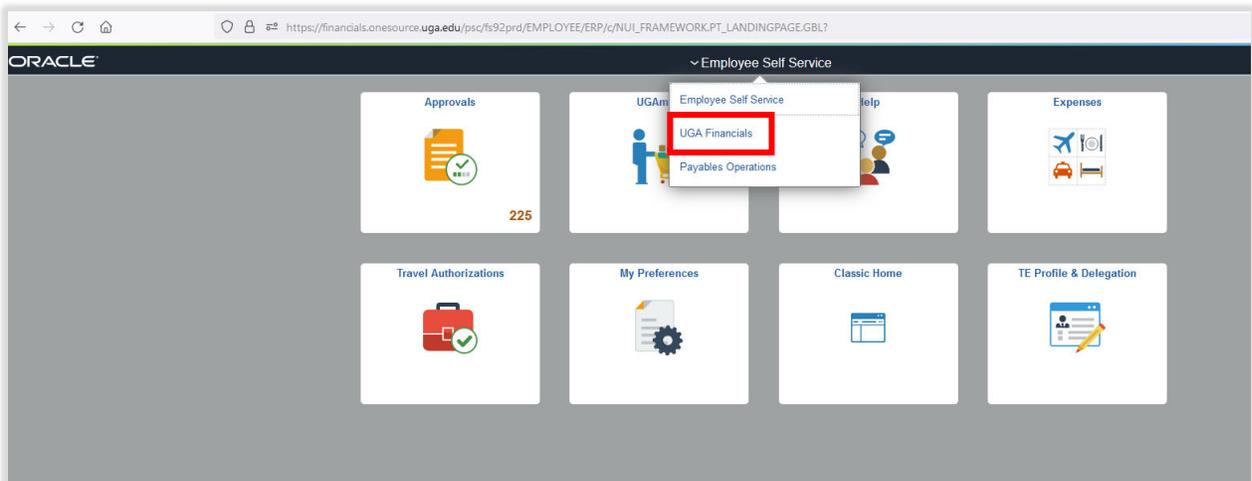


Looking up Payment Request Payment Information

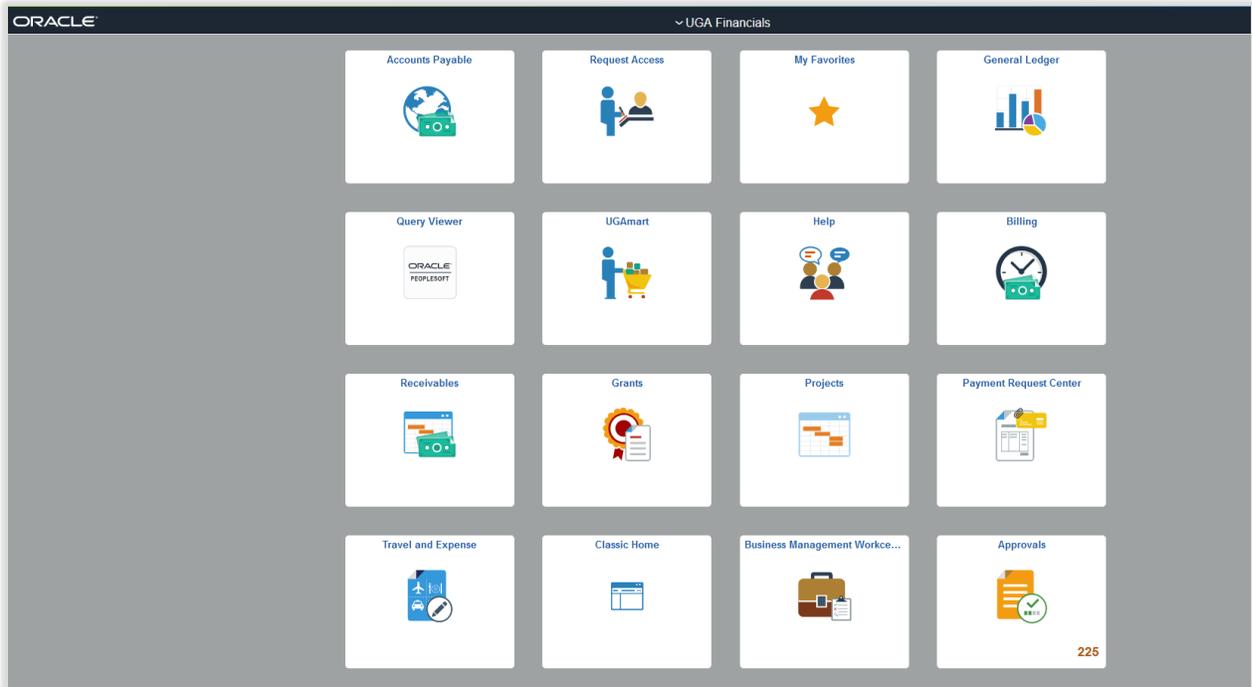
To retrieve payment information for a payment request that you initiated, log into the Financial Management System. The Employee Self Service page will display:



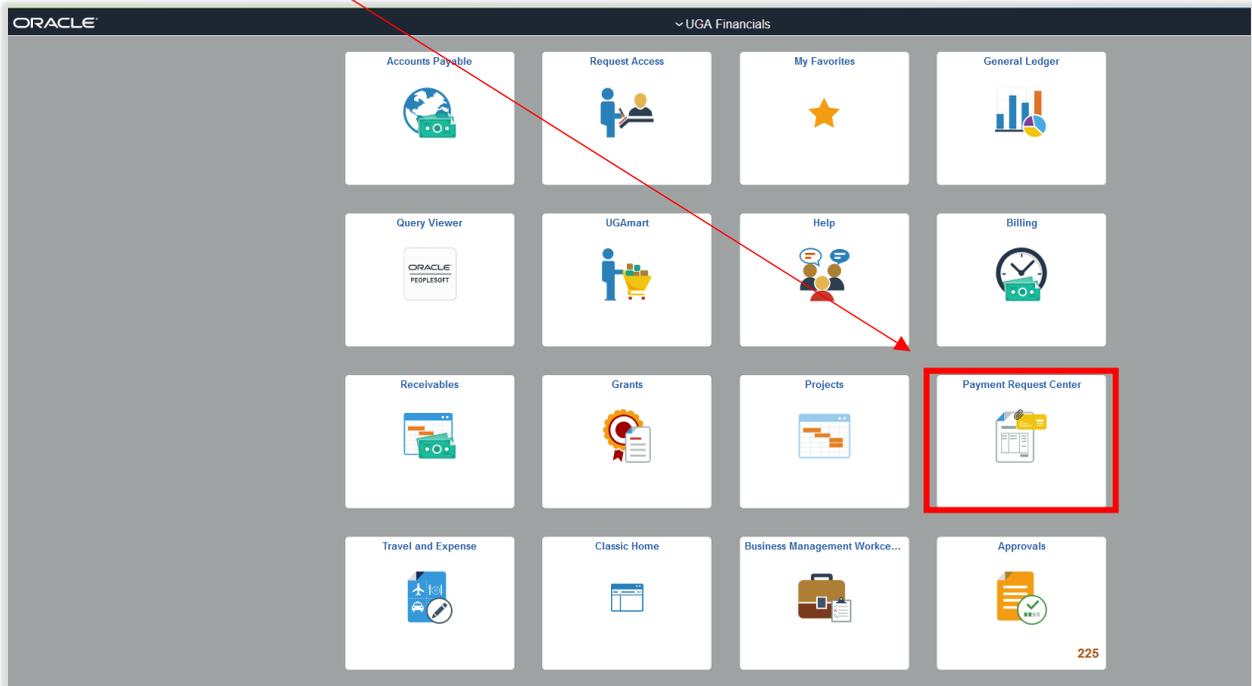
Select UGA Financials from the drop-down arrow beside of Employee Self Service:



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.



Request ID	Entered Datetime	Invoice Number	Description	Supplier ID	Supplier	Total Amount	Currency	Request Status	Scheduled to Pay	Business Unit	Voucher 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	10888346

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



Request ID	Entered Datetime	Invoice Number	Description	Supplier ID	Supplier	Total Amount	Currency	Request Status	Scheduled to Pay	Business Unit	Voucher 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	10888346

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:



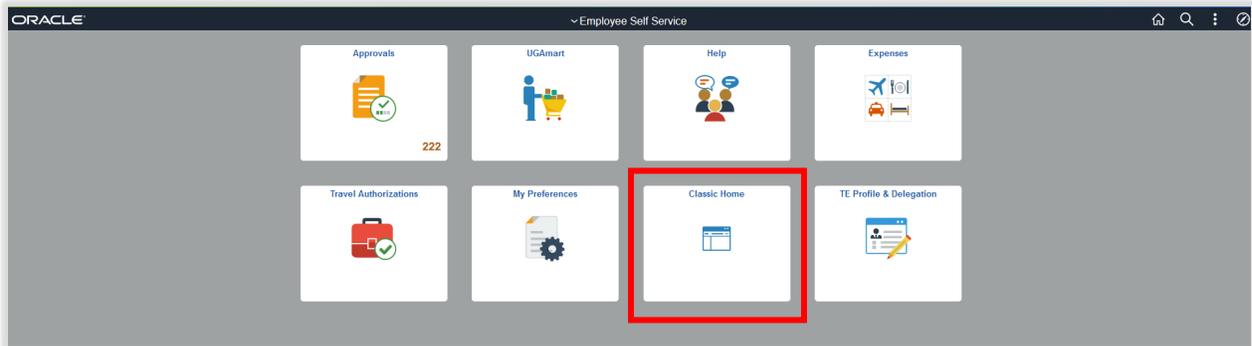
Request ID	Entered Datetime	Invoice Number	Description	Supplier ID	Supplier	Total Amount	Currency	Request Status	Scheduled to Pay	Business Unit	Voucher ID
0000305762	05/09/2022 8:09AM	INV052262702F9d3e0a9	Certification program for J. Dunlap and A. Simmons	VN0010350	DIVERSIFIED COMMUNICATIONS	1590.00	USD	Vouchered	Paid	18000	10888346

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:

