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:
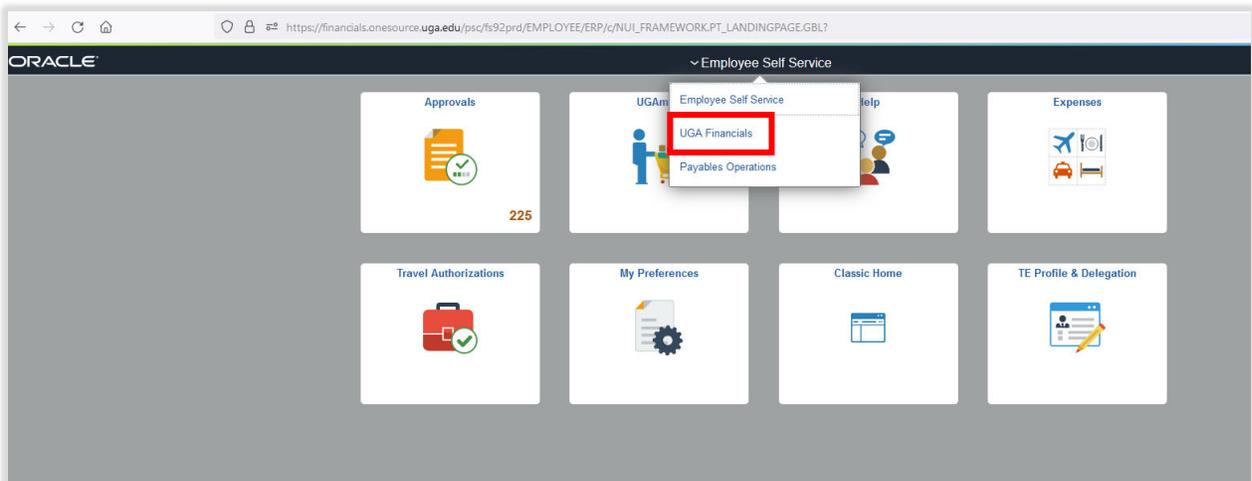
The UGA Financials home page will display:
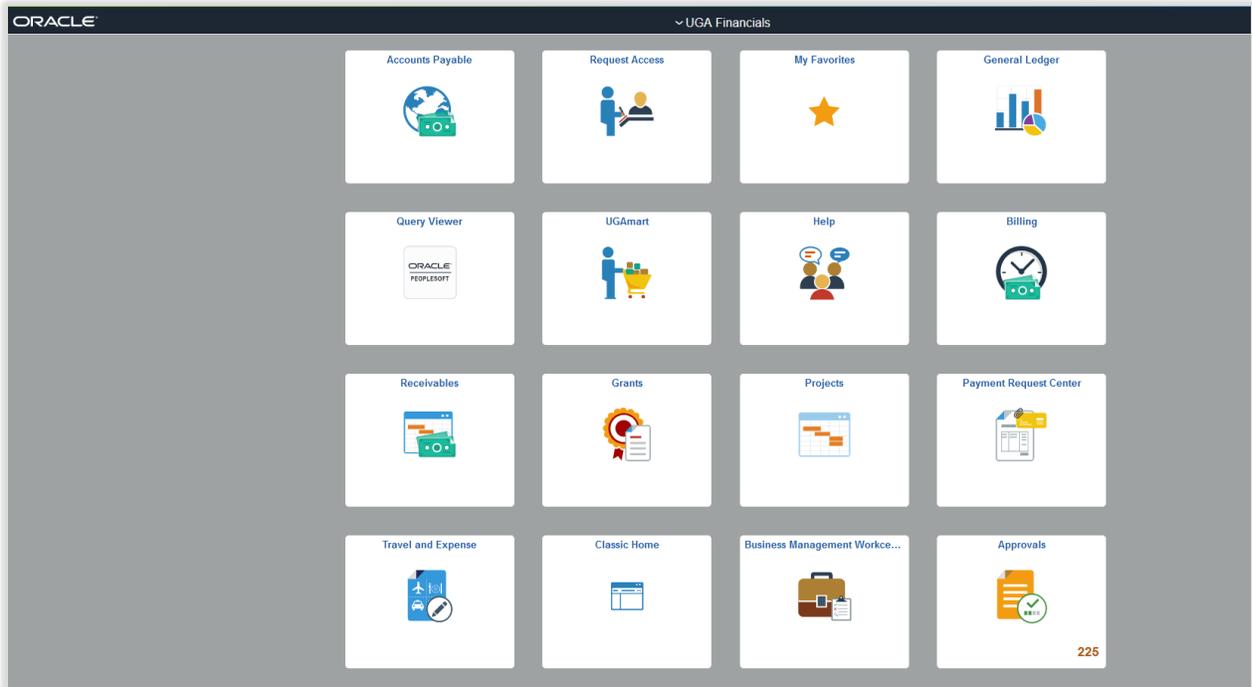
