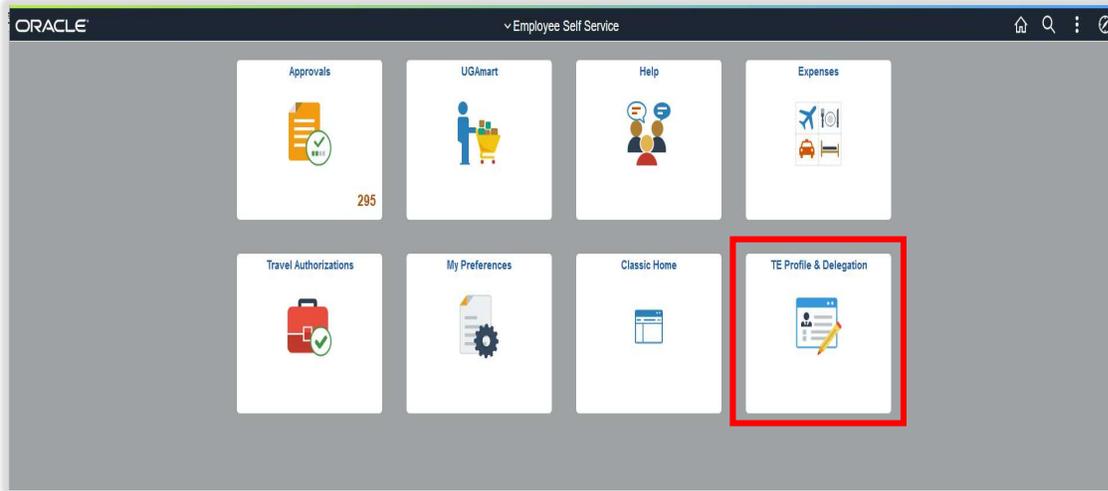
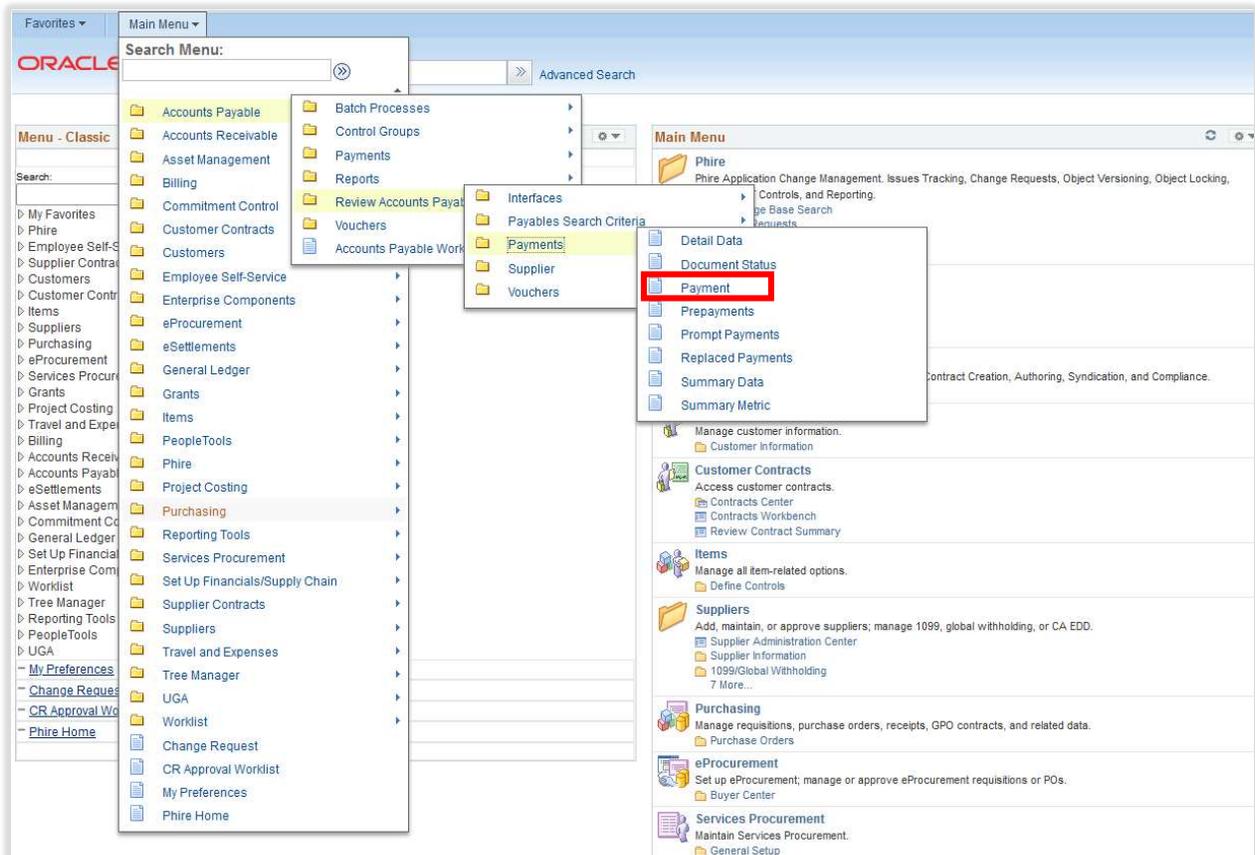


Looking up Voucher Payment Information

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



Click on Main Menu. When the list appears, click on Accounts Payable, then Review Accounts Payable Info, then Payments, then Payment.