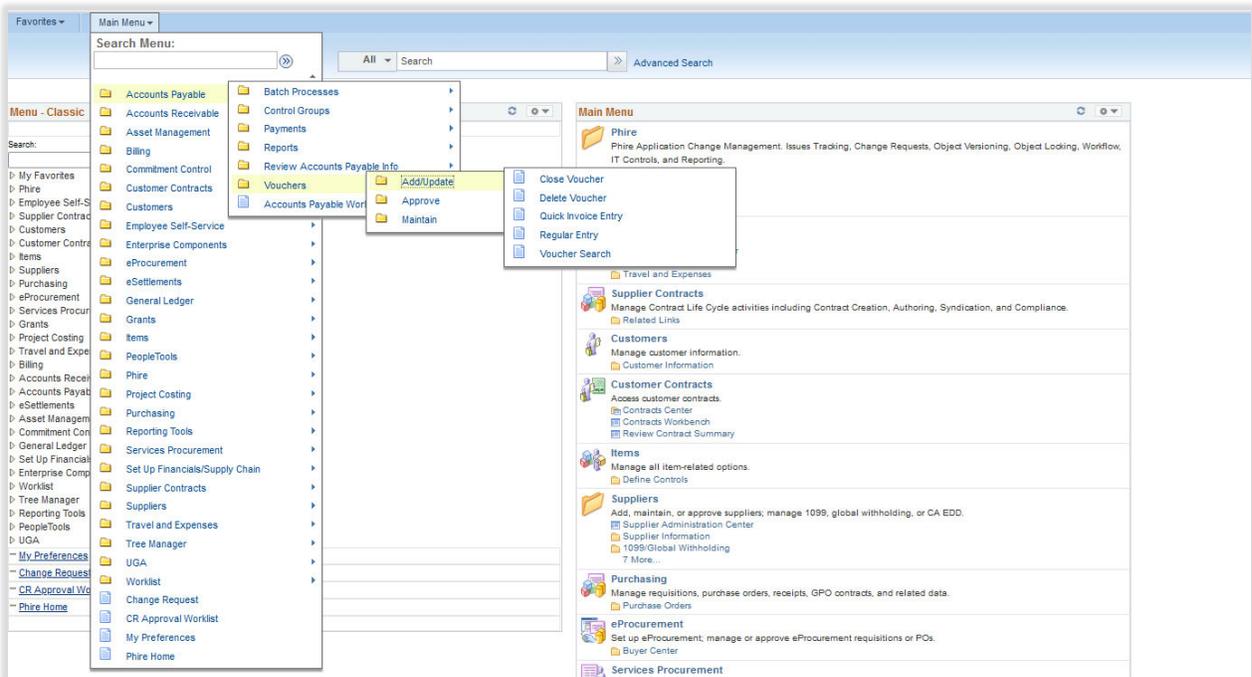


Request ID	Entered Datetime	Invoice Number	Description	Supplier ID	Supplier	Total Amount	Currency	Request Status	Scheduled to Pay	Business Unit	Voucher ID
0000305762	05/09/2022 8:09AM	INV052262702F9d3e0a9	Certification program for J. Dunlap and A. Simmons	VN0010350	DIVERSIFIED COMMUNICATIONS	1590.00	USD	Vouchered	Paid	18000	10888346

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

*Business Unit

Voucher ID

Voucher Style

Supplier Name

Short Supplier Name

Supplier ID

Supplier Location

Address Sequence Number

Invoice Number

Invoice Date

Gross Invoice Amount

Freight Amount

Sales Tax Amount

Misc Charge Amount

PO Business Unit

PO Number

Tax Exempt Flag

Estimated No. of Invoice Lines

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:

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

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

Enter the Voucher Number in the Voucher ID field:

Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Regular Entry

ORACLE

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 = ▾ ▾

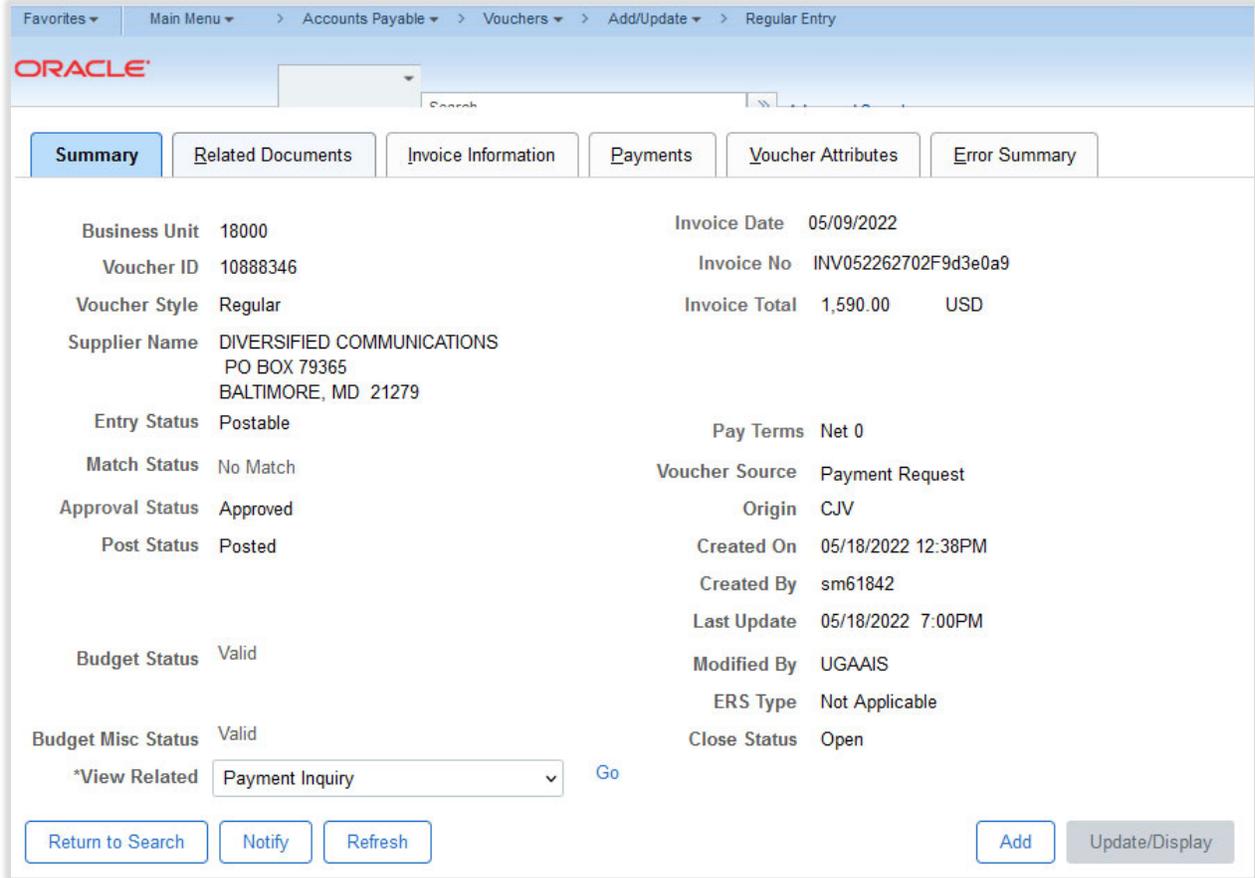
Voucher Source = ▾ ▾

Incomplete Voucher = ▾ ▾

Case Sensitive

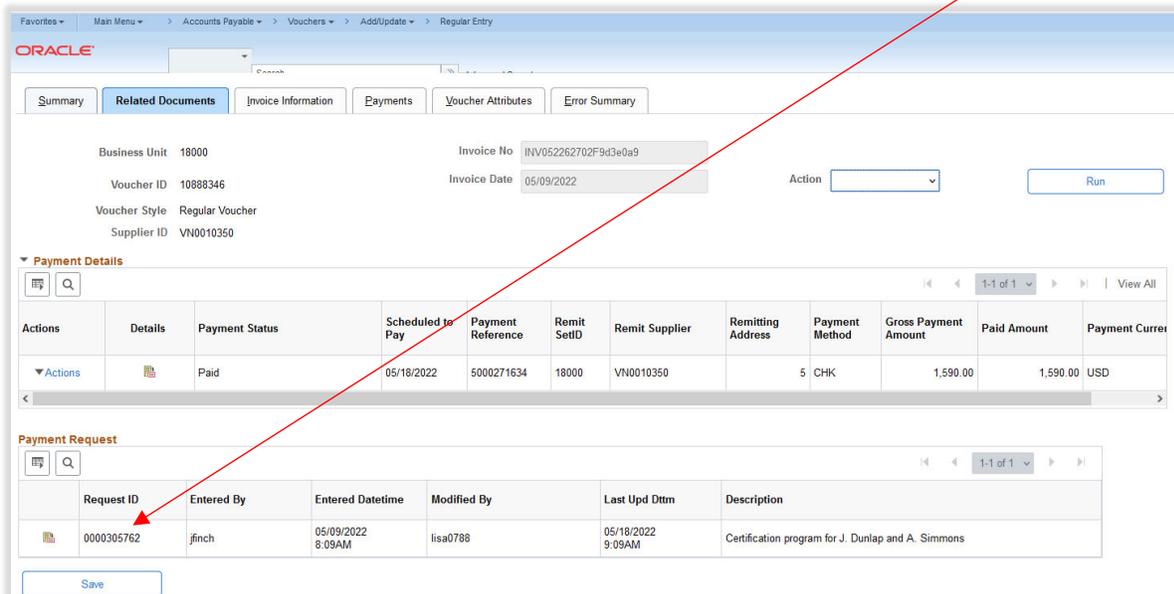
Search Clear Basic Search 🔍 Save Search Criteria

Clicking Search will display the voucher.



The screenshot shows the Oracle Voucher Summary page. The breadcrumb trail is: Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry. The Oracle logo is in the top left. Below the breadcrumb is a search bar. A navigation bar contains tabs: Summary (selected), Related Documents, Invoice Information, Payments, Voucher Attributes, and Error Summary. The main content area displays voucher details in two columns. The left column includes: Business Unit 18000, Voucher ID 10888346, Voucher Style Regular, Supplier Name DIVERSIFIED COMMUNICATIONS (PO BOX 79365, BALTIMORE, MD 21279), Entry Status Postable, Match Status No Match, Approval Status Approved, Post Status Posted, Budget Status Valid, and Budget Misc Status Valid. The right column includes: Invoice Date 05/09/2022, Invoice No INV052262702F9d3e0a9, Invoice Total 1,590.00 USD, Pay Terms Net 0, Voucher Source Payment Request, Origin CJV, Created On 05/18/2022 12:38PM, Created By sm61842, Last Update 05/18/2022 7:00PM, Modified By UGAAIS, ERS Type Not Applicable, and Close Status Open. At the bottom, there is a dropdown menu for '*View Related' set to 'Payment Inquiry' with a 'Go' button. Below this are buttons for 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

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 screenshot shows the Oracle Voucher Related Documents page. The breadcrumb trail is: Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry. The Oracle logo is in the top left. Below the breadcrumb is a search bar. A navigation bar contains tabs: Summary, Related Documents (selected), Invoice Information, Payments, Voucher Attributes, and Error Summary. The main content area displays voucher details: Business Unit 18000, Voucher ID 10888346, Voucher Style Regular Voucher, Supplier ID VN0010350, Invoice No INV052262702F9d3e0a9, Invoice Date 05/09/2022, and an Action dropdown with a 'Run' button. Below this is a 'Payment Details' section with a table showing one payment row. Below that is a 'Payment Request' section with a table showing one request row. A red arrow points from the text above to the 'Request ID' cell in the Payment Request table.

Actions	Details	Payment Status	Scheduled to Pay	Payment Reference	Remit SetID	Remit Supplier	Remitting Address	Payment Method	Gross Payment Amount	Paid Amount	Payment Currency
▼ Actions		Paid	05/18/2022	5000271634	18000	VN0010350		5 CHK	1,590.00	1,590.00	USD

Request ID	Entered By	Entered Datetime	Modified By	Last Upd Dttm	Description
0000305762	jfinch	05/09/2022 8:09AM	lisa0788	05/18/2022 9:09AM	Certification program for J. Dunlap and A. Simmons

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

The screenshot displays the Oracle Accounts Payable 'Invoice Information' tab. The interface includes a navigation bar at the top with tabs for Summary, Related Documents, Invoice Information (selected), Payments, Voucher Attributes, and Error Summary. The main content area is divided into several sections:

- Invoice Header:** Displays Business Unit (18000), Invoice No (INV052262702F9d3e0a9), Voucher ID (10888346), Accounting Date (05/18/2022), Voucher Style (Regular Voucher), *Pay Terms (00), Invoice Date (05/09/2022), Basis Date Type (Inv Date), and Invoice Received.
- Supplier Information:** Shows Supplier ID (VN0010350), ShortName (DIVERSIFIE-009), Location (BALTIMORE), and *Address (5).
- Invoice Total:** A summary table showing Line Total (1,590.00), *Currency (USD), Miscellaneous, Freight, Sales Tax, Use Tax (0.00), Total (1,590.00), and Difference (0.00).
- Attachments:** A red box highlights the 'Attachments (1)' link in the right-hand menu.
- Invoice Lines:** A section for Line 1 with details like Ship To (0620), Description (Certification), Quantity (1.0000), and Line Amount (1,590.00).
- Distribution Lines:** A table showing the breakdown of the invoice line into GL entries. A red box highlights the chart string columns: Account, Bud Ref, Fund, Program, Dept, and Class.

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Bud Ref	Fund	Program	Dept	Class	Oper Unit	PC Bus Unit	Project
<input type="checkbox"/>	1	1,590.00	1.0000	18000	727100	2022	10600	16200	61022000	11300			

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

The screenshot displays the Oracle Payments interface for a voucher. The top navigation bar includes 'Favorites', 'Main Menu', 'Accounts Payable', 'Vouchers', 'Add/Update', and 'Regular Entry'. The Oracle logo is visible in the top left. Below the navigation, there are tabs for 'Summary', 'Related Documents', 'Invoice Information', 'Payments', 'Voucher Attributes', and 'Error Summary'. The 'Payments' tab is active.

