674 | | | | | | | | | | | | | |
| | Approved | 2 | | | | | | | | | | | | | |
| | Vouchered | 100876 | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | Req | uests | | | | | | | | | | |
| quest ID | Entered Datetime | Invoice Number | Supplier ID | Supplier | Description | Total Amount | Currency | Request Status | Business Unit | Voucher ID | Scheduled to Pay | | | | |
| 0341428 | 10/05/2022 12:13PM | 21708 | VN0017429 | CARTERS FOOD SERVICE EQUIPMENT & AUCTION | Repair and Maintenance | 440.00 | USD | Pending | 18000 | | | Ľ | Q | 620 | |
|)340401 | 10/03/2022 9:45AM | SPI 2206497 | 1000013716 | QC SUPPLY LLC | CSS: Freight(Culpepper) | 112.26 | USD | Approved | 18000 | | | | Q | 9 | |
| 0341424 | 10/05/2022 12:06PM | TPD UGA AOW2 091522 | VN0001841 | THRASHER PHOTO & DESIGN LLC | Second installment for logo design | 1,000.00 | USD | Pending | 18000 | | | Ľ | Q | 890 | |
| 0341427 | 10/05/2022 12:03PM | 596876 | VN0006578 | CLASSIC CITY HOTEL | Boerma Lecture Hilton Hotel for students | 924.00 | USD | Pending | 18000 | | | L | Q | Q ₂₀ | |
| 0341426 | 10/05/2022 12:11PM | 21897 | VN0017429 | CARTERS FOOD SERVICE EQUIPMENT & AUCTION | Repair and Maintenance | 185.00 | USD | Pending | 18000 | | | L | Q | 9 ₂₀ | |

First, adjust the date range you are searching by. To do this, in the Request Summary section, click on the green funnel:

1

| Favorites - | Main Menu + | > Accounts Payable -> Paym | ents 👻 > Payment Request • | Payment Request Center | | | | | | | |
|-------------|------------------------|----------------------------|----------------------------|--|-------------------|-------------------|---------------|--------------|------------------|--|--|
| | | Coorob | Ι | | | | | | | | |
| | | | Pay | ment Request Cente | ər | | Welcom | e: Dunlap,Je | ennifer D | | |
| Request Sun | nmary From | 07/01/2021 to 10/05/2022 💡 | Recent Messages | | | | | | | | |
| Display | Status | Number of Requests | | N | o Recent Messages | | | | | | |
| | Pending | 672 | | | | | | | | | |
| | Approved | 5 | | | | | | | | | |
| | Vouchered | 100876 | | | | | | | | | |
| | Vouchered 100876 | | | | | | | | | | |
| | | | | Requests | | | | | | | |
| Request ID | Entered Datetime | Invoice Number Supplier ID | Supplier | Description | Currency | Request Status | Business Unit | Voucher ID | Scheduled to Pay | | |

Once the date box displays, adjust your date range, click OK, and close the box. Adjusting the date range will limit the amount or requests that are retrieved. This will reduce system slowness.

| Fouries - Internet | nu+ i Accounte Prejable + i Pa | veneta + 1 Payment Para | iest+ 1 Paynes P | inquest Carolie | | | | | |
|--|---------------------------------|-------------------------|--|--|-------------|----|----|-------|---------|
| ORACLE' | Al + Seech | 18.4 | daront band 😨 | art Soarth Results | | | | PARTY | (yests |
| | | Pa | ryment Request | Centor Weikeme CoetJuny | Dett. | | | | |
| Report Summery | Fram 20/05/2022 to 15/04/2022 9 | Recent Messages | | | | | | | |
| Display Seta | Runtur of Reparts | | | No Facor Unicapes | | | | | |
| R Perty | 78 | | | | | | | | |
| R Apres | 10 N | | | | | | | | |
| 2 Votes | a 30000 | | | | | | | | |
| | | | | Flus | | | | | |
| | | | | # by Date 0 by Alternative Pitters | | | | | |
| | | | | By Date | | | | | |
| | | | Requests | Firan Date (MittleCoccz | | | | | |
| Parquest ED (Deland Datable | n Involve Nanther | Support D | Sente | To Date 11/04/2022 | bileford to | | | | |
| 104342 Male 8 Male 8 | 27.098 | VH6003531 | ROLL OFF STREAM INC | | L | 0 | 8 | 0 | 1 |
| 000140300 <mark>01043000</mark> 9-040 | DAADMINES 119 | VI0013719 | JAMES MOTION PETTY DADA | | L | 0 | ٩. | 8 | |
| 9091141345 11042421 933440 | 4034 | VH0002752 | JEPERDURI FUR SERVICE & BUPP PIC | OK Careal | L | Q. | \$ | 8 | |
| 1042422 9446.8 9446.8 | e1000.0016 | V10602750 | ORTAS CORPORATION | PE (Johan Renz. (21.1) USD Renzing 13211 | L | | \$ | 0 | |