Click on the Payment Request Center tile:
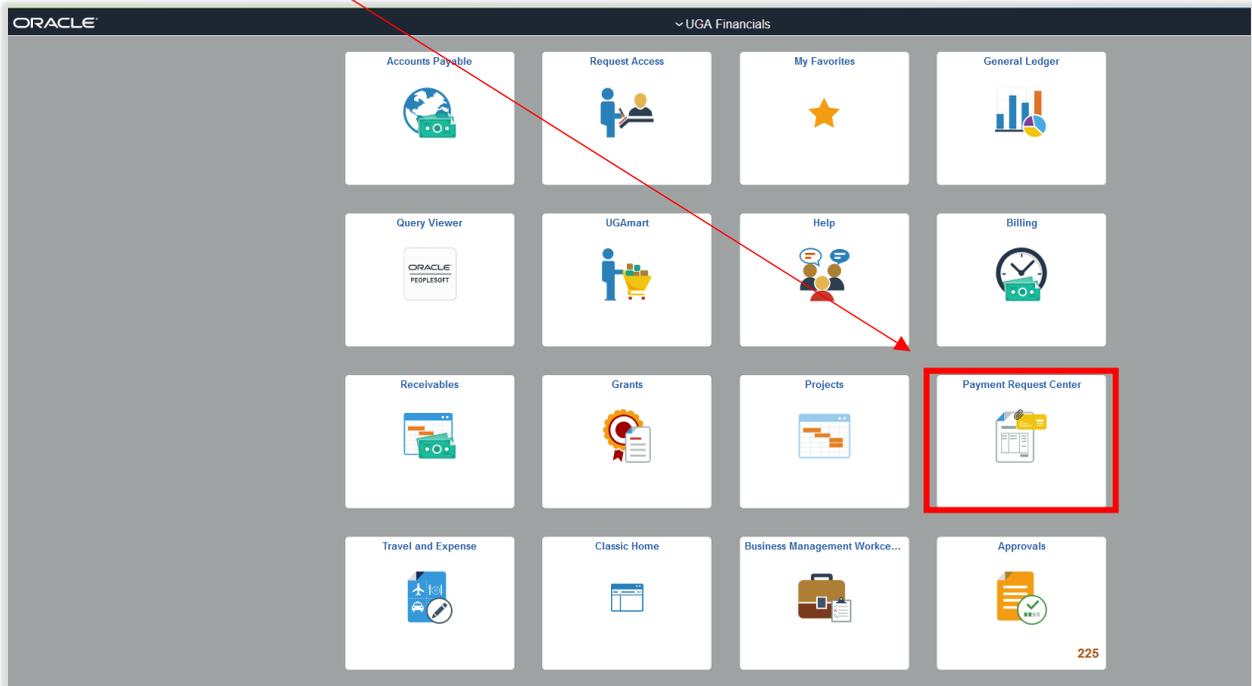
The Payment Request Center will open. This should show a list of all the payment requests that have been created by you.