The Selection Criteria page will display

[Favorites](#) > [Main Menu](#) > [Accounts Payable](#) > [Review Accounts Payable Info](#) > [Payments](#) > [Payment](#)

ORACLE
 Search

Payment Inquiry

Search Criteria

Search Name

From Supplier Name 1
To

Supplier Location

*Amount Rule

Amount

*Currency

Bank SetID

Bank Code

Bank Account

Bank Account #

From Ref ID

From Payment Date

Payment Method

Pay Cycle

Seq Num

Payment Status

Remit SetID

Remit Supplier

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).

The screenshot shows the Oracle Payment Inquiry interface. At the top, there is a breadcrumb trail: Favorites > Main Menu > Accounts Payable > Review Accounts Payable Info > Payments > Payment. Below this is the Oracle logo and a search bar with 'All' and 'Search' options. The main section is titled 'Payment Inquiry' and contains a 'Search Criteria' section. In this section, the 'From' field is highlighted with a red box and contains the text 'FISHER SCIENTIFIC CO LLC'. The 'To' field also contains 'FISHER SCIENTIFIC CO LLC'. Other fields include 'Supplier Location', '*Amount Rule' (set to 'Any'), '*Currency', 'Bank SetID' (18000), 'Bank Code', 'Bank Account', 'Bank Account #', 'From Ref ID', 'From Payment Date', 'Payment Method', 'Pay Cycle', 'Seq Num', 'Payment Status', 'Remit SetID' (18000), 'Remit Supplier', 'Settle Dy', and 'Settlement Status'. There are also checkboxes for 'Single Payment Vouchers' and 'Show Chart'. At the bottom of the search criteria section, there is a 'Max Rows' field set to 30, a 'Search' button (highlighted with a red box), a 'Clear' button, and a 'Keyword Search' field. Below the search criteria is a 'Sorting Criteria' section with two dropdown menus: '1st sort' (Bank Account) and '2nd sort' (Payment Reference ID), both set to 'Descending'. There is also a 'Sort' button.

Then click: 

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

You may have to scroll down to see the list.

Oracle Payment Inquiry Search Criteria

Search Name ALL

From Supplier Name: FIBER SCIENTIFIC COLLEGE To: FIBER SCIENTIFIC COLLEGE

Supplier Location: [Dropdown]

Account Code: [Dropdown]

Amount: [Text]

Currency: [Dropdown]

Bank SetID: [Dropdown]

Bank Code: [Dropdown]

Bank Account: [Dropdown]

Bank Account F: [Text]

From Ref ID: [Text]

From Payment Date: [Text]

Payment Method: [Dropdown]

Pay Cycle: [Dropdown]

Seq Num: [Text]

Payment Status: [Dropdown]

Bank SetID: [Dropdown]

From Supplier: [Dropdown]

Settle On: [Dropdown]

Settlement Status: [Dropdown]

Single Payment Vouchers

Max Rows: 200 Search Clear Keyword Search

Show Chart *Chart Type: Bar Chart

Sorting Criteria

1st sort: Bank Account Descending Set

2nd sort: Payment Reference ID Descending

Payment Inquiry Result

Personalize | Find | View All | First | 1-50 of 72 | Last

Actions	Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
Actions	VCHR	500000151	System Check	491.40	USD	07/09/2018	07/09/2018	Paid	Unreconciled	
Actions	VCHR	5000001046	System Check	262.13	USD	07/23/2018	07/23/2018	Paid	Unreconciled	
Actions	VCHR	5000001150	System Check	457.87	USD	07/24/2018	07/24/2018	Paid	Unreconciled	
Actions	VCHR	5000001296	System Check	2,340.37	USD	07/25/2018	07/25/2018	Paid	Unreconciled	
Actions	VCHR	5000001439	System Check	4,952.37	USD	07/26/2018	07/26/2018	Paid	Unreconciled	
Actions	VCHR	5000001586	System Check	18,387.50	USD	07/27/2018	07/27/2018	Paid	Unreconciled	
Actions	VCHR	5000001830	System Check	8,048.48	USD	07/30/2018	07/30/2018	Paid	Unreconciled	
Actions	VCHR	5000001993	System Check	1,935.41	USD	07/31/2018	07/31/2018	Paid	Unreconciled	
Actions	VCHR	5000002204	System Check	19,626.56	USD	08/01/2018	08/01/2018	Paid	Unreconciled	
Actions	VCHR	5000002348	System Check	10,544.31	USD	08/02/2018	08/02/2018	Paid	Unreconciled	
Actions	VCHR	5000002410	System Check	1,159.52	USD	08/02/2018	08/02/2018	Paid	Unreconciled	
Actions	VCHR	5000002549	System Check	14,650.03	USD	08/03/2018	08/03/2018	Paid	Unreconciled	
Actions	VCHR	5000002719	System Check	9,905.14	USD	08/06/2018	08/06/2018	Paid	Unreconciled	
Actions	VCHR	5000003102	System Check	8,447.27	USD	08/07/2018	08/07/2018	Paid	Unreconciled	
Actions	VCHR	5000003380	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.