When returned to the Classic Request Center homepage, unselect the Pending and Approved boxes, and select Vouchered:

| DRACL | E. | - Coord | | ×1 | | | | |
|-------------|------------|--------------------------|-----------------|----------------------|--------------------|--------|--------------|-----------|
| | | | | Payment Request Cent | er | Welcom | ie: Dunlap,J | ennifer D |
| Request Sun | nmary From | 07/01/2021 to 10/05/2022 | Recent Messages | | | | | |
| Display | Status | Number of Request | S ? | 1 | lo Recent Messages | | | |
| | Pending | 672 | | | | | | |
| | Approved | 5 | | | | | | |
| | Vouchered | 100876 | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | Desweete | | | | |
| | | | | Requests | | | | |
| | | | | | | | | |

To search for a particular payment request, click on the green funnel in the top left corner:

| | Main Menu 👻 | > Accounts Paya | ble 🔹 > Payme | nts ▼ > Payment Request | Payment Request Center | | | | | |
|-------------|------------------|------------------|---------------|-------------------------|------------------------|-------------------|-------------------|---------------|--------------|------------------|
| | | | Coarob | Pay | ment Request Cente | er | | Welcom | ie: Dunlap,J | ennifer D |
| Request Sun | nmary From | 07/01/2021 to 10 | 105/2022 💡 | Recent Messages | | | | | | |
| Display | Status | Number | of Requests | | N | o Recent Messages | | | | |
| | Pending | 672 | | | | | | | | |
| | Approved | 5 | | | | | | | | |
| | Vouchered | 100876 | | | | | | | | |
| | | | | | | | | | | |
| | | | | | Requests | | | | | |
| equest ID | Entered Datetime | Invoice Number | Supplier ID | Supplier | Description | Currency | Request Status | Business Unit | Voucher ID | Scheduled to Pay |

| | Payment Red | quest Cen | ter | | | | Welcome: | Dunlap,Jen | nifer D | | | | | |
|-------------|-------------------------|--------------|-----------|-------------|------------|------------|--------------|------------|---------|-----------|----------|------------|-----|--|
| cent Messag | jes | | | | | | | | | | | | | |
| | | | No Recent | Messages | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | _ | | | | | | | _ | _ | | | | |
| | | | | | | Filters | | | × | | | | | |
| | | | | O By Date | (| By Alterna | tive Filters | | | | | | | |
| | Rec | quests | By Alter | native Filt | ters | | | | | | | | | |
| oplier ID | Supplier | Description | | Invoid | ce Number | | | | | eduled to | | | | |
| 047400 | CARTERS FOOD SERVICE | Repair and | | I | Request ID | | | | | | 18 | 0 | 50 | |
| JU17429 | EQUIPMENT & AUCTION | Maintenand | | Supp | plier Name | | | | | | 2 | ~ | 460 | |
| 0013716 | QC SUPPLY LLC | CSS: | | | | | | | | | | \Diamond | E | |
| | |) Second ins | | | | | | | | | - 10 | _ | | |
| 001841 | & DESIGN LLC | for logo de: | | | | | | | | | | φ | 480 | |
| 1006578 | CLASSIC CITY | Boerma Le | OK | Can | cel | | | | | | // | 0 | Ę., | |
| 0000010 | HOTEL | students | | | | | | | | | <u>k</u> | ~ | 40 | |
| | CARTERS FOOD | Densiserd | | | | | _ | | | | | | | |
|)017429 | EQUIPMENT & AUCTION | Maintenance | | 185.00 | USD | Pendin | g 18000 | | | | L | Q | ΨĘ. | |
| 000859 | VERIZON | Verizon Octo | ber 2022 | 40.01 | USD | Approve | d 18000 | | | | | 0 | Ep. | |

From here, click on the radio icon for "By Alternate Filters"

In the "Request ID" field, enter the payment request number. Note, leading zero's can be omitted.

