Looking up Voucher Payment Information

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

![Classic Home tile]

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

![Main Menu]

The Selection Criteria page will display
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.

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

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.