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

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:

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:

This will return you to the Employee Self Service page. From here, click on the Classic Home tile.
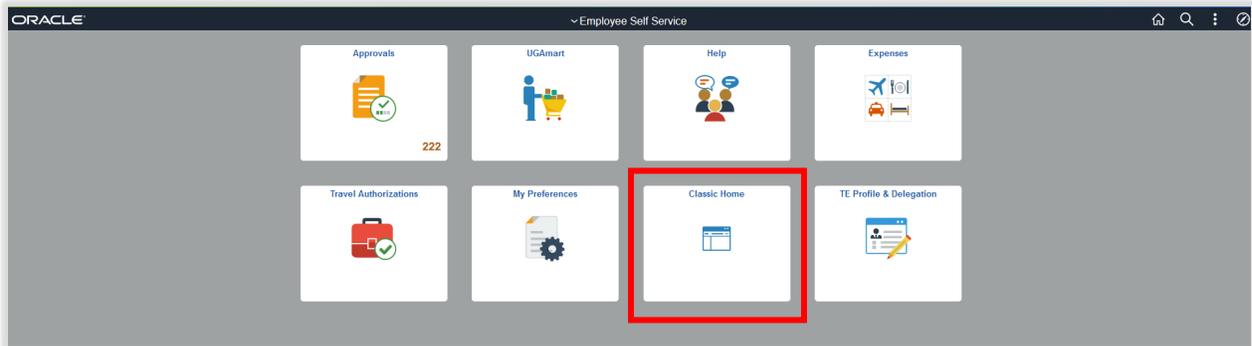
This will bring you to the Main Menu page. From there, navigate to Accounts Payable, Vouchers, Add/Update, Regular Entry:
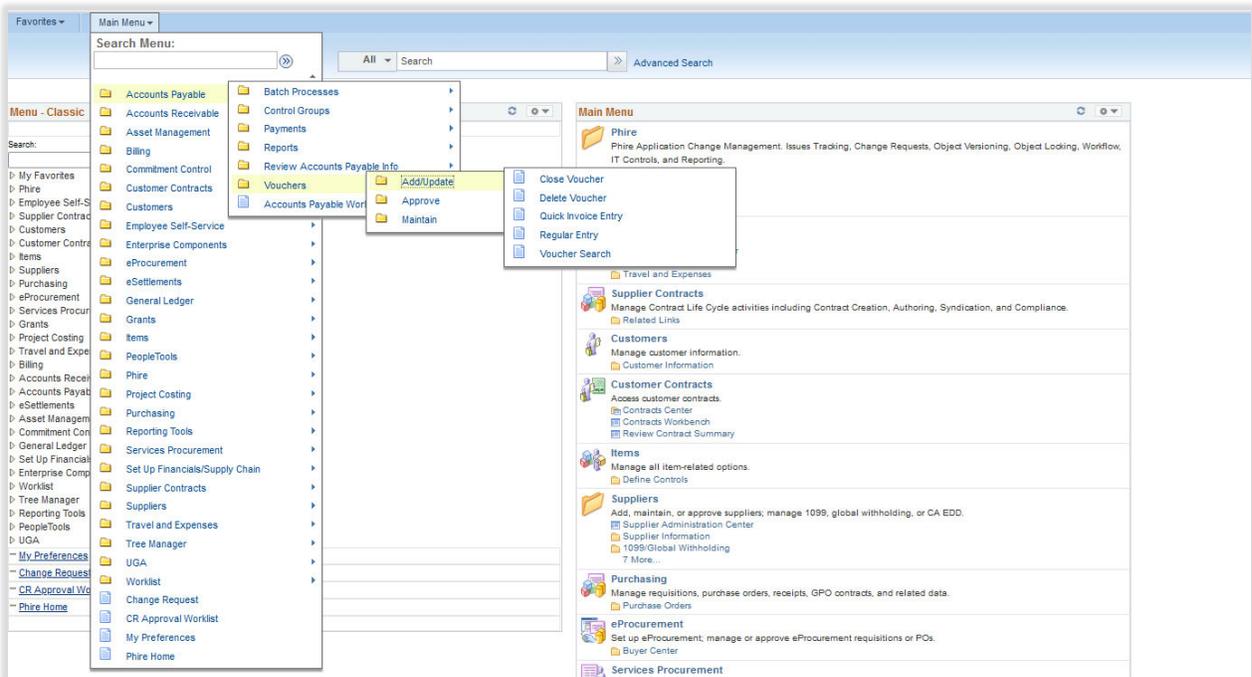
The Voucher look-up page will display:

ORACLE

Search

Voucher

| Find an Existing Value | Keyword Search | **Add a New Value** |

*Business Unit   18000 🔍

Voucher ID   NEXT

Voucher Style   Regular Voucher

Supplier Name

Short Supplier Name 🔍

Supplier ID 🔍

Supplier Location 🔍

Address Sequence Number   0 🔍

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 🔍

PO Number 🔍

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:

Enter the Voucher Number in the Voucher ID field:

ORACLE°

Search

Voucher

Enter any information you have and click Search. Leave fields blank for a list of all values.

| Find an Existing Value | Keyword Search | Add a New Value |

▾ Search Criteria

*Business Unit	= ⌄	18000	🔍
Voucher ID	begins with ⌄	10888346	
Invoice Number	begins with ⌄		
Invoice Date	= ⌄		📅
Short Supplier Name	begins with ⌄		
Supplier ID	begins with ⌄		🔍
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 |

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:

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

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

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.

