Viewing Payment Information

There are 2 different ways to view Payment Information:

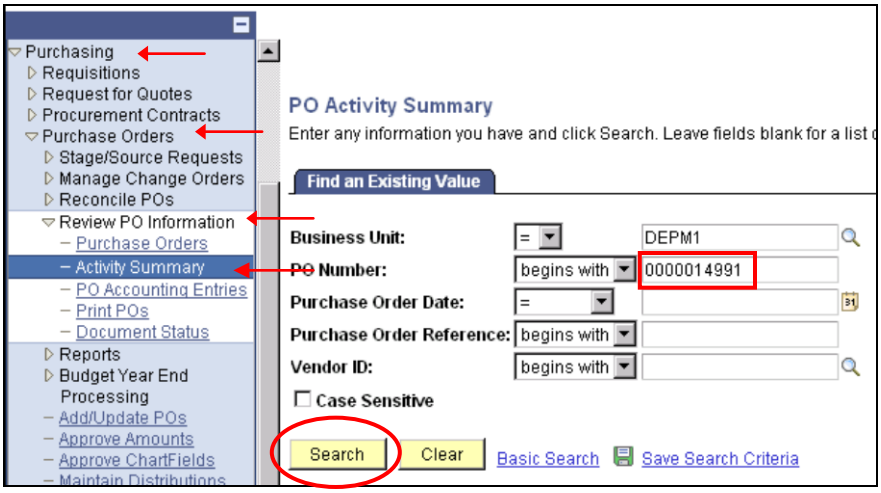
1) Viewing Payments **associated with a PO** through the PO Activity Summary Module, and
2) Searching Invoices or Vouchers **associated with a specific Vendor** through the Accounts Payable Module

1) To Reviewing Payments made Against a Specific PO:

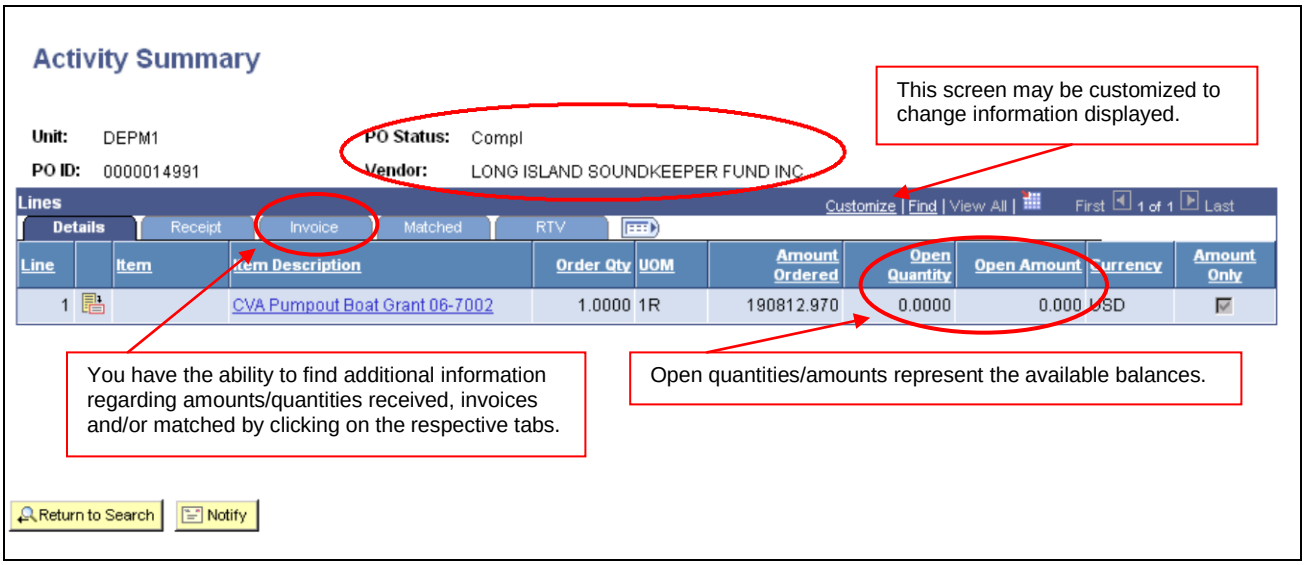
In the left hand menu, navigate as follows:

Purchasing > Purchase Orders > Review PO Information > Activity Summary.

