



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

The screenshot displays the Florida State University OMNI portal. At the top, there is a search bar and navigation links. The main content area is divided into several sections:

- Employee Central:** Includes links for Financials, HR/Payroll, and Resources and Applications.
- OMNI FINANCIALS 9.1:** Features a tile for Financials 9.1 and another for OMNI HR 9.0.
- OBI Reporting:** Includes a tile for OBI Reporting with a link to Interactive Dashboards.
- OMNI e-Market:** Includes a tile for OMNI e-Market with a link to OMNI online shopping.
- FSU Help Desk:** Includes a tile for FSU Help Desk with a link to FSU's Technology Services Help Desk.
- FSU Budget Crisis Committee:** A prominent red warning icon is next to a message stating: "In continuing response to the on-going state fiscal problems, the President has expanded the Budget Crisis Committee to include a faculty representative from each college. Key in the overall reconstitution of the committee is the significantly expanded faculty participation; Now each college has at least one representative. The committee members shall listen, ask questions, provide advice, act as the point of contact for their respective colleges and keep their colleges informed. Materials developed for and used by the Committee will be placed in a Blackboard Organization and can be accessed at <http://campus.fsu.edu/budget>. In addition to such materials, the site also offers a way to provide suggestions and feedback to Committee members."
- FSU Releases Free App:** A message stating: "Check out FSU sports scores and schedules, videos, images, campus map, directory and places all in the palm of your hand. To download free FSU app go to Blackberry AppWorld. For iPhone, iTouch and iPad free app, go to iTunes. For more information on the FSUMobile Application, visit: <http://its.fsu.edu/Web-Services/FSU-Mobile>"



Step	Action
1.	Click the Financials 9.1 link. 
2.	Click the Main Menu button. 
3.	Click the Accounts Payable menu. 
4.	Click the Vouchers link. 
5.	Click the Add/Update link. 
6.	Click the Regular Entry link. 
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 .

THE FLORIDA STATE UNIVERSITY
OMNI FINANCIALS

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):

Business Unit: [=] 

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: [=]

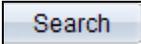
Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)



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

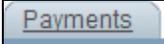
The screenshot shows the OMNI Financials interface for The Florida State University. The user is logged in as APUSER, ANDY. The breadcrumb trail is: Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry. The 'Payments' tab is selected, showing the following details:

Business Unit:	FSU01	Invoice Date:	04/16/2009
Voucher ID:	00484245	Invoice No:	REV-PETTYCASH-TCIARLA-4/16/09
Voucher Style:	Regular	Invoice Total:	12,678.00 USD
Contract ID:		Pay Terms:	NET 1
Vendor Name:	TONY CIARLARIELLO UNIV CENTER A ROOM 1101 TALLAHASSEE, FL 32306-2350	Voucher Source:	Online
Entry Status:	Postable	Origin:	ONL
Match Status:	No Match	Created:	04/16/2009
Approval Status:	Approved	Created By:	JGILBERT
Post Status:	Posted	Modified:	04/16/2009
		Modified By:	JGILBERT
		ERS Type:	Not Applicable
Budget Status:	Valid	Close Status:	Open
Budget Misc Status:	Valid		

*View Related:

Buttons:

Navigation: [Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#)

Step	Action
10.	Click the Payments tab. 
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.



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

The screenshot shows the OMNI Financials interface for The Florida State University. The top navigation bar includes 'Home', 'Worklist', 'Process Monitor', 'Report Manager', 'Add to Favorites', and 'Sign out'. The breadcrumb trail is: 'Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry'. The main content area is titled 'Payment Information' and contains the following fields:

- Payment:** 1
- *Remit to:** 0000009276
- Location:** 001
- *Address:** 1
- TONY CIARLARIELLO
UNIV CENTER A ROOM 1101
FSU
TALLAHASSEE, FL 32306-2350
- Gross Amount:** 12,678.00 USD
- Discount:** 0.00 USD
- Scheduled Due:** 04/17/2009
- Net Due:** 04/17/2009
- Discount Due:**
- Accounting Date:** 04/17/2009

Links on the right side include: [Payment Inquiry](#), [Express Payment](#), [Payment Comments\(0\)](#), and [Holiday/Currency](#).