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

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.
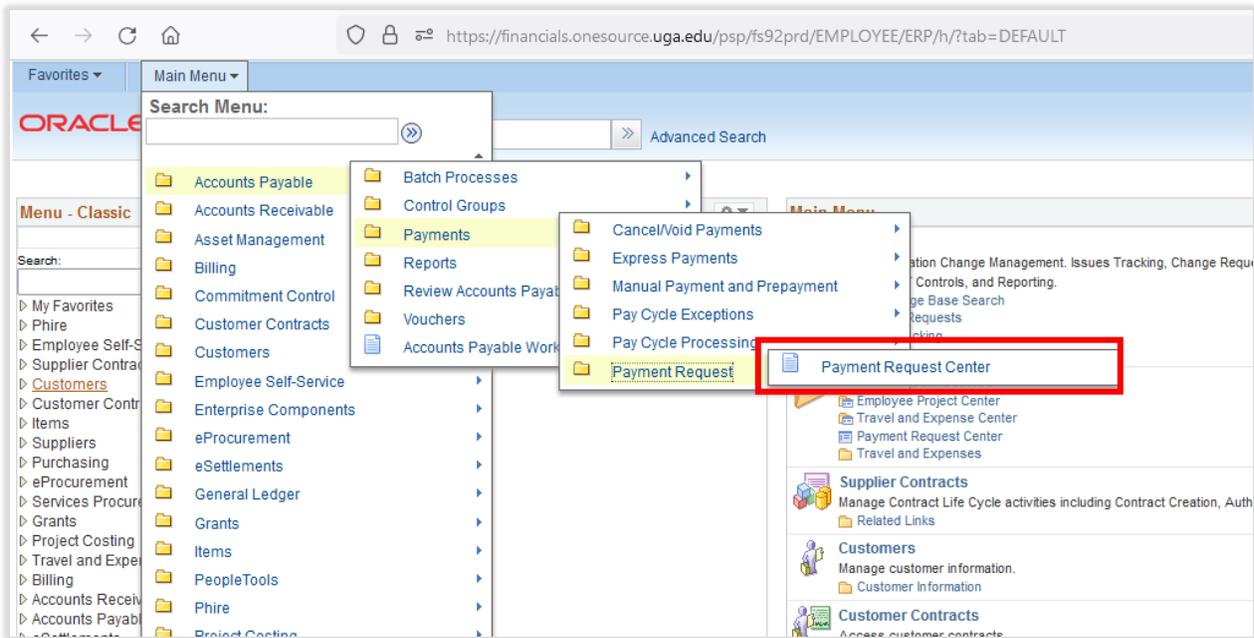
The Classic Payment Request Center will display:
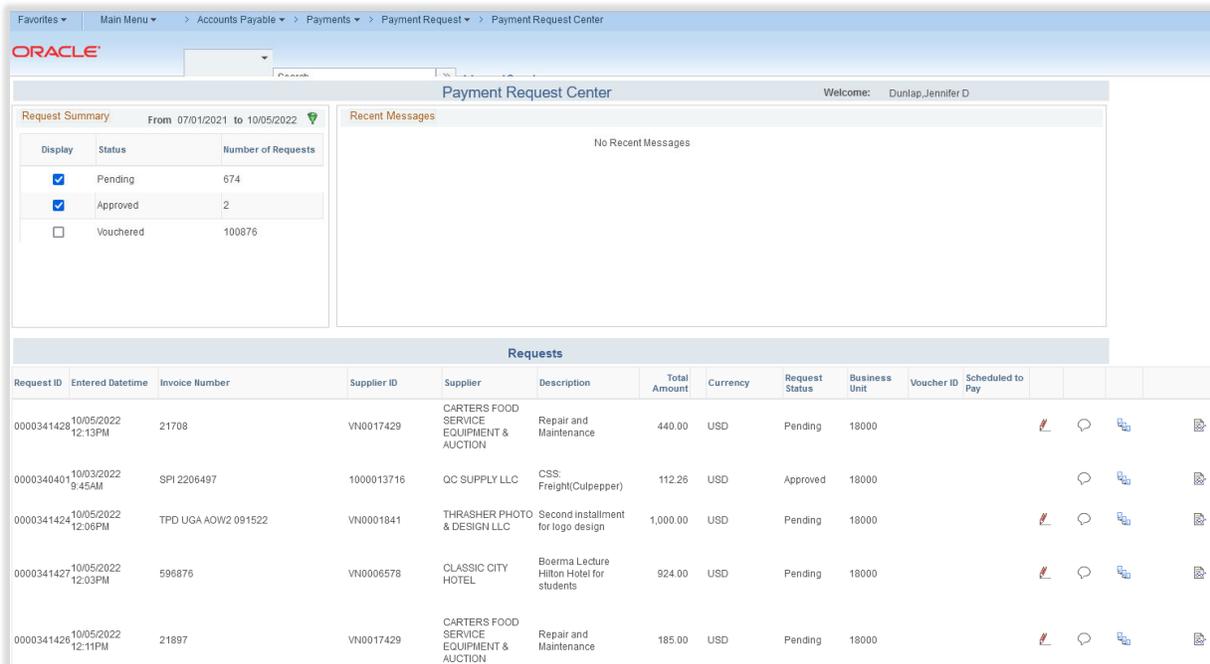
First, adjust the date range you are searching by. To do this, in the Request Summary section, click on the green funnel:

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.

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

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

From here, click on the radio icon for "By Alternate Filters"
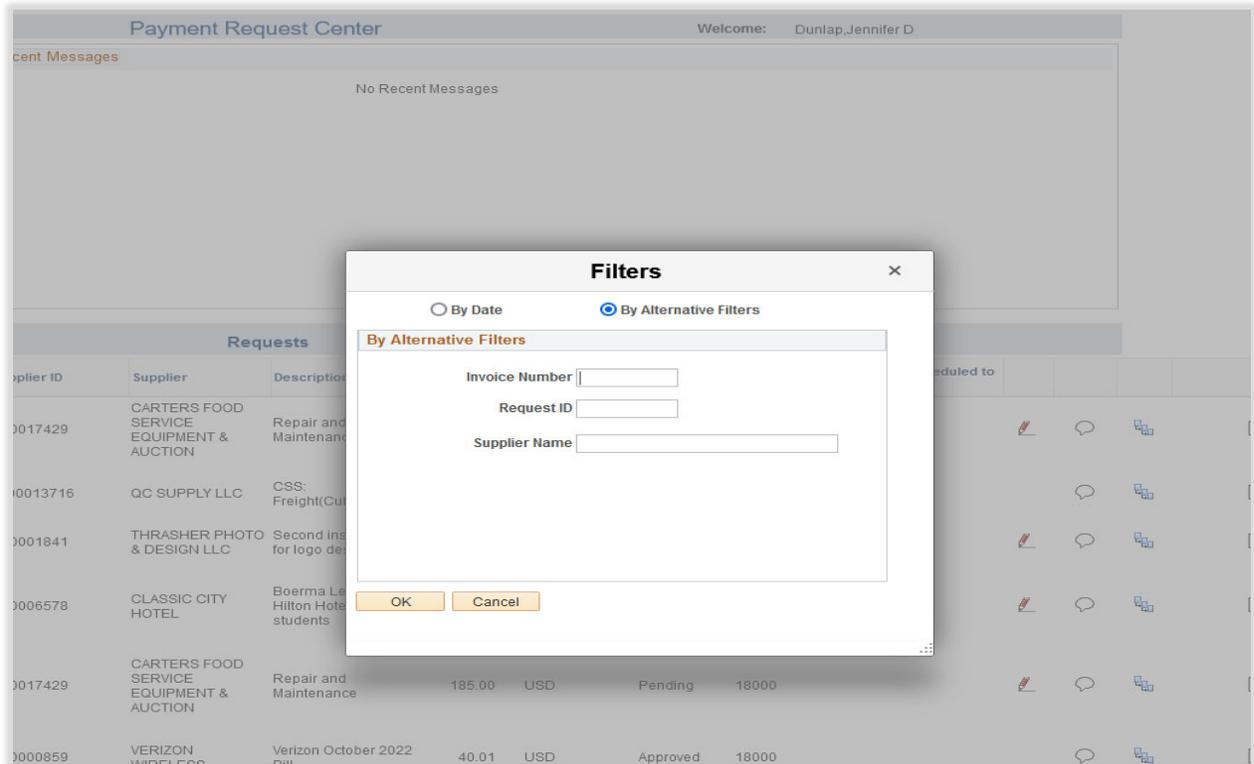
In the "Request ID" field, enter the payment request number. Note, leading zero's can be omitted.
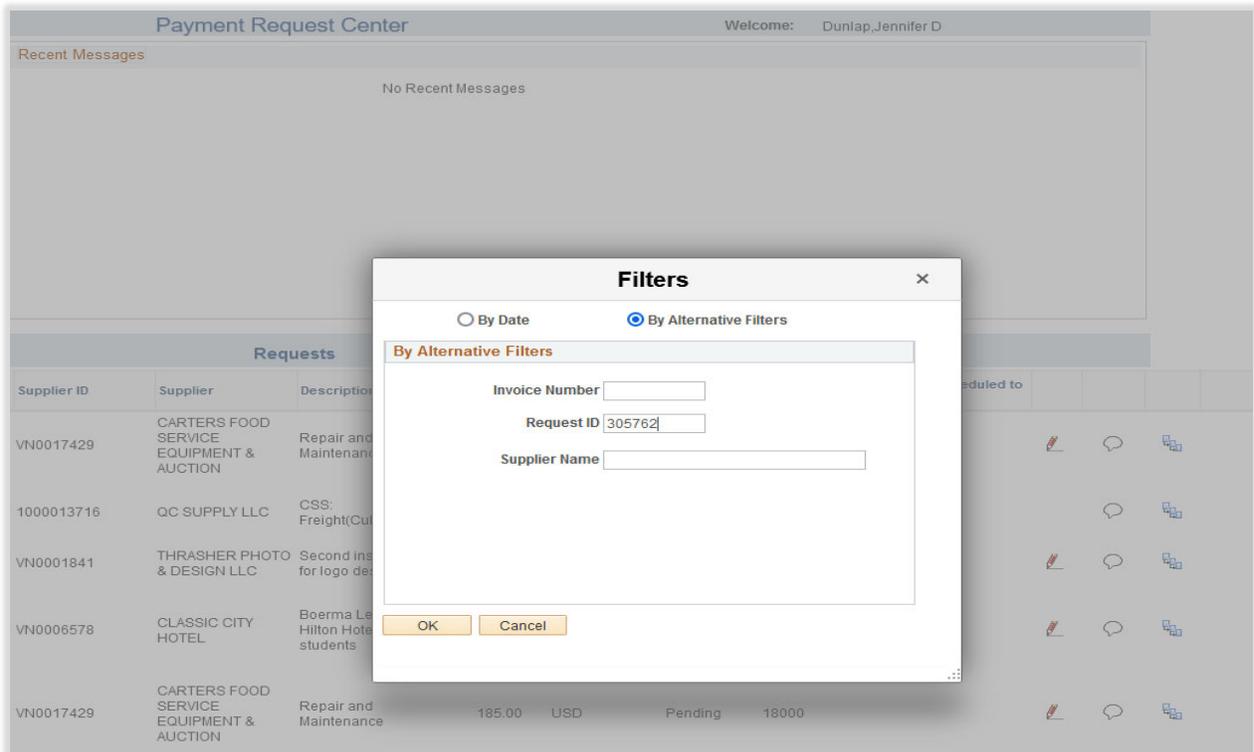
Click OK on the filters box to execute the search.

