Looking up Voucher Payment Information

Click on the Classic Home tile on the Employee Self Service Screen:

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	Approvals	UGAmart	Help	Expenses	
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	Travel Authorizations	My Preferences	Classic Home	TE Profile & Delegation	
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Click on Main Menu. When the list appears, click on Accounts Payable, then Review Accounts Payable Info, then Payments, then Payment.

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Change Request			Change Request						Purchase orders	
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My Preferences			My Preferences						Buyer Center	
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The Selection Criteria page will display

Favorites 👻 Main Menu 👻 🚿	Accounts Payable - Review Accounts P	ayable Info 👻 🖒 Payments 👻 > Payment	
ORACLE [.]	All - Search	>> Advanced Search	
Payment Inquiry			
 Search Criteria 			
Search Name	ALL	Q	
	From		То
From Supplier Name 1		Q	Q
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*Amount Rule	Any	~	
Amount			
*Currency		Q	
Bank SetID	18000	Q	
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Bank Account		Q	
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From Payment Date			
Payment Method		~	
Pay Cycle		Q	
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Payment Status		~	
Remit SetID	18000	Q	
Remit Supplier		Q	
Settle By		~	
Settlement Status		~	
	Single Payment Vouchers		

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 .
- 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 again to narrow down the payments being returned.

Enter the From Supplier Name 1: Fisher Scientific (note as you start to type it will fill out the value for you.

ACLE	All - Search	> Ad	vanced Search	
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Search Name AL	From	٩	To	
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Amount				
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Then click: Search

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

You may have to scroll down to see the list.

			Home Worklast Add to Favorites Sign
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ment Inquiry			
Search Criteria			
Search Name ALL	a,		
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Payment Ir	iquiry Re	sult				Pe	rsonalize Fi	Id View Al	First V	1-50 of 72	
Payment D	etails [Additional Info	Supplier Details	Einancial Gate	way TITE						
Actions	Source	Payment Reference I	D Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date	
- Actions	VCHR	500000015	1 System Check	491.40	USD	07/09/2018	07/09/2018	Paid	Unreconciled		
• Actions	VCHR	500000104	6 System Check	262.13	USD	07/23/2018	J _{07/23/2018}	Paid	Unreconciled		
- Actions	VCHR	500000115	0 System Check	457.87	USD	07/24/2018	07/24/2018	Paid	Unreconciled		
+ Actions	VCHR	500000129	6 System Check	2,340.37	USD	07/25/2018	07/25/2018	Paid	Unreconciled		
- Actions	VCHR	500000143	9 System Check	4,952.37	USD	07/26/2018	07/26/2018	Paid	Unreconciled		
- Actions	VCHR	500000158	6 System Check	1 <mark>8</mark> ,387.50	USD	07/27/2018	07/27/2018	Paid	Unreconciled		
- Actions	VCHR	500000183	0 System Check	8,048.48	USD	07/30/2018	07/30/2018	Paid	Unreconciled		
+ Actions	VCHR	500000199	3 System Check	1,935.41	USD	07/31/2018	07/31/2018	Paid	Unreconciled		
- Actions	VCHR	500000220	4 System Check	19,626.56	USD	08/01/2018	08/01/2018	Paid	Unreconciled		
- Actions	VCHR	500000234	8 System Check	10,644.31	USD	08/02/2018	08/02/2018	Paid	Unreconciled		
	VCHR	500000241	0 System Check	1,159.52	USD	08/02/2018	08/02/2018	Paid	Unreconciled		
- Actions	VCHR	500000254	9 System Check	14,650.03	USD	08/03/2018	08/03/2018	Paid	Unreconciled		
- Actions	VCHR	500000271	9 System Check	9,905.14	USD	08/06/2018	08/06/2018	Paid	Unreconciled		
- Actions	VCHR	500000310	2 System Check	8,447.27	USD	08/07/2018	08/07/2018	Paid	Unreconciled		
- Actions	VCHR	500000338	0 System Check	17,500.02	USD	08/08/2018	08/08/2018	Paid	Unreconciled		

If you see the payment you are looking for, you can click on the payment reference (check) number.

If not, then you can scroll down OR enter more criteria to limit the payments returned. For instance, if you know a payment date range, you could enter that.