| | Payment Req | uest Cen | ter Welcome: Dunlap,Jennit | er D | | | |
|---------------|---|--------------------------------------|------------------------------------|-----------|---|---|-----------------|
| Recent Messag | es | | | | | | |
| | | | No Recent Messages | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | - | | | |
| | | | Filters | × | | | |
| | | | O By Date O By Alternative Filters | | | | |
| _ | Req | uests | By Alternative Filters | | | | |
| Supplier ID | Supplier | Description | Invoice Number | eduled to | | | |
| VN0017429 | CARTERS FOOD SERVICE EQUIPMENT & AUCTION | Repair and Maintenanc | Request ID 305762 Supplier Name | | L | Q | e _{eo} |
| 1000013716 | QC SUPPLY LLC | CSS: Freight(Cul | | | | Q | 940 1 |
| VN0001841 | THRASHER PHOTO & DESIGN LLC | Second ins for logo de: | | | Ľ | Q | e _{to} |
| VN0006578 | CLASSIC CITY HOTEL | Boerma Le Hilton Hote students | OK Cancel | | Ľ | Q | 680 |
| VN0017429 | CARTERS FOOD SERVICE EQUIPMENT & AUCTION | Repair and Maintenance | 185.00 USD Pending 18000 | .:: | Ľ | 0 | E20 |

| Favorites - | Main Menu + | > Accounts Payable - > | Payments 🔻 🚿 Pa | yment Request 👻 > | Payment Request Cent | ler | | | | | | | | |
|-------------|------------------------|--------------------------------|-----------------|-------------------------------|---------------------------------|-----------------|----------|----------------|------------------|---------------|-----------------|---|-----|----------|
| ORAC | LE. | All V Search | | Advanced Se | arch 🛛 Q Last Search I | Results | | | | | | | | |
| | | | | Payment I | Request Center | | | | Welcome: | Collett,Amy E | Beth | | | |
| Request | Summary | Results By Alternative Filters | Recent Mess | ages | | | | | | | | | | |
| Displ | ay Status | Number of Requests | | | No R | lecent Messag | jes | | | | | | | |
| 2 | Vouchered | 1 | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | 1 | Requests | | | | | | 1 | | | |
| Request ID | Entered Datetime | Invoice Number | Supplier ID | Supplier | Description | Total Amount | Currency | Request Status | Business Unit | Voucher ID | heduled to y | | | |
| | | | | | Cartification program | | | | | | | | | |
| 000030576 | 2 05/09/2022 8:09AM | INV052262702F9d3e0a9 | VN0010350 | DIVERSIFIED COMMUNICATIONS | for J. Dunlap and A. Simmons | 1,590.00 | USD | Vouchered | 18000 | 10888346 | Paid | 0 | 944 | * |
| | | | | | | | | | | | | | | |

Click OK on the filters box to execute the search.

Here the voucher number can be obtained. Users should follow the steps outlined on pages 4-10 of this document to retrieve the voucher.

Users can also obtain the corresponding voucher number for a payment request by using a query.

First, navigate to Query Viewer. From the Employee Self Service home page, click on Classic Home:



Favorites -Main Menu 🕶 Search Menu: ORACLE \otimes Advanced Search Accounts Pavable Menu - Classic Accounts Receivable 0 . Main Menu Asset Management Phire 🗀 Billing Phire Application Change Management. Issues Tracking, Change Requests, Object Versioning, Obj Search: Phire Application Change Managemen Workflow, IT Controls, and Reporting. Knowledge Base Search Change Requests Issue Tracking 6 More... Commitment Control ▷ My Favorites Phire
 Employee Self-S
 Supplier Contract
 Customers Customer Contracts Customers Employee Self-Service Employee Project Center Travel and Expense Center Payment Request Center Travel and Expenses Employee Self-Service D Customer Conti Enterprise Components ▷ Items eProcurement Suppliers
 Purchasing
 eProcurement
 Services Procure eSettlements Supplier Contracts General Ledger Manage Contract Life Cycle activities including Contract Creation, Authoring, Syndication, and Comp Grants Grants C Related Links ▷ Project Costing Items P Customers Travel and Exper
 Billing
 Accounts Receiv
 Accounts Payabl Manage customer information. PeopleTools Customer Contracts Phire Access customer contracts Contracts Center Contracts Workbench Review Contract Summ Project Costing ▷ eSettlements ▷ Asset Managerr Purchasing Asset Managem
 Commitment Co
 General Ledger
 Set Up Financial
 Enterprise Com
 Worklist C Reporting Tools Connected Query . Services Procurement Pivot Grid A. Items tem-related options Query Ma 🗀 Query Set Up Financials/Supp ntrols Query Viewer ▷ Tree Manager Report Manager Supplier Contracts Reporting Tools
 PeopleTools
 UGA Schedule Query Suppliers in, or approve suppliers; manage 1099, global withholding, or CA EDD. Administration Center Supplier Ac Travel and Expenses Supplier Information - My Preferences 1099/Global Withholding
 7 More... Tree Manager . Change Reques UGA Purchasing Manage requisitions, purchase orders, receipts, GPO contracts, and related data. CR Approval Wo Worklist . Phire Home Change Request eProcurement CR Approval Worklist eProcurement Set up eProcurement; manage or approve eProcurement requisitions or POs.