All Search Advanced Search

Payment Inquiry

▼ Search Criteria

Search Name	<input type="text" value="ALL"/>	<input type="button" value="Q"/>	
	From		To
From Supplier Name 1	<input type="text" value="FISHER SCIENTIFIC CO LLC"/>	<input type="button" value="Q"/>	<input type="text" value="FISHER SCIENTIFIC CO LLC"/>
Supplier Location	<input type="text"/>	<input type="button" value="Q"/>	
*Amount Rule	<input type="text" value="Any"/>	<input type="button" value="v"/>	
Amount	<input type="text"/>		
*Currency	<input type="text"/>	<input type="button" value="Q"/>	
Bank SetID	<input type="text" value="18000"/>	<input type="button" value="Q"/>	
Bank Code	<input type="text"/>	<input type="button" value="Q"/>	
Bank Account	<input type="text"/>	<input type="button" value="Q"/>	
Bank Account #	<input type="text"/>		
From Ref ID	<input type="text"/>		<input type="text"/>
From Payment Date	<input type="text" value="09/22/2022"/>	<input type="button" value="Calendar"/>	<input type="text" value="10/05/2022"/>
Payment Method	<input type="text"/>	<input type="button" value="v"/>	
Pay Cycle	<input type="text"/>	<input type="button" value="Q"/>	
Seq Num	<input type="text"/>	<input type="button" value="Q"/>	
Payment Status	<input type="text"/>	<input type="button" value="v"/>	
Remit SetID	<input type="text" value="18000"/>	<input type="button" value="Q"/>	
Remit Supplier	<input type="text"/>	<input type="button" value="Q"/>	
Settle By	<input type="text"/>	<input type="button" value="v"/>	
Settlement Status	<input type="text"/>	<input type="button" value="v"/>	
	<input type="checkbox"/> Single Payment Vouchers		
Max Rows	<input type="text" value="300"/>	<input type="button" value="Search"/>	<input type="button" value="Clear"/> Keyword Search

Payment Inquiry Result

1-8 of 8 | View All

Payment Details | Additional Info | Supplier Details | Financial Gateway

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.

ORACLE

Accounting Date: 09/30/2022

Payment Date: 09/30/2022

Days Outstanding: 5

Payment Method: ACH

Payment Amount: 32,623.28 USD

Supplier Name: FISHER SCIENTIFIC CO LLC

Address: PO BOX 404705

ATLANTA GA 30384 USA

Back To Payment Inquiry

Pymnt Ref ID: 1000260546

Accounting Date: 09/30/2022

Payment Date: 09/30/2022

Days Outstanding: 5

Payment Clear Date

Reconcile Date

Value Date: 09/30/2022

Details

Business Unit	Voucher ID	Advice Seq	Advice Date	Invoice Number	Gross Paid Amount	Paid Amount	Currency	Discount Taken	Late Charge	Source
18000	10984814	1	08/02/2022	5147312	92.42	92.42	USD			Accounts Payable Vouchers
18000	10984810	1	07/21/2022	4820917	389.20	389.20	USD			Accounts Payable Vouchers
18000	10984802	1	08/02/2022	5147311	189.98	189.98	USD			Accounts Payable Vouchers
18000	10984795	1	08/01/2022	5105121	567.00	567.00	USD			Accounts Payable Vouchers
18000	10984789	1	07/13/2022	4562502	361.00	361.00	USD			Accounts Payable Vouchers
18000	10984786	1	07/14/2022	4607907	458.79	458.79	USD			Accounts Payable Vouchers
18000	10984765	1	07/21/2022	4820893	458.58	458.58	USD			Accounts Payable Vouchers
18000	10984639	1	08/09/2022	5353529	666.78	666.78	USD			Accounts Payable Vouchers
18000	10984631	1	08/12/2022	5477934	302.16	302.16	USD			Accounts Payable Vouchers
18000	10984577	1	08/24/2022	5805820	1,045.50	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.