Researching a Payment

- To research a payment, follow this navigation in CMS: Accounts Payable, Vouchers, Add/Update, Regular Entry, Find an Existing Value (tab).

- If you know the voucher number, you may enter it in the Voucher ID field and click search. When searching by voucher number, only that voucher will result from the search.

- If searching by name, type in the vendor's name in the Short Vendor Name field and click search. A list of vendors will appear on the bottom portion of the screen. Click on the voucher/payment in question to display the voucher information.

- If you know the vendor number, enter the number in the Vendor ID field. When searching by vendor number, all payments made to this vendor will appear.
You may sort the results by any of the column headings. If you know the amount of the voucher in question, sort the search results by Payment Amount. If you know the invoice number, sort by Invoice Number. CMS will sort the column from ascending to descending order.

- Click on the invoice number or payment amount of the voucher you are researching and the screen will change to the invoice Summary screen.
Click on the Invoice Information tab to see more information.
Click on the Payments tab. You will see the check number (Reference), the date the check was issued (Payment Date), the check amount (Gross Amount), and the vendor mailing address.

Click on the Payment Inquiry link.
The Payment Inquiry page shows the check number (Payment Reference ID), the check amount, the payment date, the reconciliation status, and the date the check was reconciled in CMS. The reconcile date is not the date the check cleared the bank. If you need the date the check cleared the bank, click on the check number (Payment Reference ID).
On the Vouchers For a Payment screen, you will see whether the check cleared the bank.