Key fields and values include:

- Business Unit: 18000
- Voucher ID: 10888346
- Voucher Style: Regular Voucher
- Total Amount: 1,590.00
- Supplier Name: DIVERSIFIED COMMUNICATIONS
- Invoice No: INV052262702F9d3e0a9
- Invoice Date: 05/09/2022
- *Pay Terms: 00 Net 0

The 'Payment Information' section shows details for Payment 1:

- *Remit to: VN0010350
- Location: BALTIMORE
- *Address: 5
- Gross Amount: 1,590.00 USD
- Discount: 0.00 USD
- Scheduled Due: 05/18/2022
- Net Due: 05/09/2022
- Accounting Date: 05/18/2022

Supplier address: DIVERSIFIED COMMUNICATIONS, PO BOX 79365, BALTIMORE, MD 21279.

The 'Payment Options' section includes:

- *Bank: WF
- *Account: OPR
- *Method: **CHK** (highlighted with a red box) with a 'Check' button next to it.
- Pay Group: [empty]
- *Handling: Regular Payments
- Hold Reason: [empty]
- *Netting: Not Applicable
- L/C ID: [empty]

Supplier Bank Messages: Hold Payment, Separate Payment.

The 'Schedule Payment' section has:

- *Action: Schedule Payment
- Pay: [empty]
- Payment Date: **05/18/2022** (highlighted with a red box)
- Reference: **5000271634** (highlighted with a red box)

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.

The screenshot shows the Oracle Voucher search interface. At the top, there is a breadcrumb trail: Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry. The Oracle logo is visible in the top left. The main heading is "Voucher". Below it, a message says: "Enter any information you have and click Search. Leave fields blank for a list of all values." There are three buttons: "Find an Existing Value" (highlighted in blue), "Keyword Search", and "Add a New Value". Under the "Search Criteria" section, there are several search fields: "*Business Unit" (set to "18000"), "Voucher ID" (begins with), "Invoice Number" (begins with, highlighted with a red box), "Invoice Date" (with a calendar icon), "Short Supplier Name" (begins with), "Supplier ID" (begins with), "Supplier Name" (begins with), "Voucher Style" (=), "Related Voucher" (begins with), "Entry Status" (=), "Voucher Source" (=), and "Incomplete Voucher" (=). At the bottom, there is a "Case Sensitive" checkbox and a "Search" button. Other options include "Clear", "Basic Search", and "Save Search Criteria".

