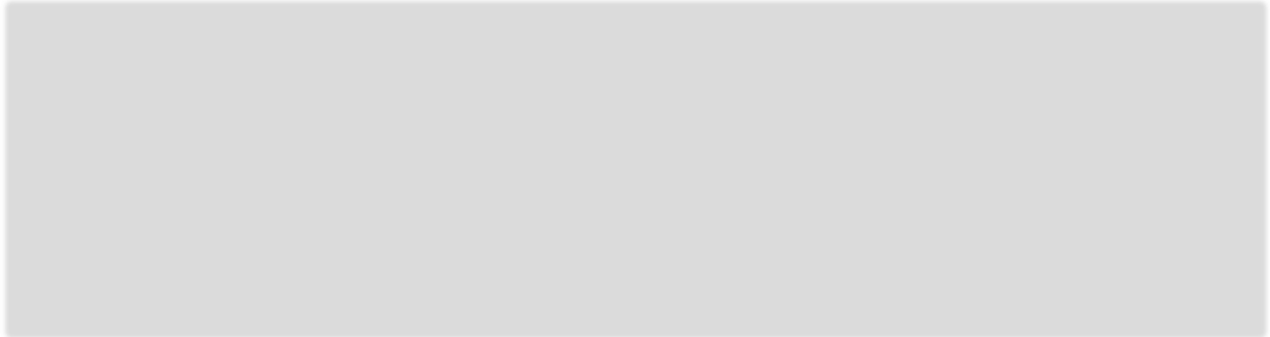


## Looking up Payment Request Payment Information

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



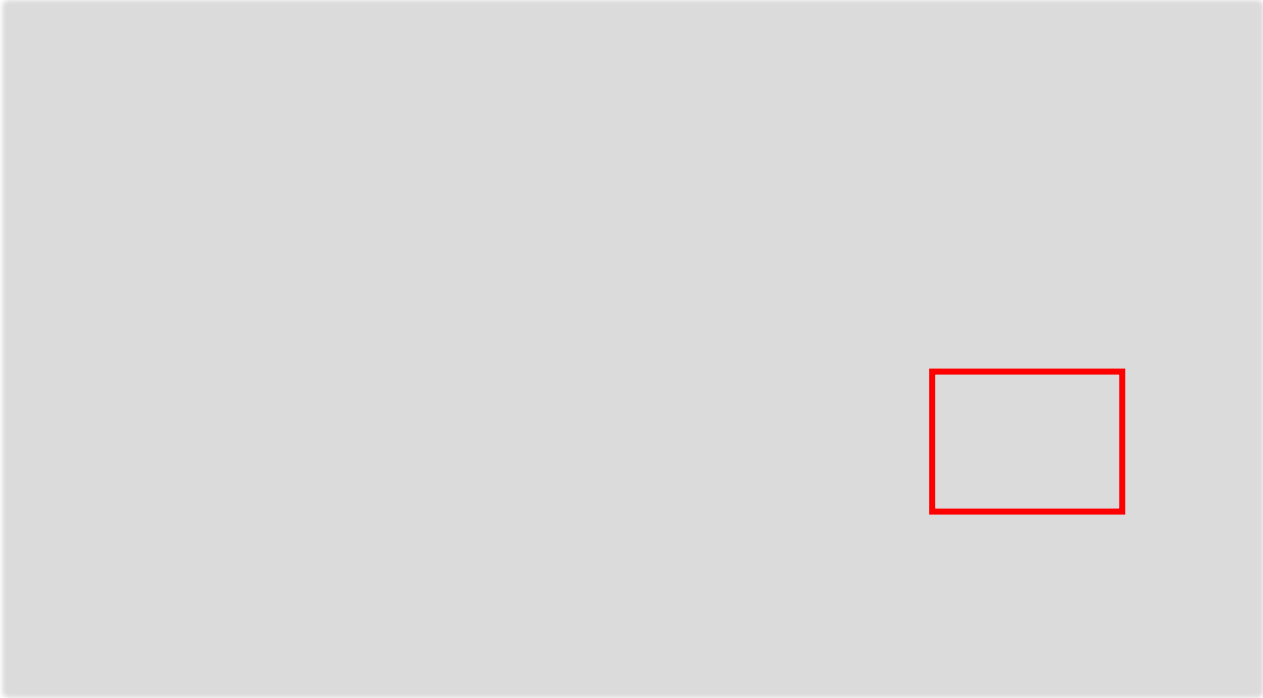
Select UGA Financials from the drop-down arrow beside of Employee Self Service:



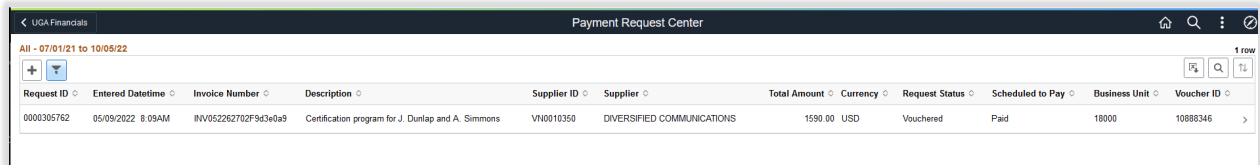
The UGA Financials home page will display:



Click on the Payment Request Center tile:



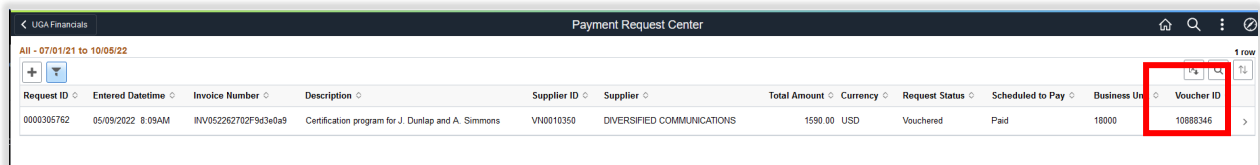
The Payment Request Center will open. This should show a list of all the payment requests that have been created by you.



The screenshot shows the Payment Request Center interface. At the top, it says "UGA Financials" and "Payment Request Center". Below that, there are filters for "All - 07/01/21 to 10/05/22". A table with the following columns is displayed: Request ID, Entered Datetime, Invoice Number, Description, Supplier ID, Supplier, Total Amount, Currency, Request Status, Scheduled to Pay, Business Unit, and Voucher ID. The table contains one row of data:

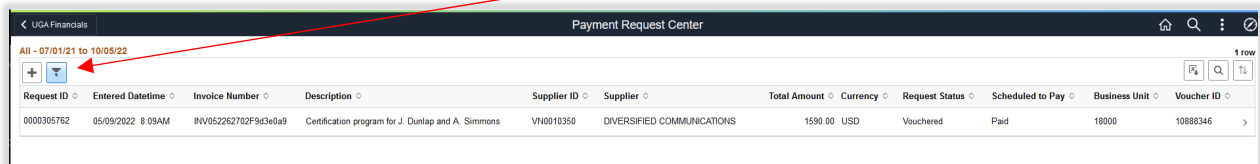
Request ID	Entered Datetime	Invoice Number	Description	Supplier ID	Supplier	Total Amount	Currency	Request Status	Scheduled to Pay	Business Unit	Voucher ID
0000305762	05/09/2022 8:09AM	INV052262702F9d3e0a9	Certification program for J. Dunlap and A. Simmons	VN0010350	DIVERSIFIED COMMUNICATIONS	1590.00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



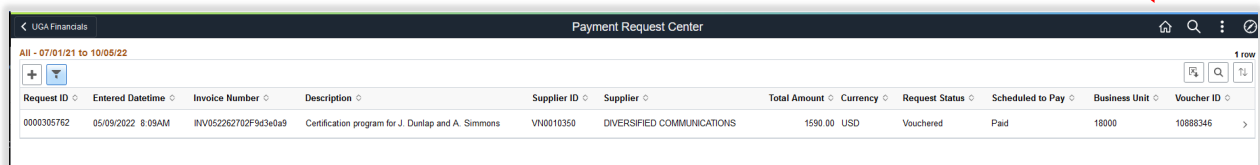
This screenshot is identical to the previous one, but the "Voucher ID" cell in the first row, which contains the value "10888346", is highlighted with a red rectangular box.