The **Payment Options** section includes:

- *Bank:** BOA
- *Account:** CHCK
- *Method:** CHK (Check)
- L/C ID:**
- Message:** call janelle-6449037
- Pay Group:**
- *Handling:** SPECIAL
- *Netting:** Not Applicable
- Hold Reason:**
- Hold Payment**
- Separate Payment**

The **Schedule Payment** section includes:

- *Action:** Schedule Payment
- Pay:**
- Payment Date:** 04/17/2009
- Reference:** 00388930

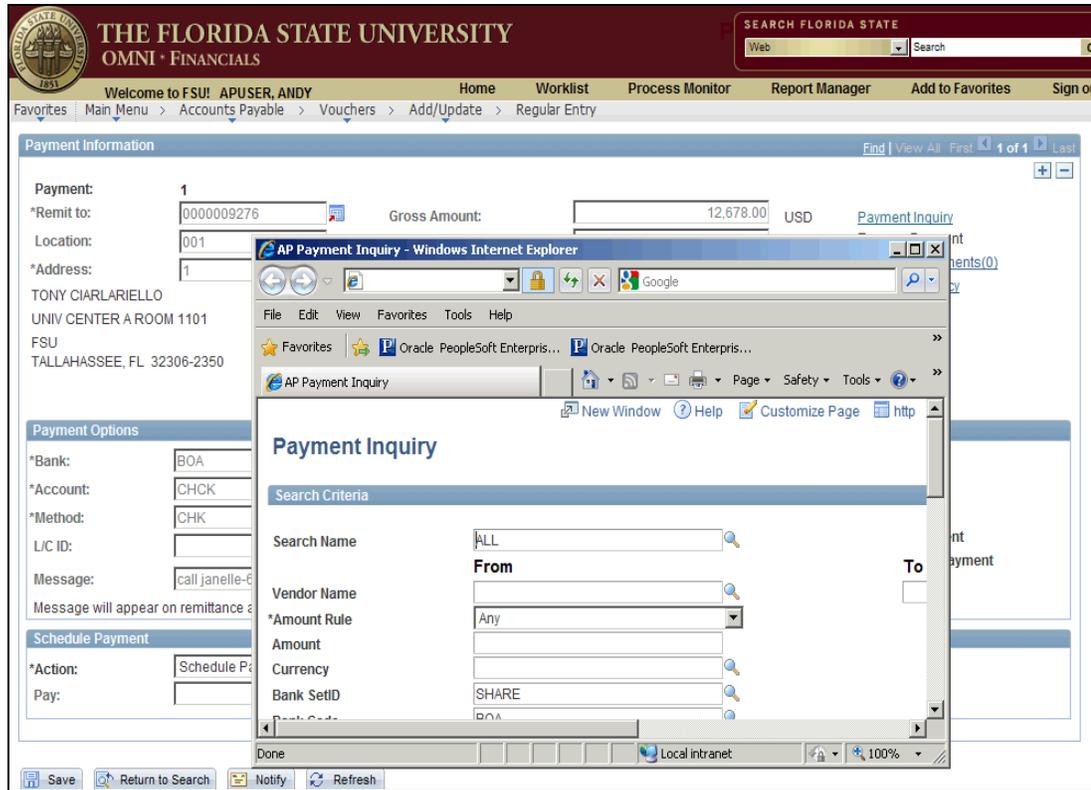
Buttons at the bottom include: Save, Return to Search, Notify, and Refresh. A footer navigation bar contains: [Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#).

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



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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. 
18.	Congratulations! You have completed the topic. End of Procedure.