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

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

Invoice Number = INV052262702F9d3e0a9

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 =

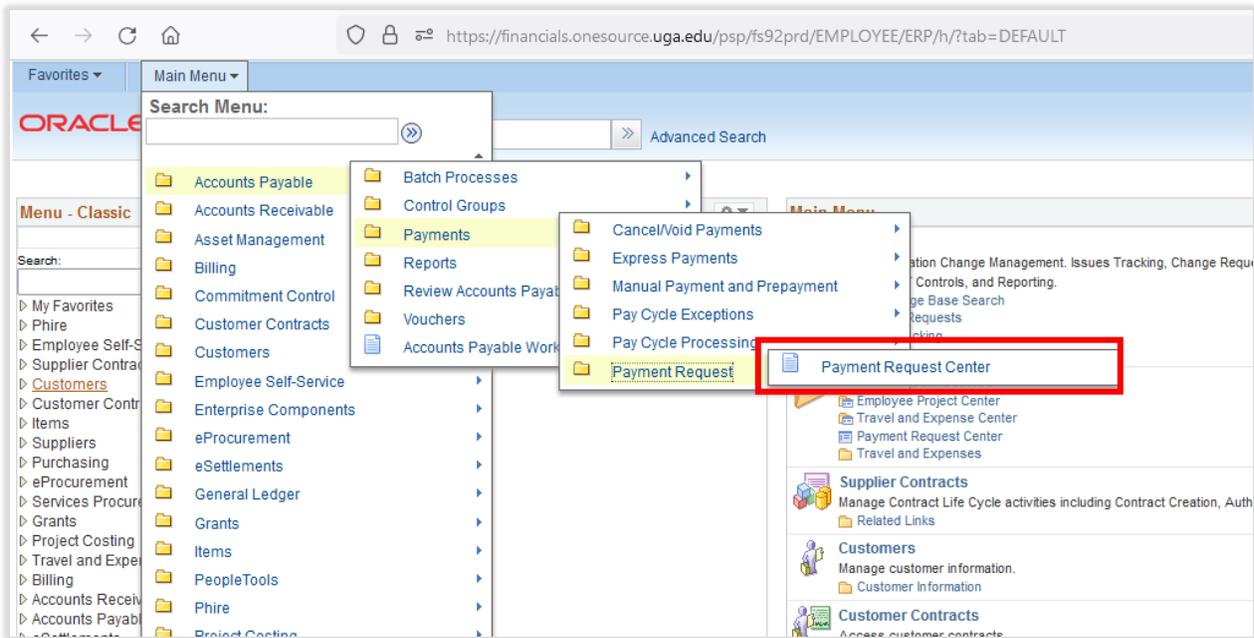
Incomplete Voucher =

Case Sensitive

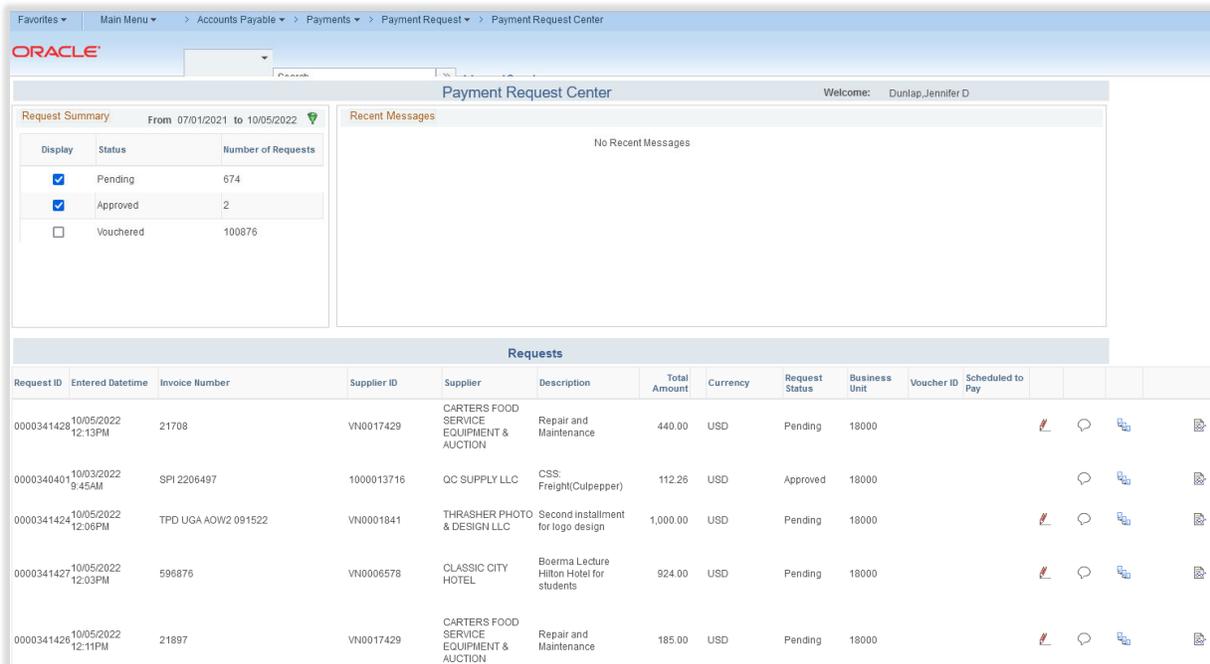
Search | **Clear** | **Basic Search** | **Save Search Criteria**

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:

The screenshot shows the Oracle Payment Request Center interface. The breadcrumb navigation is: Favorites > Main Menu > Accounts Payable > Payments > Payment Request > Payment Request Center. The Oracle logo is in the top left. The page title is "Payment Request Center" and the user is "Duniap, Jennifer D". The "Request Summary" section shows a date range filter set to "From 07/01/2021 to 10/05/2022" with a green funnel icon. Below this is a table with columns "Display", "Status", and "Number of Requests". The table contains three rows: "Pending" (672), "Approved" (5), and "Vouchered" (100876). The "Vouchered" row is selected with a blue checkmark. To the right is a "Recent Messages" section with "No Recent Messages". At the bottom is a "Requests" table with columns: Request ID, Entered Datetime, Invoice Number, Supplier ID, Supplier, Description, Currency, Request Status, Business Unit, Voucher ID, and 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 of requests that are retrieved. This will reduce system slowness.

The screenshot shows the Oracle Payment Request Center interface with a "Filters" dialog box open. The breadcrumb navigation is: Favorites > Main Menu > Accounts Payable > Payments > Payment Request > Payment Request Center. The Oracle logo is in the top left. The page title is "Payment Request Center" and the user is "Curt, Jay Barb". The "Request Summary" section shows a date range filter set to "From 08/01/2022 to 10/04/2022" with a green funnel icon. Below this is a table with columns "Display", "Status", and "Number of Requests". The table contains three rows: "Pending" (718), "Approved" (38), and "Vouchered" (2080). The "Vouchered" row is selected with a blue checkmark. To the right is a "Recent Messages" section with "No Recent Messages". The "Filters" dialog box is open, showing "By Date" selected. The "From Date" is "08/01/2022" and the "To Date" is "10/04/2022". The dialog box has "OK" and "Cancel" buttons. Below the dialog box is a "Requests" table with columns: Request ID, Entered Datetime, Invoice Number, Supplier ID, Supplier, Description, Currency, Request Status, Business Unit, Voucher ID, and Scheduled to Pay. The table contains four rows of data.

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

The screenshot shows the Oracle Payment Request Center interface. At the top, there is a breadcrumb trail: Favorites > Main Menu > Accounts Payable > Payments > Payment Request > Payment Request Center. The Oracle logo is visible in the top left. Below the breadcrumb, there is a search bar and a welcome message: "Welcome: Dunlap, Jennifer D". The main content area is divided into two sections: "Request Summary" and "Recent Messages". The "Request Summary" section shows a date range "From 07/01/2021 to 10/05/2022" and a green funnel icon. Below this is a table with the following data:

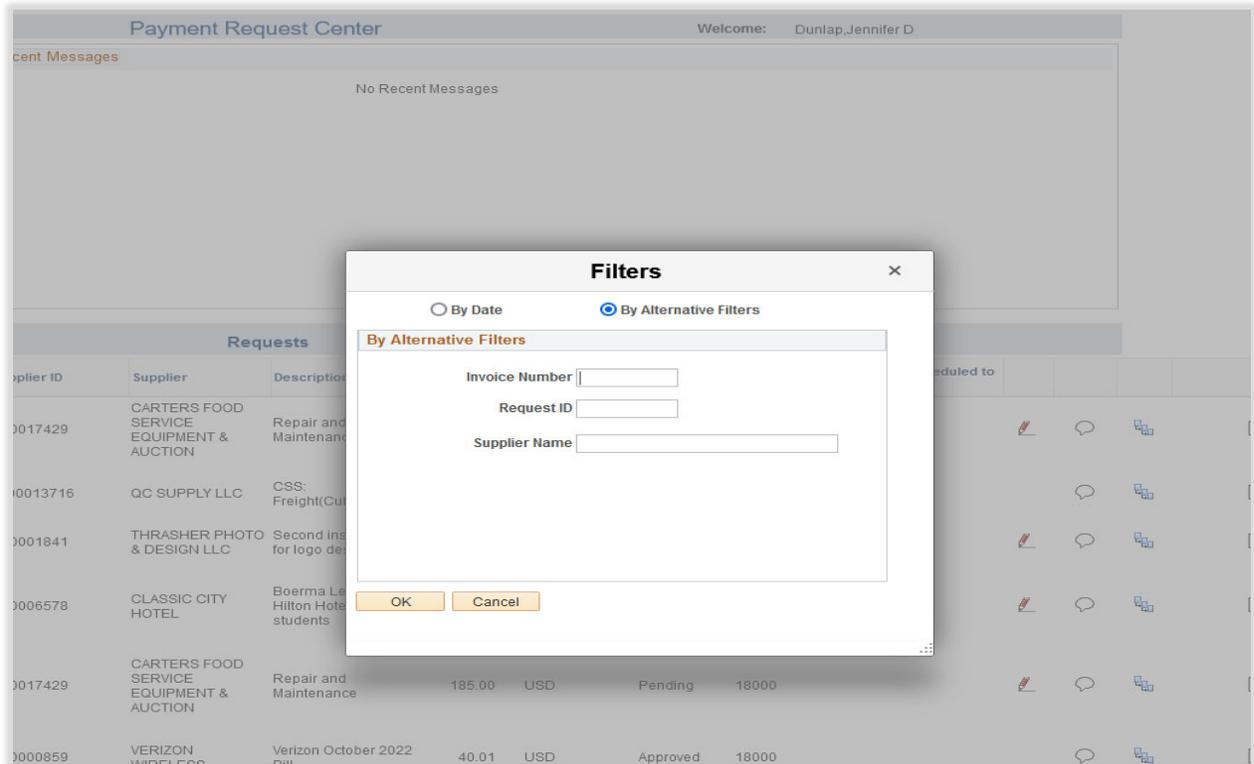
Display	Status	Number of Requests
<input type="checkbox"/>	Pending	672
<input type="checkbox"/>	Approved	5
<input checked="" type="checkbox"/>	Vouchered	100876

The "Vouchered" row is highlighted with a red border. The "Recent Messages" section shows "No Recent Messages". Below these sections is a "Requests" table with the following columns: Request ID, Entered Datetime, Invoice Number, Supplier ID, Supplier, Description, Currency, Request Status, Business Unit, Voucher ID, and Scheduled to Pay.

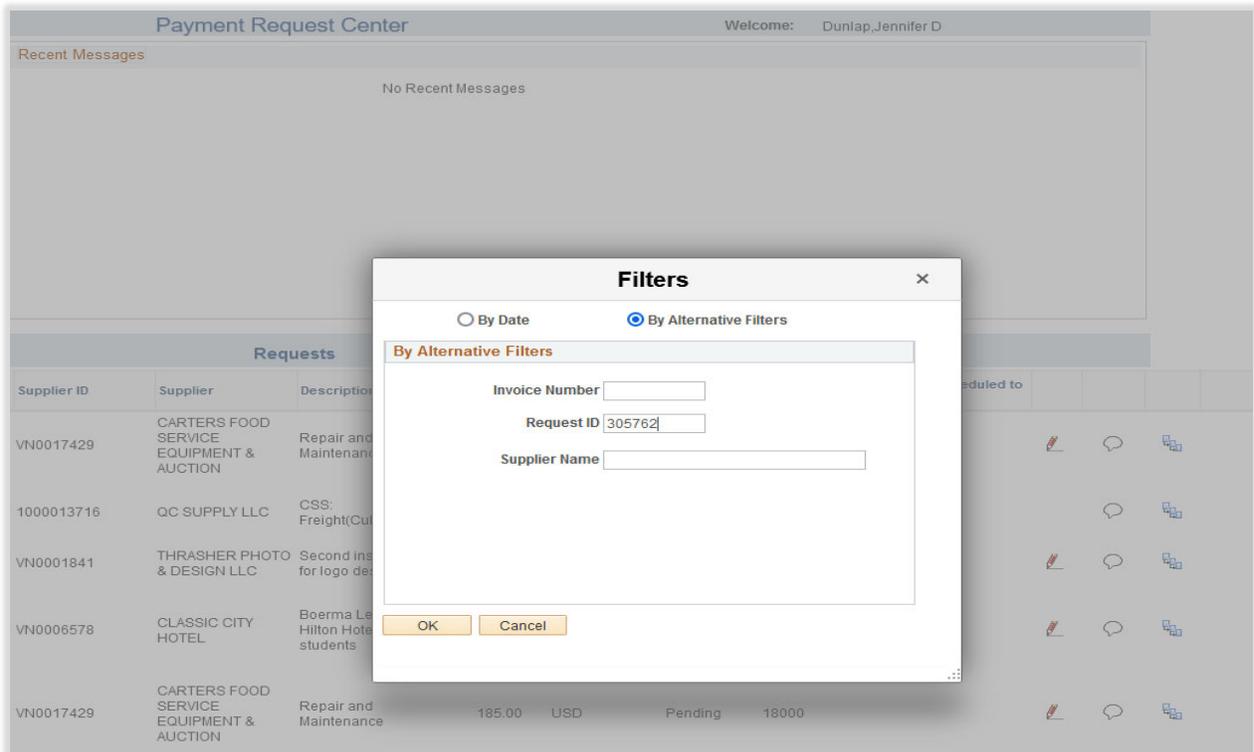
To search for a particular payment request, click on the green funnel in the top left corner:

This screenshot is identical to the one above, but with a red arrow pointing to the green funnel icon in the "Request Summary" section, indicating where to click to search for a particular payment request.

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.