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:



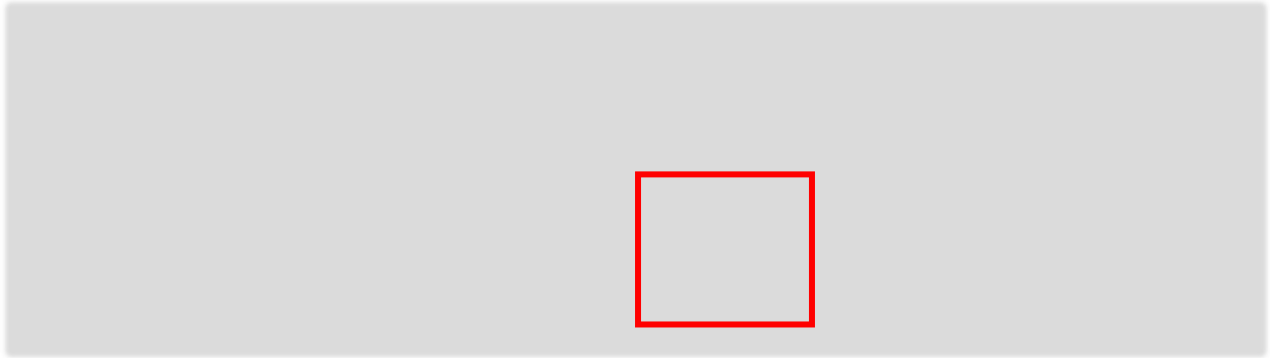
This screenshot is identical to the previous ones, but a red arrow points from the left side of the image to the blue filter icon (a square with a downward arrow) located in the top left corner of the table area.

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:

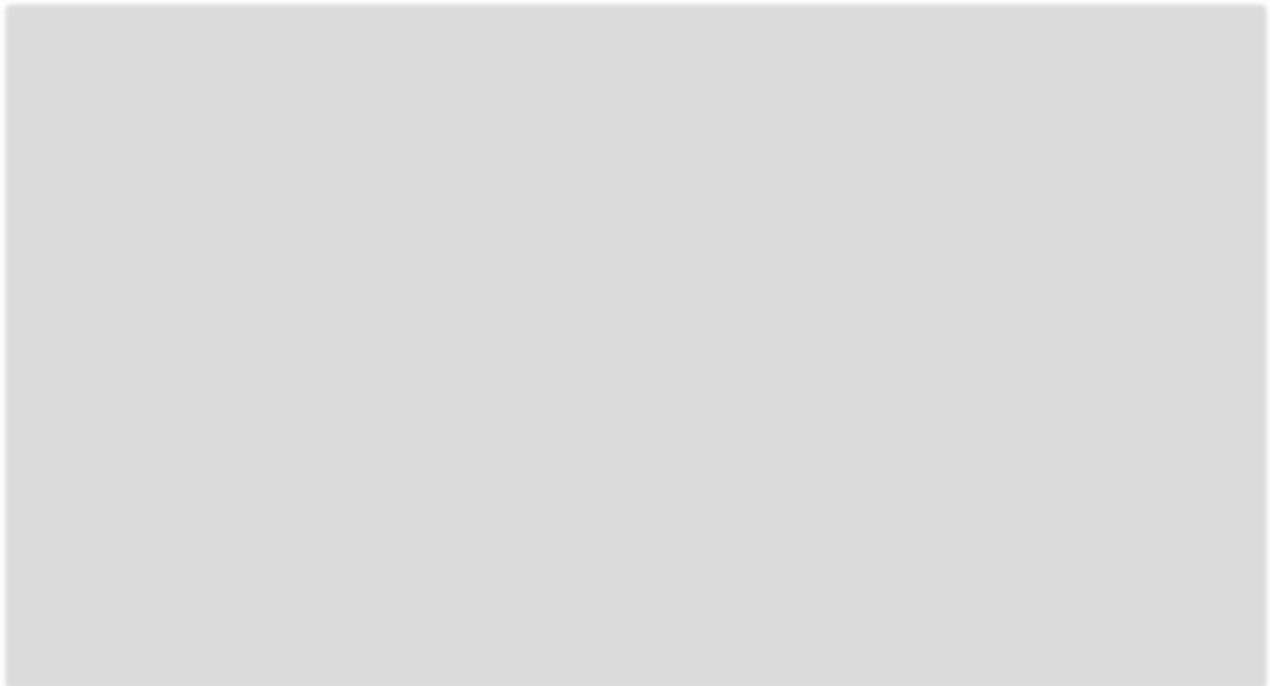


This screenshot is identical to the previous ones, but a red arrow points from the right side of the image to the home icon (a house symbol) located in the top right corner of the interface.

