

Business Process	Navigation
- To inquire on the payment status of an invoice. - To inquire on a vendor payment history.	- Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher - Main Menu > Accounts Payable > Reports > Vendor > Payment History by Vendor

Process 1: Inquire on the Payment Status of an Invoice

Use the following navigation to inquire on the payment status of a vendor invoice.

- From the Menu page, select **Accounts Payable** > **Review Accounts Payable Info** > **Vouchers** > **Voucher**.
- Enter a **Business Unit** – 62500 (should default from your user preferences).
- Enter an **Invoice Id**. If you know the **Vendor ID** or vendor **Short Name**, enter “SHARE” in the Vendor SetID field, then enter values in the Vendor ID or Short Name, or select the  magnifying glass to search for a value.
- Click **Search**. It may take a moment for the search results to appear. You should see a Processing icon  in the top right corner of the screen.
- Click on the **Payment Information** icon  found under the **Voucher Details** tab / **Voucher Details** in the **Voucher Inquiry Results** section. This screen provides basic payment information.
- Click on the Payment Reference ID number to view more detailed payment information. At the search page, click on the Payment Reference ID number to show all Vouchers for this Payment. On this screen you can see the various payment information such as: Full Vendor Remit Address, Voucher IDs included in this payment, Payment Ref ID (Check number), Payment Date, and Days Outstanding.

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Vouchers For a Payment

Bank Name: U.S. Bank
Bank Account #: 180111053146
Pay Cycle: BNKTST **Seq Num:** 10
Vendor Name: MINNESOTA CENTRAL SCHOOL BUS
Address: 1818 W JEFFERSON ST - 2nd Floor
 JOLIET IL 60435 USA

Payment Amount: 6,115.58 USD
Payment Method: ACH

Payment Reference ID: 2000006
Accounting Date: 04/29/2013
Payment Date: 04/29/2013
Days Outstanding:
Payment Clear Date: 04/29/2013
Reconcile Date:
Value Date: 04/29/2013

Description:

Business Unit	Voucher ID	Advice Seq	Advice Date	Invoice Number	Gross Paid Amount	Paid Amount	Currency	Discount Taken	Late Charge	Source
62500	00001344	1	04/29/2013	577834856	3,515.58	3,515.58	USD			Accounts Payable Vouchers
62500	00001187	1	04/10/2013	321	500.00	500.00	USD			Accounts Payable Vouchers
62500	00001088	1	03/04/2013	DRT0071010	100.00	100.00	USD			Accounts Payable Vouchers
62500	00001082	1	04/24/2013	578-0003	500.00	500.00	USD			Accounts Payable Vouchers
62500	00001079	1	04/17/2013	LR4360	500.00	500.00	USD			Accounts Payable Vouchers
62500	00001070	1	04/17/2013	TESTING	500.00	500.00	USD			Accounts Payable Vouchers
62500	00001064	1	04/17/2013	456	500.00	500.00	USD			Accounts Payable Vouchers

Process 2: Inquire on Vendor Payment History

Use this report when you want a list of all invoices in the system for a specific vendor and time frame.

1. From the Menu, select **Accounts Payable > Reports > Vendor > Payment History by Vendor**.
2. Enter **Run Control ID** (if this is your first time running this report, create a new Run Control ID, otherwise go to step 3).

To create a new Run Control ID:

1. Click the **Add New Value** tab.
 2. Enter a name in the **Run Control ID** field (such as Report).
 3. Click **Add**.
 4. Go to step 4 below.
3. To select an existing Run Control, click **Search** or enter the run control name and click search. (Skip this step if you just created a new Run Control ID).
 4. Enter a **From Payment Date** and **Thru Payment Date**, **Remit Vendor ID**, and select **Detail** or **Summary** for the print options.
Note: The From Payment Date should always be the first day of a month and the Thru Payment Date should be the last day of a month.
 5. Click **Save**. (This saves the Run Control ID - use it next time you run the report).
 6. Select **Run**.
 7. Select **Server Name** = PSNT, **Type** = WEB, **Format** =PDF and then click **OK**.
 8. Verify the process instance number has been assigned.

Don't know the vendor ID?

1. From the main Menu, select **Vendors > Vendor Information > Vendor**.
2. Enter Vendor Name in the **Name1** search field.
3. Click **Search**.

Hint: You can use Copy & Paste to get the Vendor ID number.

9. Click the **Report Manager** link, then click the **Administration** tab (List | Explorer | Administration | Archives) to check status.
10. When the run status changes to Posted (click **Refresh** to update status information.), click the **Details** link.
11. Click on the report link found in the **File List** section. The report file name will start with APY2000 and end in .PDF.
12. Click on the **Print** button after the PDF file is displayed.