2009

The University of New Orleans

PeopleSoft 9.0: Payment Inquiry

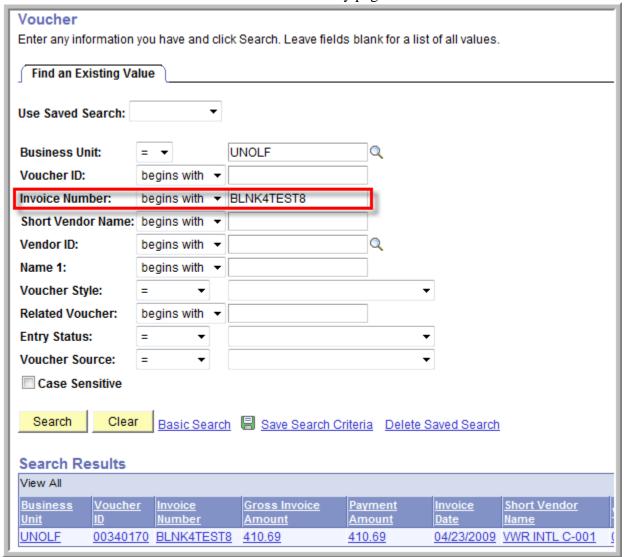


PAYMENT INQUIRY July, 2009

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.



PAYMENT INQUIRY July, 2009

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