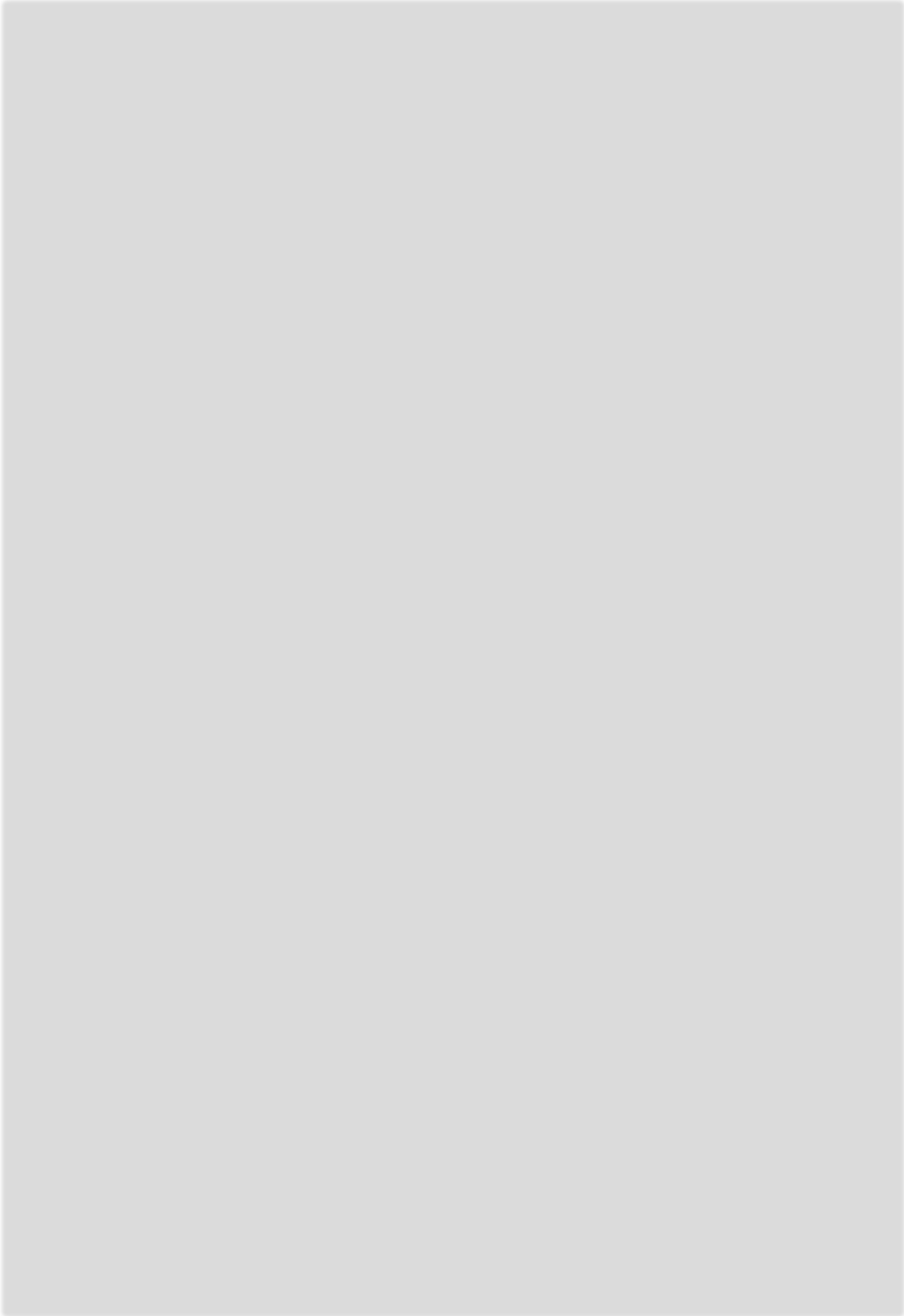
This will return you to the Employee Self Service page. From here, click on the Classic Home tile.



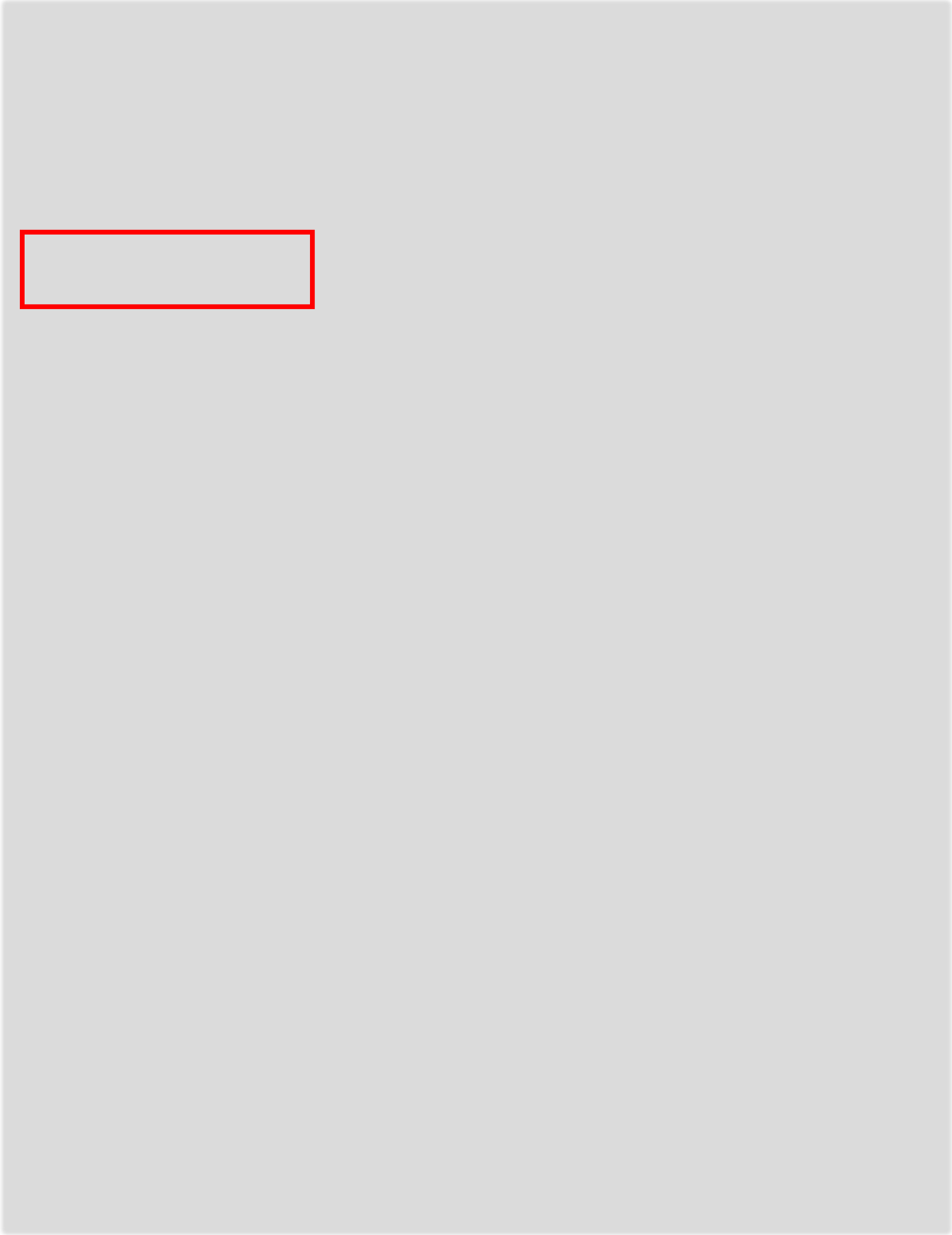
This will bring you to the Main Menu page. From there, navigate to Accounts Payable, Vouchers, Add/Update, Regular Entry:



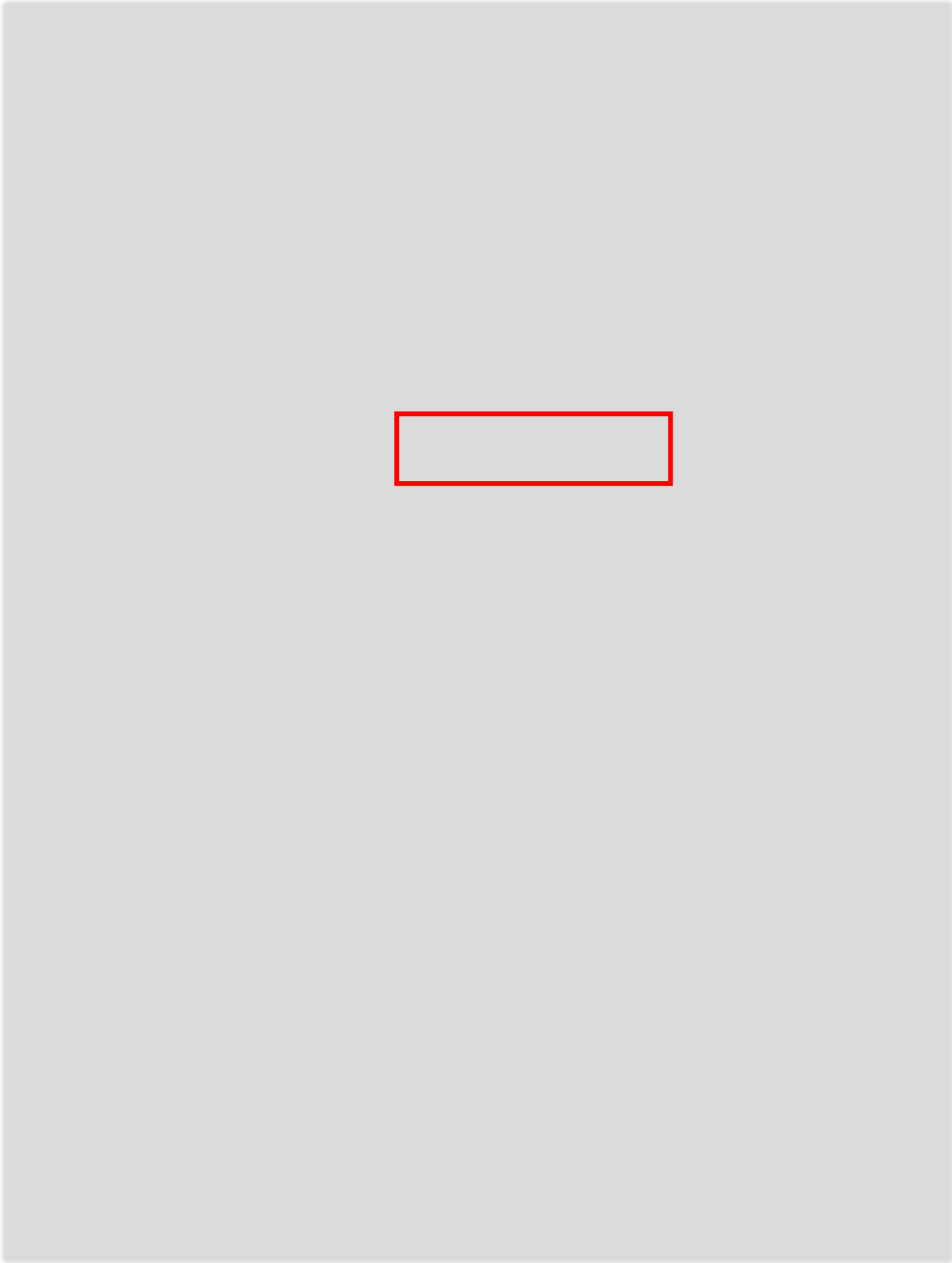
The Voucher look-up page will display:



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:



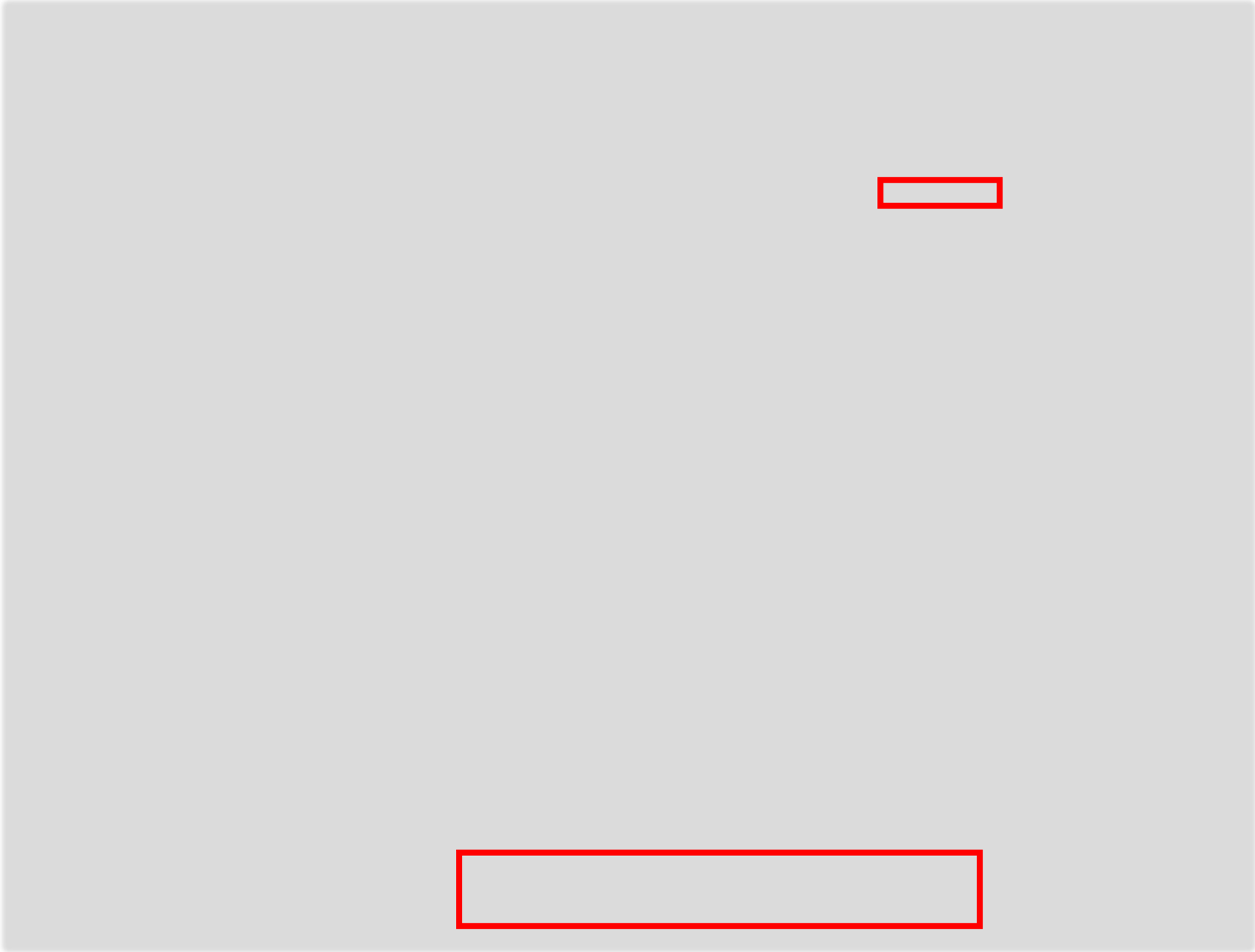
Clicking Search will display the voucher.



