Accounts Payable
Determining if Payments Have Been Issued

Overview:

Understanding How to Determine if Payments Have Been Issued

In this tutorial, you will learn the steps to confirm if a check has been issued for a payment on an invoice. You will also learn how to identify when a payment has been issued and if a check has been cashed.

This tutorial details the following steps:

- How to find a related voucher
- How to determine a Reference ID number (or check number), the date of issuance and payment status
- When to call General Accounting for check cancellation and reissuance

Procedure

Scenario:
In this topic, you will learn the steps to confirm if a check has been issued for payment on an invoice. In addition, you will also learn how to identify when a payment has been issued and if a check has been cashed.

Key Information:
Invoice Number
Vendor ID
Voucher ID

Step	Action
1.	Click the **Financials 9.1** link. Financials 9.1
2.	Click the **Main Menu** button. Main Menu
3.	Click the **Accounts Payable** menu. 📁 Accounts Payable ▶
4.	Click the **Vouchers** link. Vouchers
5.	Click the **Add/Update** link. Add/Update
6.	Click the **Regular Entry** link. Regular Entry
7.	If you do not have access to enter vouchers, only the **Find an Existing Value** tab will appear. If you have access to enter vouchers, you will have two voucher tabs - **Find an Existing Value** and **Add a New Value**.

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Welcome to FSU! APUSER, ANDY   Home   Worklist

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

Voucher

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

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Business Unit: = FSU01

Voucher ID: begins with

Invoice Number: begins with

Invoice Date: =

Short Vendor Name: begins with

Vendor ID: begins with

Name 1: begins with

Voucher Style: =

Related Voucher: begins with

Entry Status: =

Voucher Source: =

☐ Case Sensitive

Search   Clear   Basic Search 🔷 Save Search Criteria

Step	Action
8.	Search for a payment using one of the following: **Voucher ID, Invoice Number** or **Vendor ID**.
9.	Click the **Search** button.
	Search

Step	Action
10.	Click the **Payments** tab.
	Payments
11.	The **Payment Information** section indicates the vendor name and address the check was issued and mailed to.
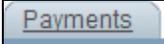
Check handling information appears at the bottom of the Payments tab page (in the **Payment Options** section).

If the **Handling** field displays "REGULAR," the check was mailed directly after printing.

If the **Handling** field displays "SPECIAL," the check was picked up by the individual noted in the **Message** field. |

Step	Action
12.	At the bottom of the page (in the **Schedule Payment** section) **Payment Date** and **Reference** (check number) are displayed.

Step	Action
13.	Click the **Payment Inquiry** link. **NOTE:** Pop-up blockers must be turned off to view the Payment Inquiry window. Payment Inquiry

Step	Action
14.	Click the **Maximize/Restore** button.
15.	In the Payment Inquiry Result section of the page, the **Reference ID**, **Amount**, **Payment Date** and **Payment Status** are displayed. If the **Payment Status** is "Paid," the vendor has cashed the check and received the money. You cannot request a cancellation or reissuance of a check in this status. If the **Payment Status** is "Unpaid," the check has not been cashed. You may decide to have the check cancelled and reissued to the vendor. To do this, call General Accounting at 644-5012.
16.	Click the **Close** button.
17.	Click the **Home** link. Home
18.	**Congratulations!** You have completed the topic. **End of Procedure.**