Favorites 👻 Main Menu 👻 >	Accounts Payable + > Review Accounts F	Payable Info 👻 >	Payments -> Payment		
ORACLE'	All - Search	»,	Advanced Search		
Payment Inquiry					
 Search Criteria 					
Search Name	ALL	Q			
From Supplier Name 1	From FISHER SCIENTIFIC CO LLC	Q		To FISHER SCIENTIFIC CO LLC	Q
Supplier Location		Q			
*Amount Rule	Any	~			
Amount					
*Currency		Q			
Bank SetID	18000	Q			
Bank Code		Q			
Bank Account		Q			
Bank Account #					
From Ref ID					
From Payment Date	09/22/2022			10/05/2022	
Payment Method		~			
Pay Cycle		Q			
Seq Num		Q			
Payment Status		~			
Remit SetID	18000	Q			
Remit Supplier		Q			
Settle By		~			
Settlement Status	Single Payment Vouchers	~			
Mar Dave			Keyword Search		
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Payment Inquir	y Result	and left	- Deteile	Cataway					€ € 1-8 of	8 🗸 🕨 🕨 View All
Actions	Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date≜	Payment Status	Reconciliation Status	Reconcile Date
▼Actions	VCHR	1000259171	Automated Clearing House	90,545.39	USD	09/26/2022	09/26/2022	Paid	Unreconciled	
▼Actions	VCHR	1000259492	Automated Clearing House	1,305.08	USD	09/27/2022	09/27/2022	Paid	Unreconciled	
▼ Actions	VCHR	1000259491	Automated Clearing House	32,610.89	USD	09/27/2022	09/27/2022	Paid	Unreconciled	
▼Actions	VCHR	1000259824	Automated Clearing House	20,626.10	USD	09/28/2022	09/28/2022	Paid	Unreconciled	
▼ Actions	VCHR	1000260198	Automated Clearing House	20,228.67	USD	09/29/2022	09/29/2022	Paid	Unreconciled	
▼ Actions	VCHR	1000260546	Automated Clearing House	32,623.28	USD	09/30/2022	09/30/2022	Paid	Unreconciled	
▼ Actions	VCHR	1000260830	Automated Clearing House	42,863.31	USD	10/03/2022	10/03/2022	Paid	Unreconciled	
▼ Actions	VCHR	1000261131	Automated Clearing House	20,655.96	USD	10/04/2022	10/04/2022	Paid	Unreconciled	

If you see the payment you are looking for, then you can click on the payment reference (check) number.

Favorites + Main Menu + > Accounts Payable + > Review Accounts Payable Info + > Payments + > Payment											
ORACLE	ORACLE' All Search Advanced Search										
Vouchers For a Payment											
						Back To Payment Inqu	Ŋ				
Bank Name Wells Fargo Pymnt Ref ID 1000260546											
Bank Account # *****5926 Accounting Date 09/30/2022											
Payment Date 09/30/2022											
Supplier Na	Pay Cycle DAILY Seq Num 1175 Days Outstanding 5										
	ress PO BOX	404705				Reconcile Date	1				
						Value Date	09/30/2022				
	ATLANTA	A G/	A 30384 U	SA							
Payment Amo	ount	32,62	3.28 USD	Payment Metho	od ACH						
Descript	tion										
					T		<i>m</i>				
E Q										I I-10 of 70 → I I View All	
Business Unit	Voucher ID	Advice Seq	Advice Date	Invoice Number	Gross Paid Amou	int Paid Amount	Currency	Discount Taken	Late Charge	Source	
18000	10984814	1	08/02/2022	5147312	92	2.42 92.42	USD			Accounts Payable Vouchers	
18000	10984810	1	07/21/2022	4820917	389	9.20 389.20	USD			Accounts Payable Vouchers	
18000	10984802	1	08/02/2022	5147311	189	9.98 189.98	USD			Accounts Payable Vouchers	
18000	10984795	1	08/01/2022	5105121	567	7.00 567.00	USD			Accounts Payable Vouchers	
18000	10984789	1	07/13/2022	4562502	36	1.00 361.00	USD			Accounts Payable Vouchers	
18000	10984786	1	07/14/2022	4607907	458	8.79 458.79	USD			Accounts Payable Vouchers	
18000	10984765	1	07/21/2022	4820893	458	8.58 458.58	USD			Accounts Payable Vouchers	
18000	10984639	1	08/09/2022	5353529	666	6.78 666.78	USD			Accounts Payable Vouchers	
18000	10984631	1	08/12/2022	5477934	302	2.16 302.16	USD			Accounts Payable Vouchers	
18000	10984577	1	08/24/2022	5805820	1,04	5.50 1,045.50	USD			Accounts Payable Vouchers	

This shows the invoice numbers, amounts, the payment method and payment date.

You may also search by amount, but please know the amount field is the amount of the payment, and not the amount of the invoice. UGA combines payments to the same supplier meaning there may be several invoices that are combined into one payment to the supplier.