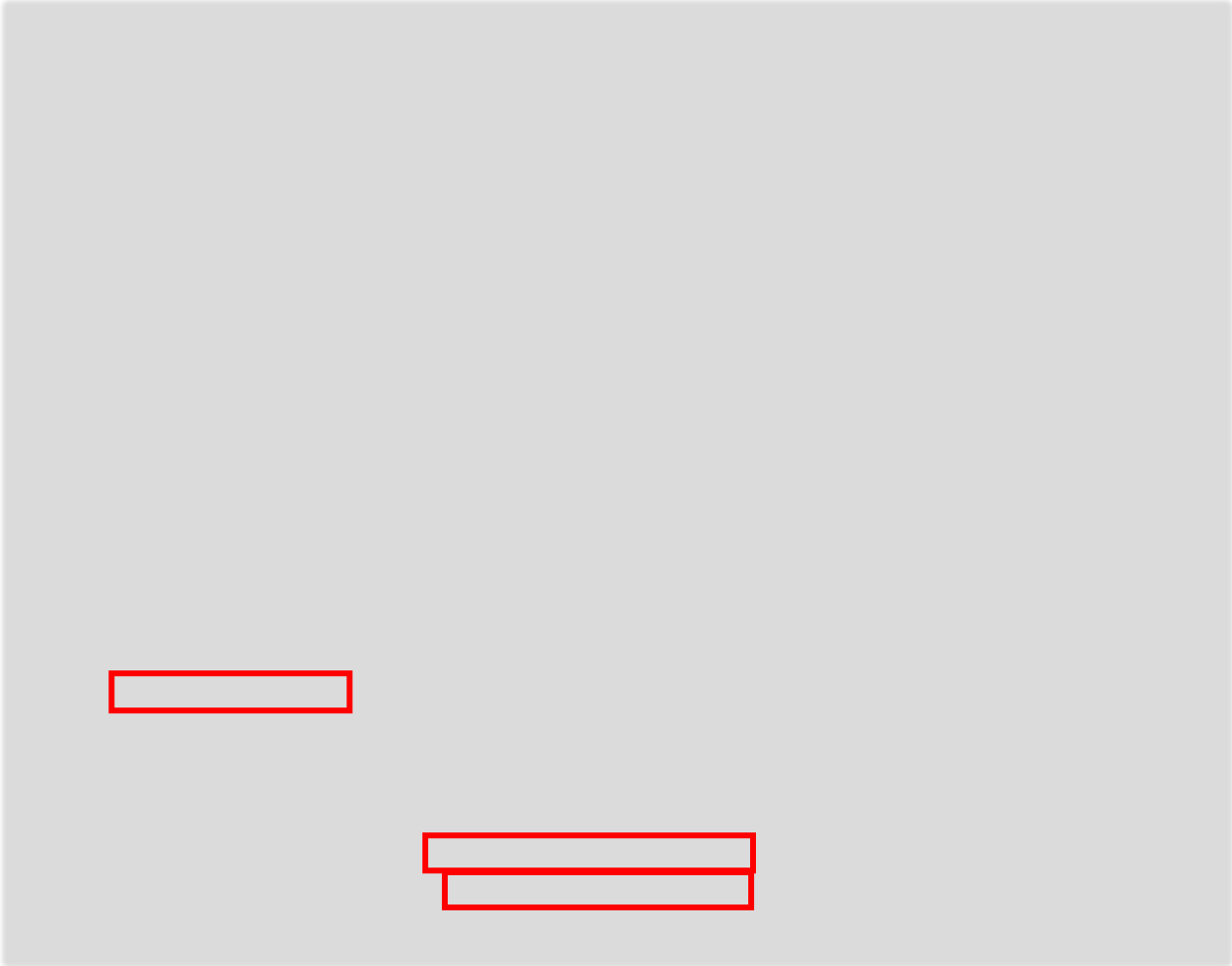
Notice several tabs display various types of information across the top of the voucher. You may select on the Related Documents tab to review the associated payment request:



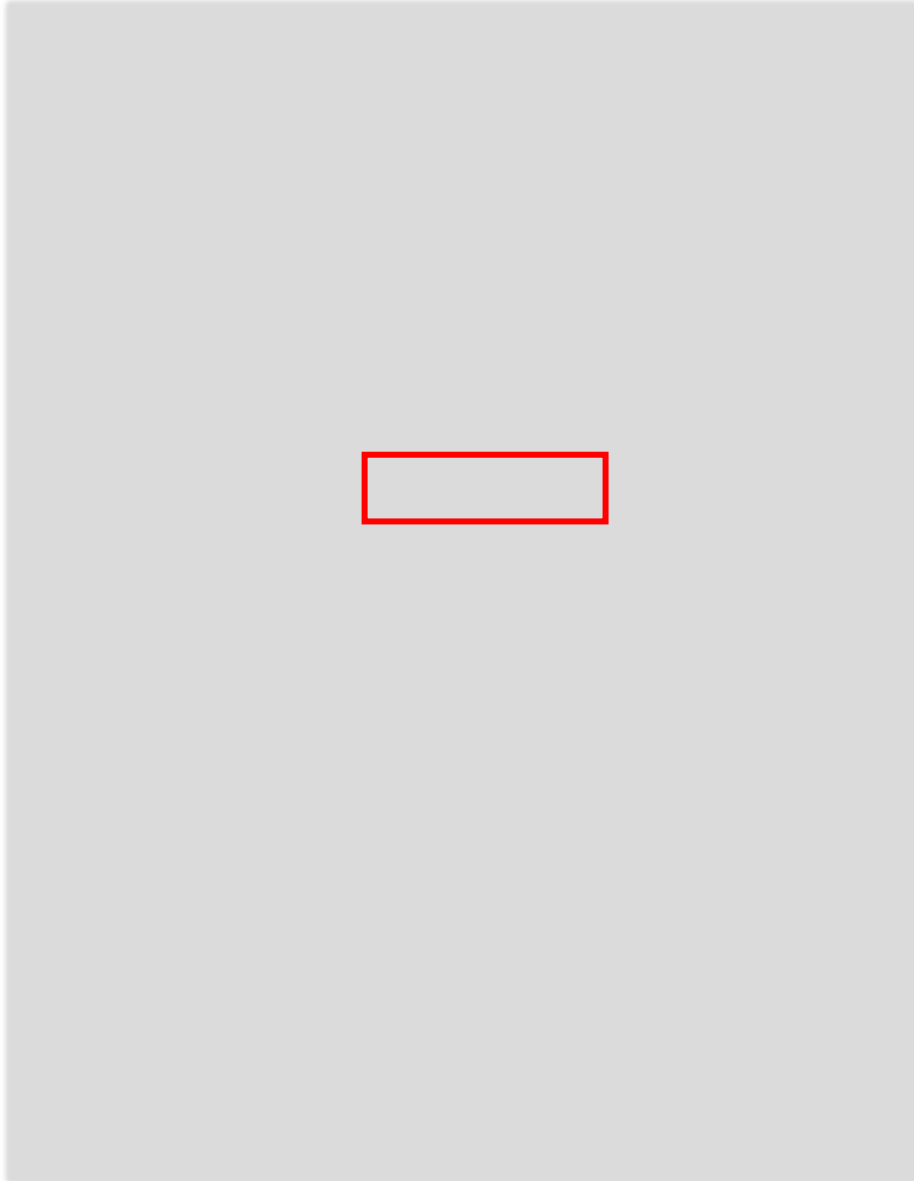
The Invoice Information tab provides chart string information. Users can also find any relevant attachments located on this tab.



