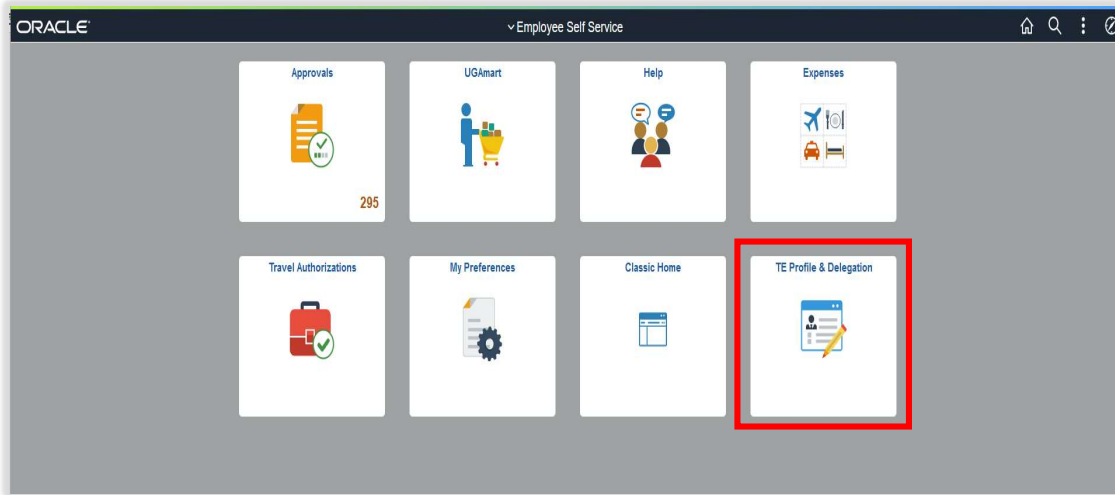
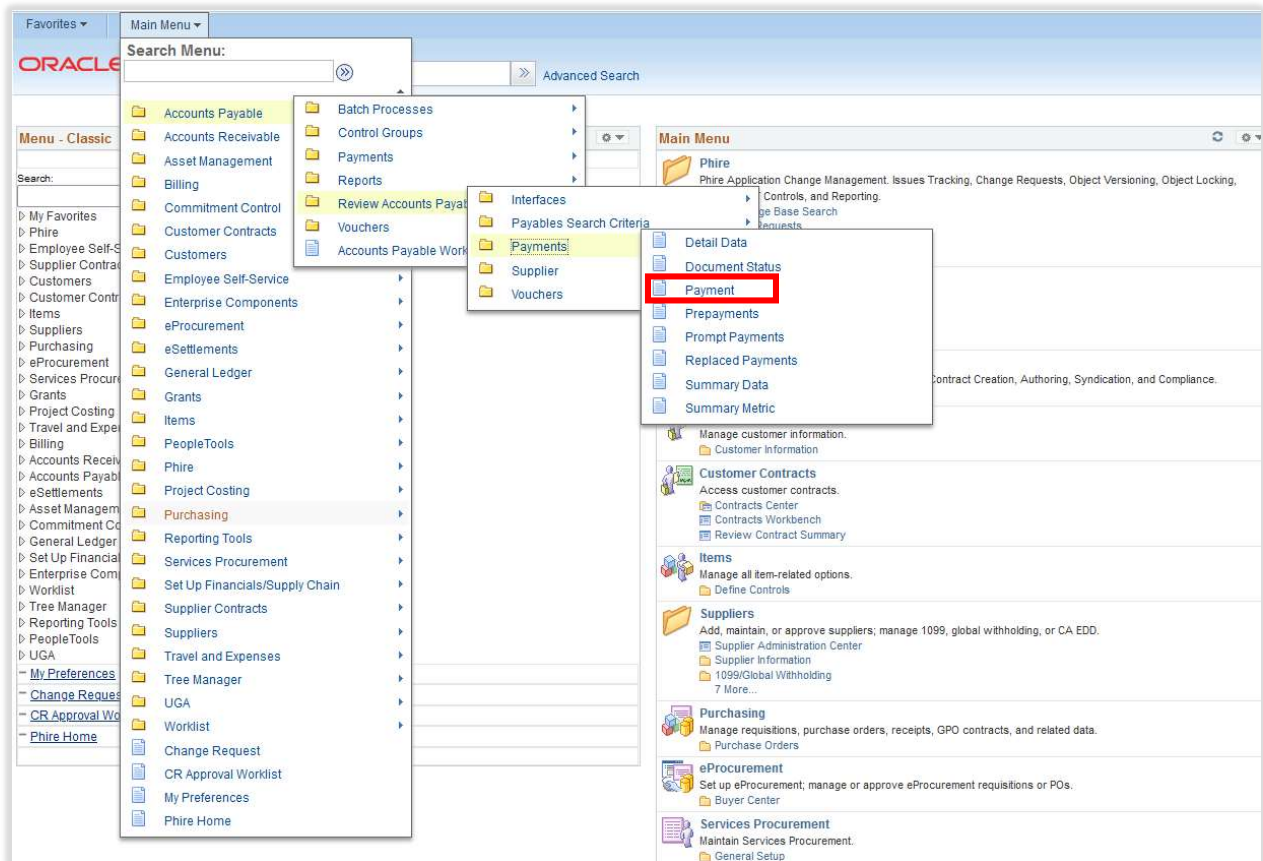