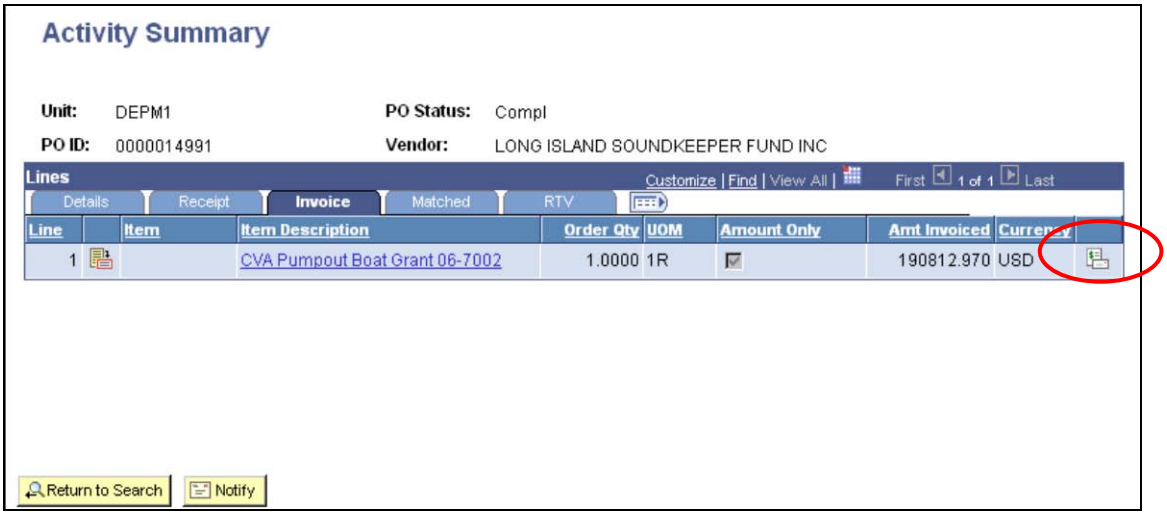
Enter the PO number you need to research and press Search.



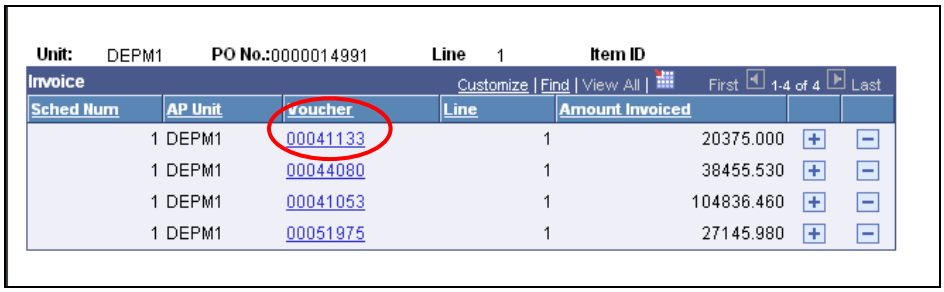
The PO Information including the status, vendor name and amount will appear.