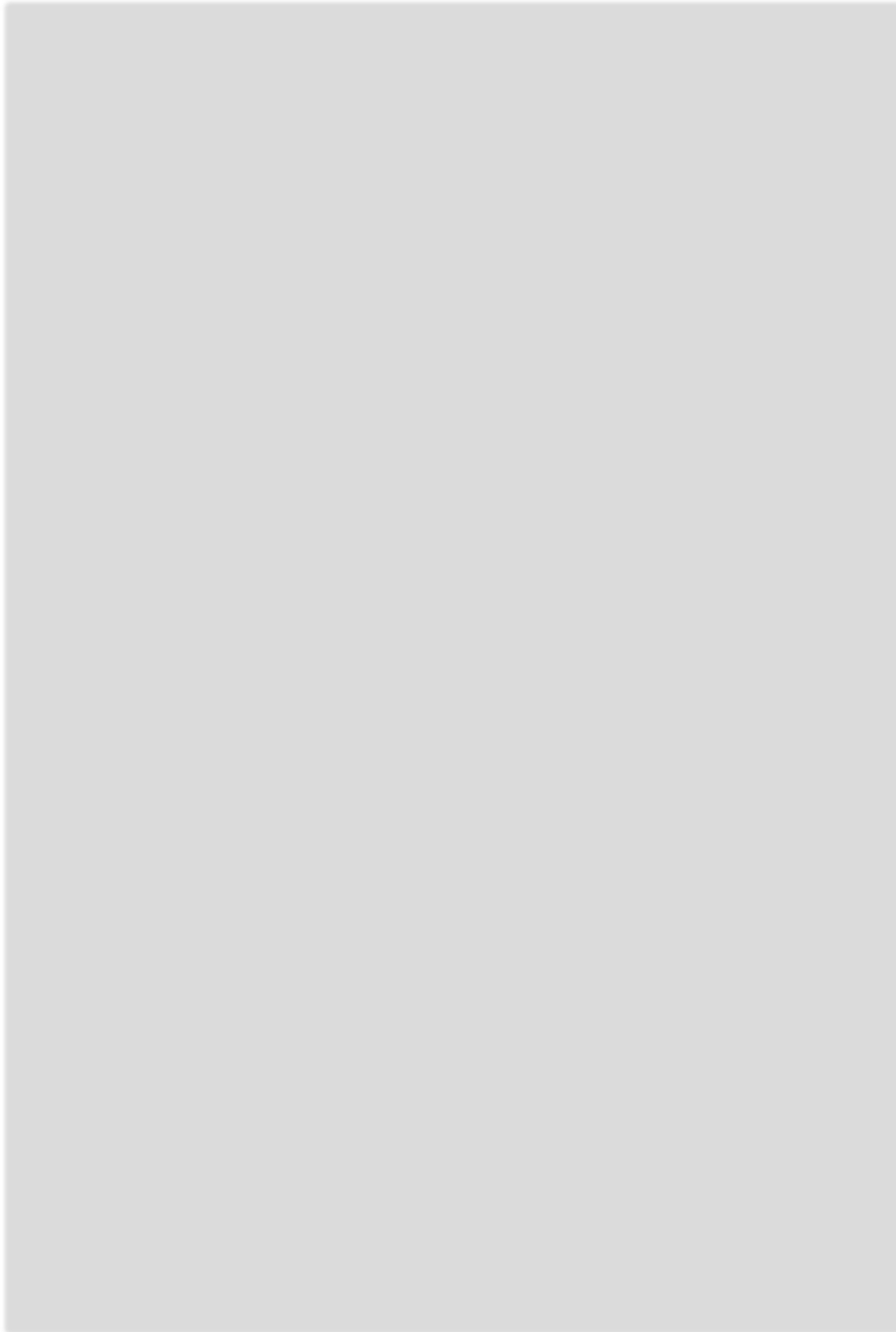
The Payments Tab provides the payment detail for the voucher. It provides Payment Method, Payment Date and Reference (check or ACH) number.



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:

ORACLE

Payment Request Center

Request Summary From 07/01/2021 to 10/05/2022

Display	Status	Number of Requests
<input checked="" type="checkbox"/>	Pending	674
<input checked="" type="checkbox"/>	Approved	2
<input type="checkbox"/>	Vouchered	100876

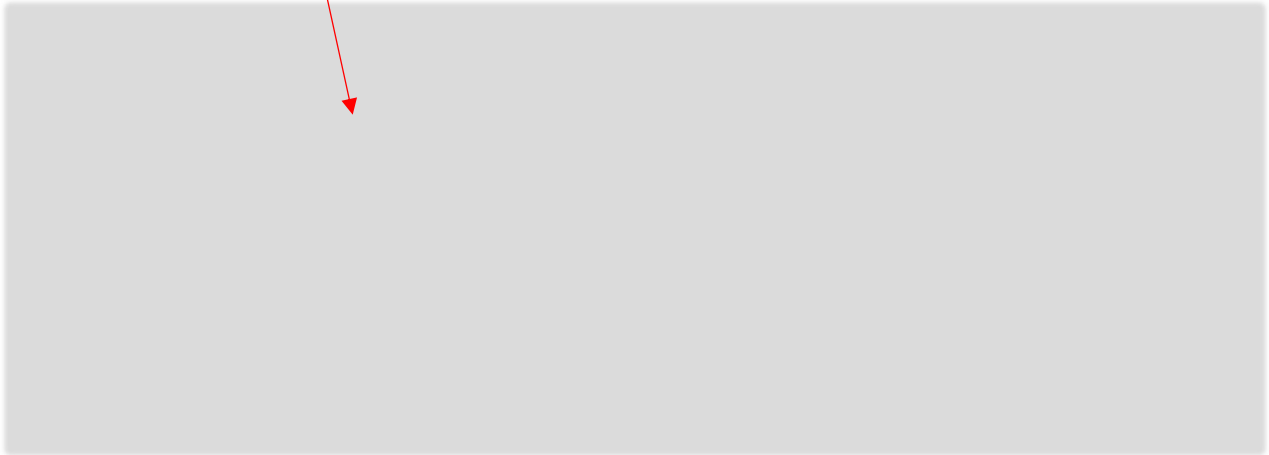
Recent Messages

No Recent Messages

Requests

Request ID	Entered Datetime	Invoice Number	Supplier ID	Supplier	Description	Total Amount	Currency	Request Status	Business Unit	Voucher ID	Scheduled to Pay				
0000341428	10/05/2022 12:13PM	21708	VN0017429	CARTERS FOOD SERVICE EQUIPMENT & AUCTION	Repair and Maintenance	440.00	USD	Pending	18000						
000034040	10/03/2022 9:45AM	SPI 2206497	1000013716	QC SUPPLY LLC	CSS: Freight(Culpepper)	112.26	USD	Approved	18000						
0000341424	10/05/2022 12:06PM	TPD UGA AOW2 091522	VN0001841	THRASHER PHOTO & DESIGN LLC	Second installment for logo design	1,000.00	USD	Pending	18000						
0000341427	10/05/2022 12:03PM	596876	VN0006578	CLASSIC CITY HOTEL	Boerma Lecture Hilton Hotel for students	924.00	USD	Pending	18000						
0000341426	10/05/2022 12:11PM	21897	VN0017429	CARTERS FOOD SERVICE EQUIPMENT & AUCTION	Repair and Maintenance	185.00	USD	Pending	18000						

First, adjust the date range you are searching by. To do this, in the Request Summary section, click on the green funnel:

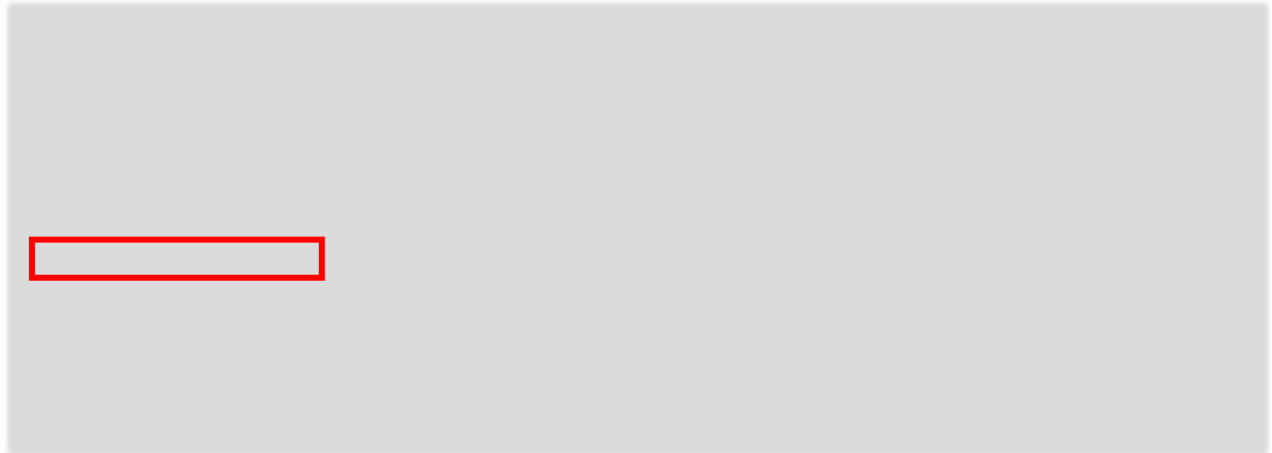


Once the date box displays, adjust your date range, click OK, and close the box. Adjusting the date range will limit the amount or requests that are retrieved. This will reduce system slowness.

The screenshot shows the Oracle Payment Request Center interface. A 'Filters' dialog box is open, allowing the user to adjust the date range for the search. The 'By Date' filter is selected, and the date range is set from 08/08/2022 to 11/04/2022. The background shows a 'Request Summary' table with columns for Display, Status, and Number of Requests. The table lists three status categories: Pending (718), Approved (38), and Vouchered (2080). Below the summary is a table of requests with columns for Request ID, Entered Date/Time, Invoice Number, Supplier ID, and Supplier. The table lists four requests from suppliers: ROLL OFF SYSTEMS INC, JAMES MCCORMACK PETTY CASH, JENSEN'S FURNITURE SERVICE & SUPPLY INC, and ORACLE CORPORATION.

Request ID	Entered Date/Time	Invoice Number	Supplier ID	Supplier
88814934	11/04/2022 9:33AM	271285	V4660331	ROLL OFF SYSTEMS INC
88814936	11/04/2022 9:42AM	04ADMIN2119	V4661379	JAMES MCCORMACK PETTY CASH
88814935	11/04/2022 9:33AM	4888	V4660270	JENSEN'S FURNITURE SERVICE & SUPPLY INC
88814934	11/04/2022 9:33AM	41282416	V4660270	ORACLE CORPORATION

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



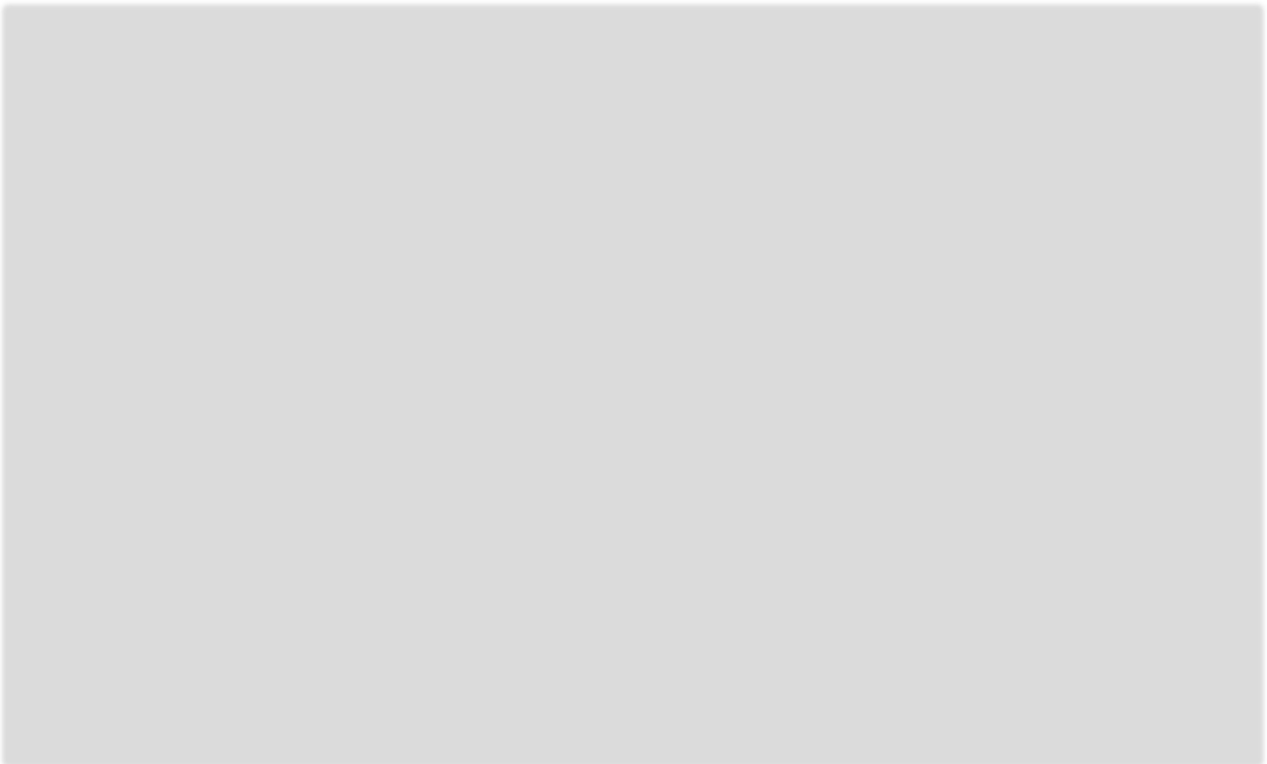
To search for a particular payment request, click on the green funnel in the top left corner:



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.

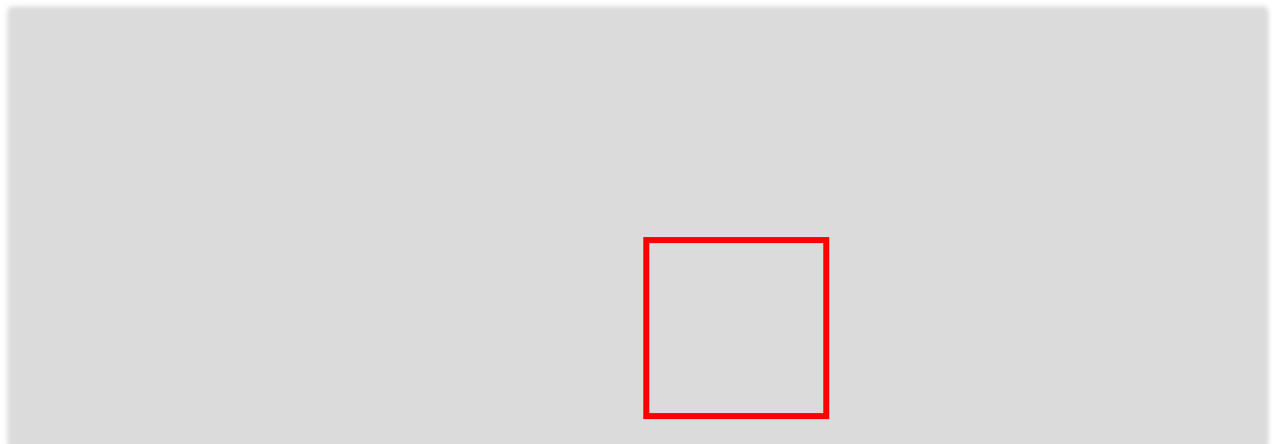
The screenshot shows the Oracle Payment Request Center interface. At the top, there are navigation tabs: Favorites, Main Menu, Accounts Payable, Payments, Payment Request, and Payment Request Center. Below this is the Oracle logo and a search bar. The main content area is titled 'Payment Request Center' and includes a 'Request Summary' section with a table showing one 'Vouchered' request. Below this 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

