

2009

# The University of New Orleans

## PeopleSoft 9.0: Payment Inquiry



THE UNIVERSITY *of*  
NEW ORLEANS



## Payment Information Inquiry

Navigation: Accounts Payable>Vouchers>Add/Update>Regular Entry

1. Enter Invoice Number
2. Select yellow **Search** button.
3. Select the link to retrieve the voucher summary page.

### Voucher

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

**Find an Existing Value**

Use Saved Search:

Business Unit: =

Voucher ID: begins with

**Invoice Number: begins with**

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](#) [Delete Saved Search](#)

### Search Results

[View All](#)

<a href="#">Business Unit</a>	<a href="#">Voucher ID</a>	<a href="#">Invoice Number</a>	<a href="#">Gross Invoice Amount</a>	<a href="#">Payment Amount</a>	<a href="#">Invoice Date</a>	<a href="#">Short Vendor Name</a>
<a href="#">UNOLF</a>	<a href="#">00340170</a>	<a href="#">BLNK4TEST8</a>	<a href="#">410.69</a>	<a href="#">410.69</a>	<a href="#">04/23/2009</a>	<a href="#">VWR INTL C-001</a>

4. Select the Related Documents Tab.
5. View Purchase Order Payment Status, Scheduled Pay Date, Payment Reference (Check Number) and Payment Amount.

Summary
Related Documents

Business Unit: UNOLF Invoice Number:

Voucher ID: 00340170 Invoice Date:

Voucher Style: Regular Print Invoice

Vendor ID: 0000013492

**Payment Details** [Customize](#) | [Find](#) | [View All](#)  First 1 of 1 Last

Payment Status	Scheduled to Pay	Payment Reference	Remit SetID	Remit Vendor	Remitting Address	Payment Method	Gross Payment Amount	Paid Amount	Payment Currency
Unselected	05/18/2009		UNOLF	0000013492		5 CHK	410.69		USD

▷ Voucher Line - PO Information

▷ Voucher Line - Receiver Information

▷ Voucher Adjustments

Save
 Return to Search
 Previous in List
 Next in List
 Notify
 Refresh

[Summary](#) | [Related Documents](#)