Looking up Voucher Payment Information

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 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. The breadcrumb trail at the top reads: Favorites > Main Menu > Accounts Payable > Review Accounts Payable Info > Payments > Payment. The Oracle logo is in the top left. A search bar contains 'All' and 'Search'. Below is the 'Payment Inquiry' section with a 'Search Criteria' tab. The 'From' field is highlighted with a red box and contains 'FISHER SCIENTIFIC CO LLC'. The 'To' field also contains 'FISHER SCIENTIFIC CO LLC'. Other search criteria include Supplier Location, Amount Rule (Any), Amount, 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 is a checkbox for 'Single Payment Vouchers'. At the bottom of the search criteria, there is a 'Max Rows' field set to 30, a 'Search' button (highlighted with a red box), a 'Clear' button, and a 'Keyword Search' checkbox. Below the search criteria is the 'Sorting Criteria' section with two dropdowns: '1st sort' set to 'Bank Account' and '2nd sort' set to 'Payment Reference ID'. There are checkboxes for 'Descending' and 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: []

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

Supplier Location: []

Account Code: []

Amount: []

Currency: []

Bank SetID: []

Bank Code: []

Bank Account: []

Bank Account F: []

From Ref ID: []

From Payment Date: [] | To: []

Payment Method: []

Pay Cycle: []

Seq Num: []

Payment Status: []

Bank SetID: []

From Supplier: []

Settle On: []

Settlement Status: []

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 | ALL | Q | | |
| | From | | To | |
| From Supplier Name 1 | FISHER SCIENTIFIC CO LLC | Q | 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 | 📅 | | |
| | | | | |
| Payment Method | | ▼ | | |
| Pay Cycle | | Q | | |
| Seq Num | | Q | | |
| Payment Status | | ▼ | | |
| Remit SetID | 18000 | Q | | |
| Remit Supplier | | Q | | |
| Settle By | | ▼ | | |
| Settlement Status | | ▼ | | |

Single Payment Vouchers

Max Rows [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 & Financials > Accounts Payable > Review Accounts Payable Info > Payments > Payment

Vouchers For a Payment

Bank Name: Wells Fargo
Bank Account #: *****5926

Pay Cycle: DAILY | Seq Num: 1175
Supplier Name: FISHER SCIENTIFIC CO LLC
Address: PO BOX 404705
ATLANTA, GA 30384, USA

Payment Amount: 32,623.28 USD

Payment Method: ACH

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.