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:

Next, navigate to Main Menu, Reporting Tools, Query, Query Viewer
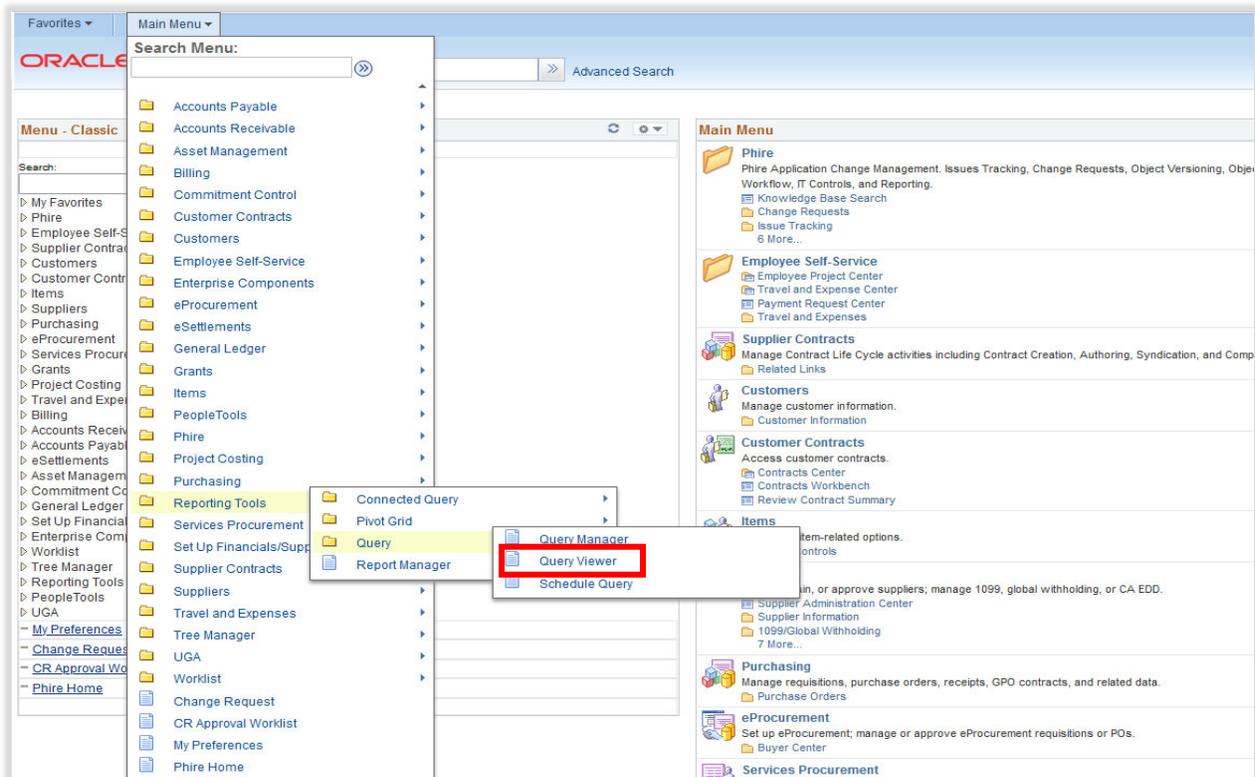
This will bring you to the Query Viewer page:
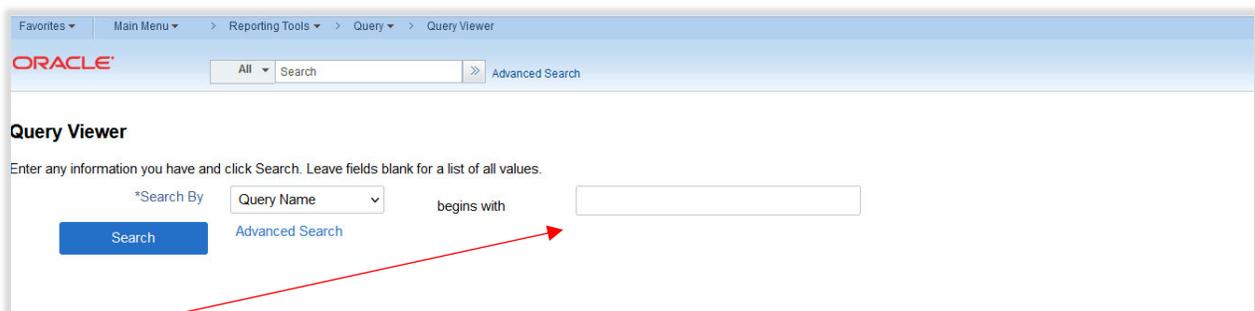
In the box beside of begins with, enter UGA_AP and click on Search.

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.

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

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.