The screenshot shows the Oracle Payment Request Center interface. At the top, there are navigation tabs: Favorites, Main Menu, Accounts Payable, Payments, Payment Request, and Payment Request Center. Below this is the Oracle logo and a search bar. The main content area is titled 'Payment Request Center' and includes a 'Request Summary' section with a table showing 1 Vouchered request. To the right, there is a 'Recent Messages' section with 'No Recent Messages'. Below these sections is a 'Requests' table with the following data:

Request ID	Entered Datetime	Invoice Number	Supplier ID	Supplier	Description	Total Amount	Currency	Request Status	Business Unit	Voucher ID	Scheduled to Pay
0000305762	05/09/2022 8:09AM	INV052262702F9d3e0a9	VN0010350	DIVERSIFIED COMMUNICATIONS	Certification program for J. Dunlap and A. Simmons	1,590.00	USD	Vouchered	18000	10888346	Paid

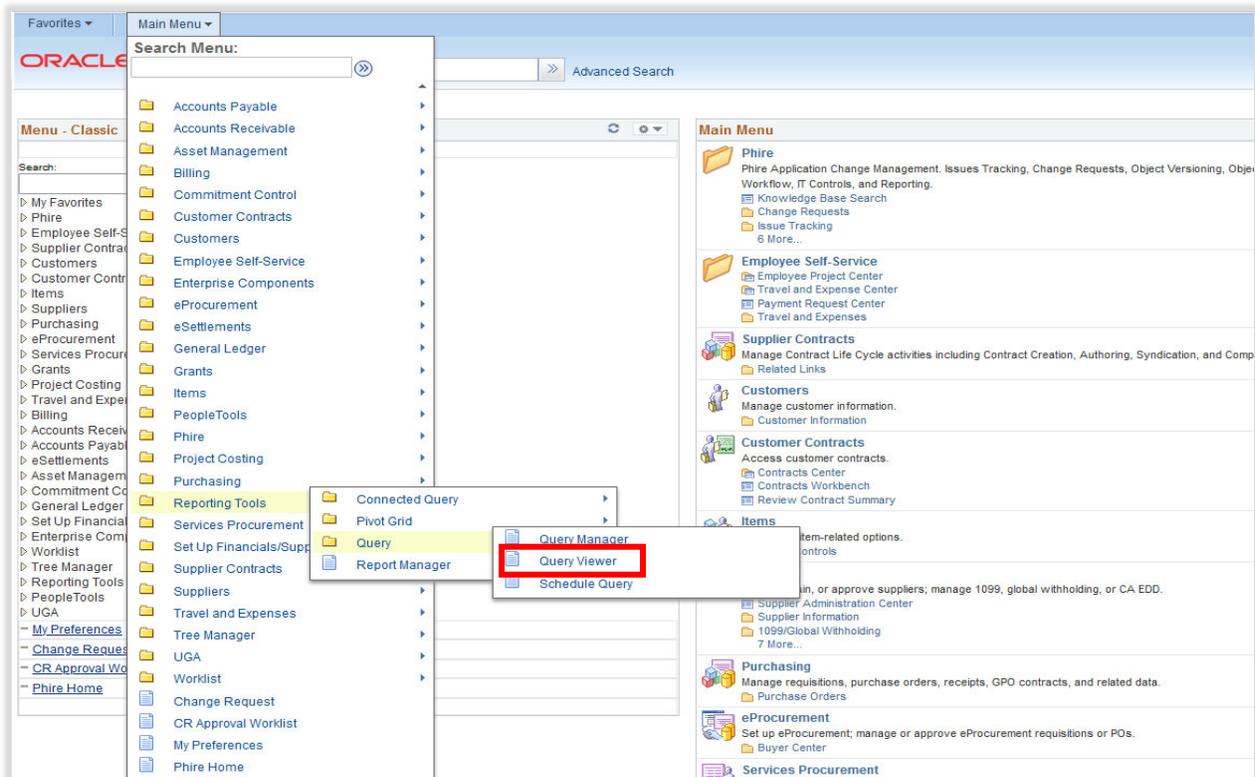
Here the voucher number can be obtained. Users should follow the steps outlined on pages 4-10 of this document to retrieve the voucher.

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

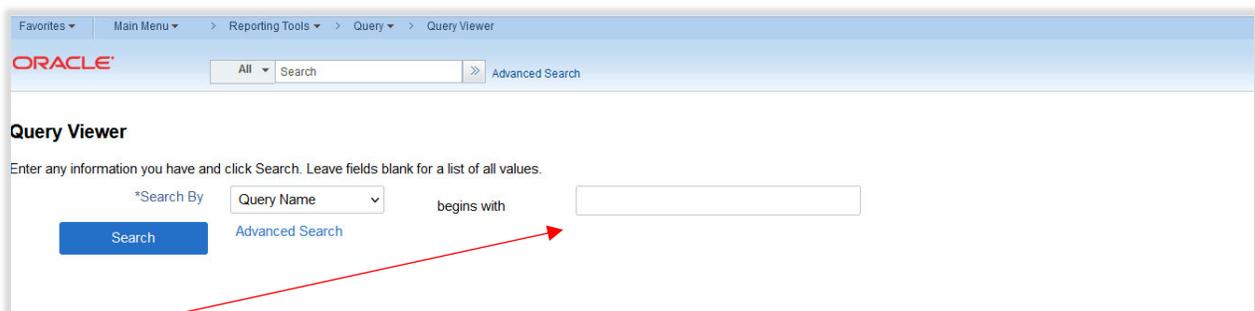
First, navigate to Query Viewer. From the Employee Self Service home page, click on Classic Home:

The screenshot shows the Oracle Employee Self Service home page. The page title is 'Employee Self Service'. There are several tiles available for navigation: Approvals (with a count of 209), UGAmart, Help, Expenses, Travel Authorizations, My Preferences, Classic Home (highlighted with a red box), and TE Profile & Delegation.

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.

UGA_AP_PAYMENT_REQ_LKUP	Payment Request Lookup	Public	HTML	Excel	XML	Schedule	Lookup References	Favorite
-------------------------	------------------------	--------	------	--------------	-----	----------	-------------------	----------

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

UGA_AP_PAYMENT_REQ_LKUP - Payment Request Lookup

Request ID

View Results

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.

Request ID	User	Entered Dttm	Updated By	Dttm	Instance	In Process	Request Status	Role Name	Template Name	Unit	Voucher	Max Lines	Scheduled	Invoice	Date	Supp SetID	Supplier Name	Short Name
0000305762	jfinch	5/9/2022 8:09	lisa0788	5/18/2022 9:09	4268541	N	Vouchered	UGA AP Approver	STANDARD	18000	0888346	1	5/18/2022	INV052262702F9d3e0a9	5/9/2022 18000	VN0010350	DIVERSIFIED COMMUNICATIONS	DIVERSIFIE-009

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.