

Researching a Payment

- ❑ To research a payment follow this navigation in CMS
- ❑ Accounts Payable, Vouchers, Entry, Regular Entry, & Find an Existing Value.

PeopleSoft.

Menu
Search:
▷ My Favorites
▷ Vendors
▷ Purchasing
▽ Accounts Payable
 ▽ Vouchers
 ▽ Entry
 – Regular Entry
 – [Quick Invoice Entry](#)
 – [Complete Register](#)
 [Voucher](#)
 ▷ Review and Correction
 ▷ Approvals
 ▷ Maintenance
▷ Control Groups
▷ Payments
▷ Batch Processes
▷ Review
▷ Administration
▷ Reports
– [Accounts Payable Home Page](#)
▷ CSU Claims Processing
▷ Banking
▷ General Ledger
▷ CSU Manage CO/State Requirement
▷ CSU Administer Integration

Voucher

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

Find an Existing Value

Add a New Value

Business Unit:	=	▼	SACST	<input type="button" value="🔍"/>
Voucher ID:	begins with	▼	<input type="text"/>	
Invoice Number:	begins with	▼	<input type="text"/>	
Short Vendor Name:	begins with	▼	<input type="text"/>	
Vendor ID:	begins with	▼	<input type="text"/>	<input type="button" value="🔍"/>
Name 1:	begins with	▼	<input type="text"/>	
Voucher Style:	=	▼	<input type="text"/>	▼
Related Voucher:	begins with	▼	<input type="text"/>	
Entry Status:	=	▼	<input type="text"/>	▼

Case Sensitive

[Basic Search](#)

[Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Cont' Researching a Payment

- ❑ If you know the voucher #, you can enter it in the voucher ID field and click search or hit enter. When searching by voucher #, only that voucher will result from the search.
- ❑ If searching by name, type in the vendor's name in the short vendor name field. Click on search or hit enter. A list of vendors will appear on the bottom portion of the screen. Click on the voucher/payment in question and the voucher will be displayed starting with the invoice information screen.
- ❑ If you know the vendor # already, put the # in the vendor ID field. When searching by vendor #, all payments made to this vendor will appear.

Cont' Researching a Payment

- ❑ You can sort the information from the search by any of the column headings. If you know the amount, sort by amount. If you know the invoice #, sort by invoice #. CMS will sort the column from ascending to descending order.
- ❑ Click on the invoice # or amount you are researching and the screen will change to the invoice screen.

Voucher

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

Find an Existing Value [Add a New Value](#)

Business Unit: = SACST

Voucher ID: begins with

Invoice Number: begins with

Short Vendor Name: begins with

Vendor ID: begins with 0000000210

Name 1: begins with

Voucher Style: =

Related Voucher: begins with

Entry Status: =

Case Sensitive

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

Search Results

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.



[View All](#)

Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Payment Amount	Invoice Date	Short Vendor Name	Vendor ID	Name 1	Voucher
SACST	00195110	F047451	450.5	450.5	09/30/2006	UNIV ENTER-001	0000000210	UNIVERSITY ENTERPRISES INC	Regular
SACST	00195069	F046843	991.87	991.87	05/31/2006	UNIV ENTER-001	0000000210	UNIVERSITY ENTERPRISES INC	Regular
SACST	00195067	F047449	1410.15	1410.15	09/30/2006	UNIV ENTER-001	0000000210	UNIVERSITY ENTERPRISES INC	Regular

Cont' Researching A Payment

- On this screen the information is from the invoice.





Invoice Information | Payments | Voucher Attributes | Accounting Information

Style: Regular Entry Status: Postable Match Manager Comments  



Unit: SACST Voucher ID: 00161463 Group: 0000002062 Budget Status: Valid Post Status: Posted

Copy from a Source Document


PO Unit: SACST Purchase Order: 1200500177 Copy PO Worksheet Copy Option: None

Vendor	Invoice
<p>Advanced Vendor Search</p> <p>Vendor: 0000000210</p> <p>Name: UNIV ENTER-001</p> <p>Location: 6000</p> <p>*Address: 1</p> <p>UNIVERSITY ENTERPRISES INC 6000 J STREET SACRAMENTO, CA 95819-6063</p>	<p>Invoice No: F045272</p> <p>Invoice Date: 07/31/2005 Acctg Date: 08/29/2005</p> <p>*Pay Terms: NET</p> <p>Misc Amt: </p> <p>Frght Amt: </p> <p>Sales Tax: </p> <p>SUT Exempt <input checked="" type="checkbox"/> Use Tax: </p> <p>Total: 1,146.52 *Curr: USD Balance: 0.00</p> <p>Non Merchandise Summary</p>

Invoice Lines Find | View All First 1 of 1 Last

1 *Dist by: Amt SpeedChart [View PO/Receiver](#) [Associate Receiver\(s\)](#)  