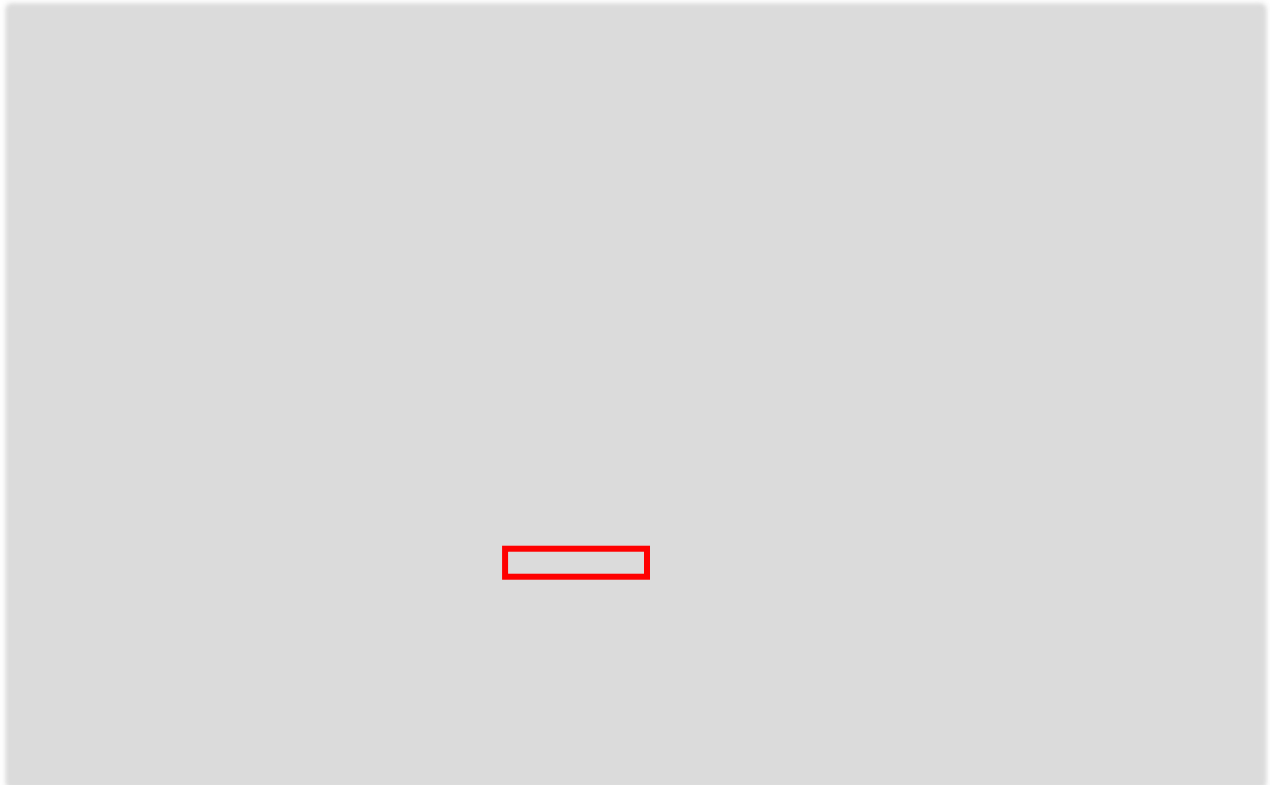
Here the voucher number can be obtained. Users should follow the steps outlined on pages 4-10 of this document to retrieve the voucher.

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

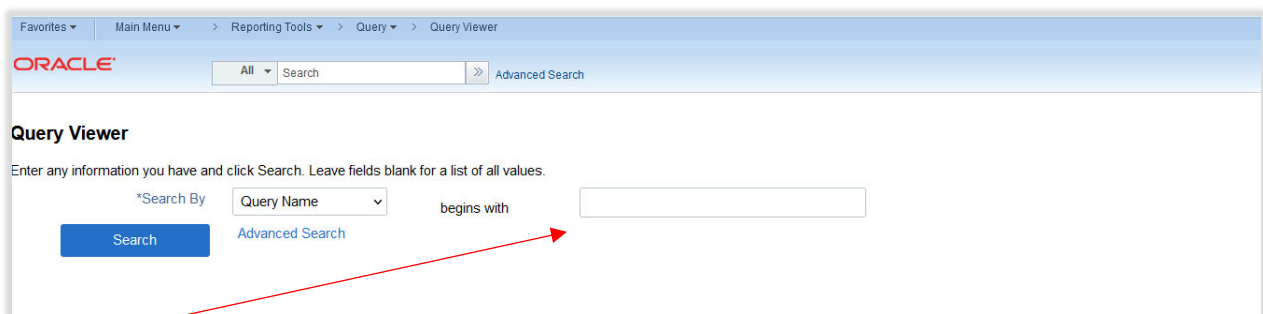
First, navigate to Query Viewer. From the Employee Self Service home page, click on Classic Home:



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	<b>Excel</b>	XML	Schedule	Lookup References	Favorite
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Next, the prompt page opens. Enter the payment request number in the Request ID box and click on View Results.

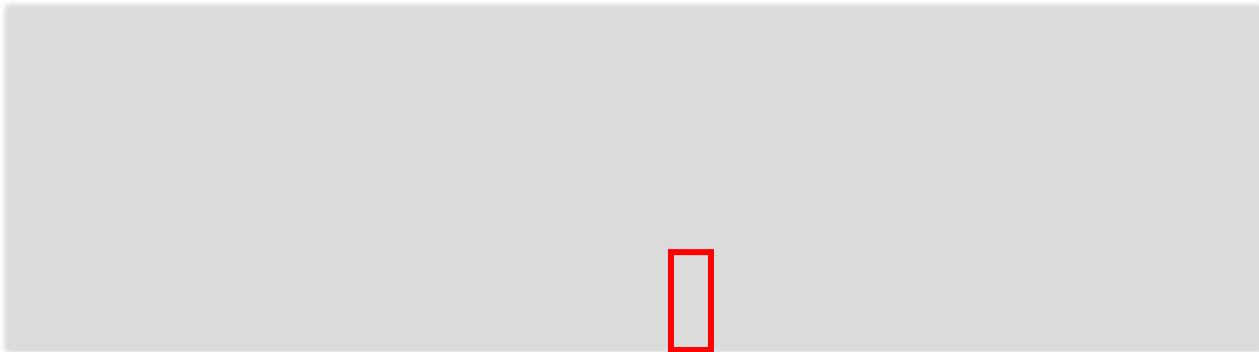
**UGA\_AP\_PAYMENT\_REQ\_LKUP - Payment Request Lookup**

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.



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.