Next, navigate to Main Menu, Reporting Tools, Query, Query Viewer

This will bring you to the Query Viewer page:

My Preferences

Phire Home

| Favorites • Main Menu • > | Reporting Tools * > Query * > Query Viewer |
|------------------------------------|--|
| ORACLE | All V Search Advanced Search |
| Query Viewer | |
| Enter any information you have and | click Search. Leave fields blank for a list of all values. |
| "Search By | Query Name v begins with |
| Search | Advanced Search |

Services Procurement

In the box beside of begins with, enter UGA AP and click on Search.

This should return a number of public Accounts Payable queries. You may scroll through the list to see the various queries that are available for you to access.

UGA_AP_PAYMENT_REQ_LKUP is a query that allows for a payment request number to be entered, and it returns the corresponding voucher number.

First, you will need to select how you would like your results displayed. You do this by selecting HTML, Excel, or XML. Typically, it is easiest to receive the output in Excel.

Next, the prompt page opens. Enter the payment request number in the Request ID box and click on View Results.

| UGA | _AP_PA | YME | IT_REQ | _LKUP - | Рау | nent Re | quest L | ookup | | | | | | | | |
|--------------|----------------------|-------|-----------------|---------------|------|----------|---------------|-------------------|--------------|------------------|------|---------|--------------|-----------|---------|------|
| Requ View | est ID 00 Results | 00305 | 762 | | | | | | | | | | | | | |
| Row | Request ID | User | Entered Dttm | Updated By | Dttm | Instance | In Process | Request Status | Role Name | Template Name | Unit | Voucher | Max Lines | Scheduled | Invoice | Date |

If you selected Excel to receive the output in, a spreadsheet will open displaying information.

| E 5. | • ¢ • • | | | | | | | | UGA_AP_PAY | MENT_REQ_LKUP_15 | 7267050 <i>x</i> | ılsx (Read-0 | Only] - Excel | | | | 100 | | Jennifer Dunlap 🖪 | - 0 X |
|----------|---|--------------|------------------------------------|-----------------------------------|-------------|------------------------|-----------------|-----------------------|-------------------------------|---------------------|------------------|-----------------|----------------|----------------|-----------------------------------|-----------|--|---------------|---|-----------------|
| File | Home Insert | Page Layo | out Formula | s Data | Review View | Add-in: | ; Help | ACROBAT | ? Tell me what you wa | nt to do | | | | | | | | | | A Share |
| Paste | Cut arial Copy + Format Painter B | I <u>U</u> . | • 10 • / ⊞ • <u>&</u> • | A [*] A [*] ≡ ≡ | | 란 Wrap Te 플 Merge 8 | d 1 Center 👻 | General \$ - % + 5 | Conditional F Formatting * | ormat as Table * | ell | Bad Explanat | Go tory Inp | od out | Neutral Calcu Linked Cell Note | lation | ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ | Delete Format | ∑ AutoSum * A ↓ Fill * Z ↓ Sort & Find & Filter * Select * | |
| Clipbe | ioard 🕞 | | Font | 6 | Alignme | ent | 5 | Number | 5 | | | | Styles | | | | | Cells | Editing | |
| | A | B | | | | | | | | | | | | | | | | | | |
| 1 Paymo | | | C | D | E | F | G | н | L | J | к | L | м | N | 0 | р | Q | R | S | т |
| 1 ayme | ent Request Lookup | 1 | C | D | E | F | G | н | 1 | J | K | L | M | N | 0 | р | Q | R | S | т |
| 2 Reques | nt Request Lookup st ID | User | C Entered Dttm | D Updated By | E Dttm | F Instance | G In Process | H Request Status | I Role Name | J Template Name | K Unit | L Voucher | M Max Lines | N Scheduled | 0 | P Date | Q Supp SetID | R Supplier | S Name | T Short Name |

You will see that the voucher field (Column L) is populated with a voucher number.

The voucher number can be cut and pasted into the Voucher Lookup page (see steps above) to retrieve payment details.