Item	Description	Quantity	UOM	Unit Price	Extended Amt	SUT/VAT/Intrastat
	Provide special service to	1.0000	OTH	1146.52000	1,146.52	<input type="checkbox"/> Use One Asset ID

Distribution Lines Customize | Find | View All |  First 1 of 1 Last

MOC	Amount	Quantity	*GL Unit	Budget Date	Account	OpenItem	Fund	Department	Class	Finalize	PO Finalized
1	1,146.52	1.0000	SACST	08/29/2005	660003		G05DS	67000		<input checked="" type="checkbox"/>	Y

Cont' Researching A Payment

- Click the Payments tab. You will see the check#, the date the check was issued, the check amount, and the mailing address. Click the payment inquiry link.

The screenshot shows a web-based payment system interface. At the top, there are tabs for 'Invoice Information', 'Payments', 'Voucher Attributes', and 'Accounting Information'. The 'Payments' tab is selected and circled in red. Below the tabs, there are fields for 'Unit: SACST', 'Voucher ID: 00161463', and '*Pay Terms: NET'. A 'Schedule Payment' button is visible. Below this is a 'Payment Information' section with a search bar and navigation buttons. The 'Payment Inquiry' link is circled in red. Below this is a 'Payee' section with fields for '*Remit to: 0000000210', 'Location: 6000 J', and '*Addr: 1'. The payee name is 'UNIVERSITY ENTERPRISES INC' with address '6000 J STREET, SACRAMENTO, CA 95819-6063'. Below the payee information are three panels: 'Payment Method' (with fields for *Bank: STATE, *Account: DVP, *Method: CHK, Pay Group: VN, *Handling: VM, *Netting: N, and checkboxes for Hold Payment and Separate Payment), 'Payment Details' (with fields for Gross Amt: 1,146.52 USD, Discount: 0.00 USD, Net Due: 07/31/2005, Discount Due, Scheduled Due: 08/29/2005, and Acctg Date: 08/30/2005), and 'Payment Options' (with fields for *Action: Schedule, Pay, Reference: 559881, L/C ID, and Paymt Date: 08/30/2005). Red arrows point from the text in the first list item to the 'Payments' tab, the 'Payment Inquiry' link, and the 'Gross Amt' field in the 'Payment Details' panel.

Cont' Researching A Payment

- The Payment Inquiry page shows the check#, the amount, the check date, the reconciliation status, and the date the check was reconciled in CMS. This date is not the date it cleared the bank. If you need the date the check cleared the bank, click on the payment reference ID#.

Payment Inquiry

Search Criteria

Payment Reference ID:
 Payment Status:
 Payment Method:

Bank SetID:
 Bank Code:

Bank Account:
 Bank Account #:

Pay Cycle:
 Pay Cycle Seq #:

Remit SetID:
 Remit Vendor:

Vendor Name:
 Vendor Location:

*Amount Rule:
 Amount:
 Currency:

From Date:
 To Date:

Sorting Criteria

*1st sort:
 *Sort Type:

*2nd sort:
 *Sort Type:

Payment Inquiry Result

[Payment Details](#)
[Additional Info](#)
[Vendor Details](#)

<u>Payment Reference ID</u>	<u>Payment Method</u>	<u>Amount</u>	<u>Currency</u>	<u>Creation Date</u>	<u>Payment Date</u>	<u>Payment Status</u>	<u>Recon Status</u>	<u>Reconcile Date</u>
559881	Check	2,939.49	USD	08/30/2005	08/30/2005	Paid	Recon	10/31/2005

Cont' Researching A Payment

- On this screen you can see when the check was cleared by the bank.

[Back to Payment Inquiry](#)

Bank Name:	State Treasury	Pymnt Ref ID:	559881
Bank Account #:	232	Accounting Date:	08/30/2005
Pay Cycle:	DAILY	Seq Num:	622
Vendor Name:	UNIVERSITY ENTERPRISES INC.	Payment Date:	08/30/2005
Address:	6000 J STREET	Days Outstanding:	3
		Payment Clear Date:	09/02/2005
		Reconcile Date:	10/31/2005
	SACRAMENTO	CA	95819
		USA	
Payment Amount:	2,939.49	USD	Payment Method: CHK
Description:	<input type="text"/>		

<u>Business Unit</u>	<u>Voucher ID</u>	<u>Advice Seg</u>	<u>Advice Date</u>	<u>Invoice Number</u>	<u>Gross Paid Amount</u>	<u>Paid Amount</u>	<u>Currency</u>	<u>Discount Taken</u>
SACST	00161463	1	07/31/2005	F045272	1,146.52	1,146.52	USD	
SACST	00161460	1	06/30/2005	M033524	50.00	50.00	USD	
SACST	00161459	1	06/30/2005	M033473	1,742.97	1,742.97	USD	