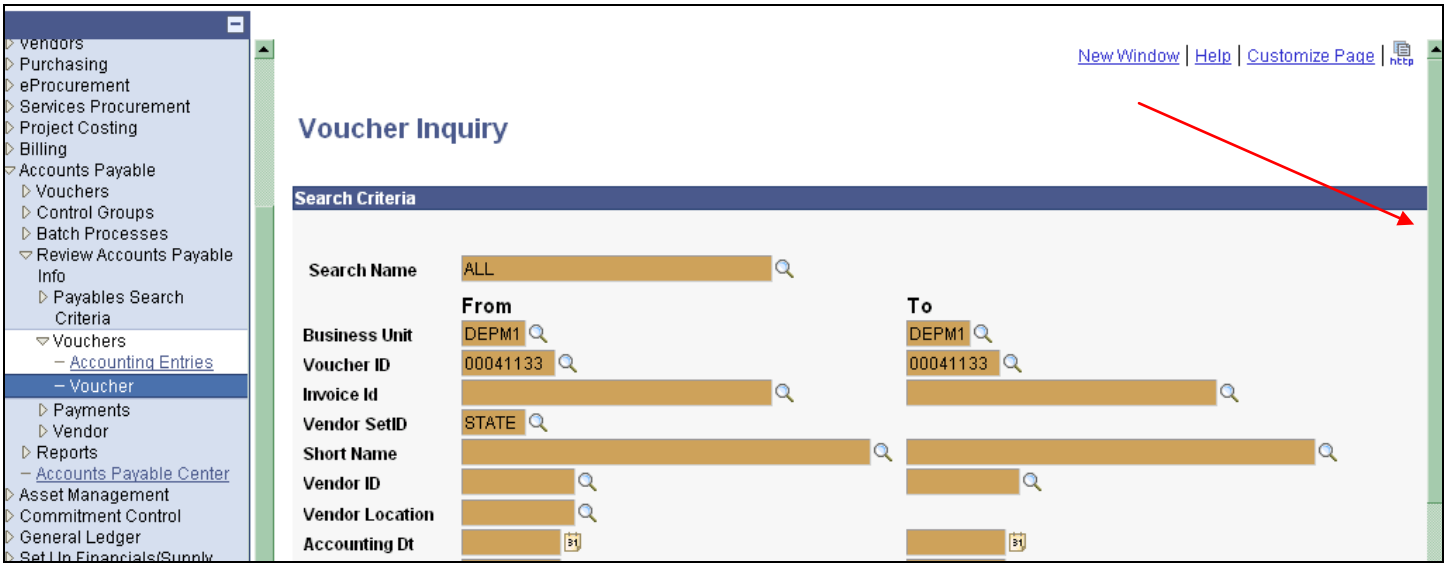
While in the Invoice Tab, click on the **Invoice icon** for detailed invoice and voucher information.



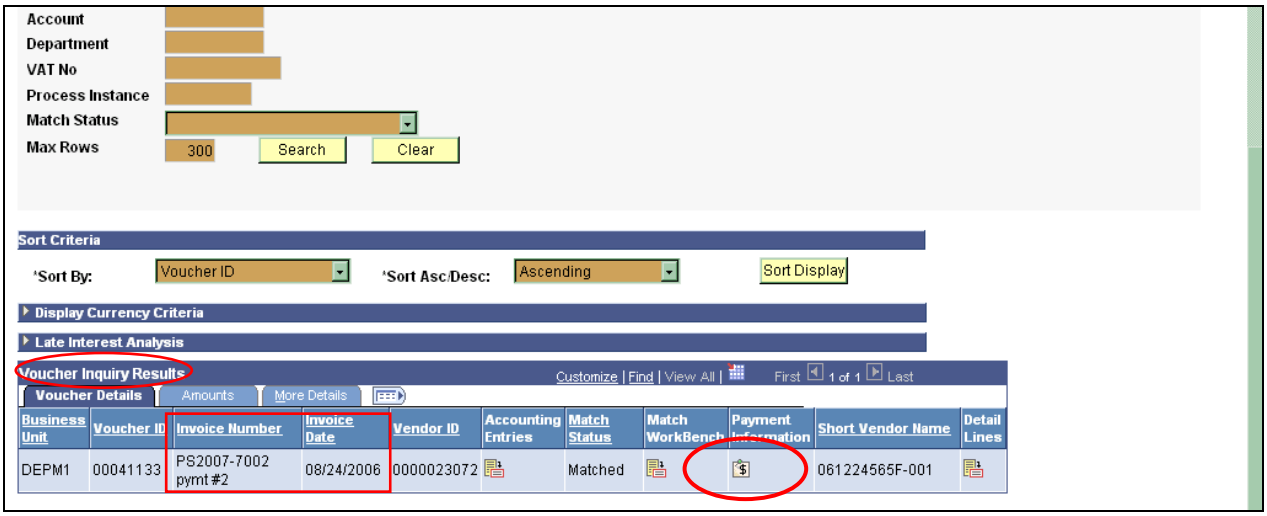
A listing of Vouchers associated with the PO will be displayed. Click on the Voucher Id for specific information regarding the voucher. [*Note, depending on your role in Core CT, this screen may be the most detail you'll be able to obtain by drilling into detail from PO Activity Summary. You may need to go through the Accounts Payable Module to view further voucher/payment details. See option 2 beginning on Page 4 of this handout.*]



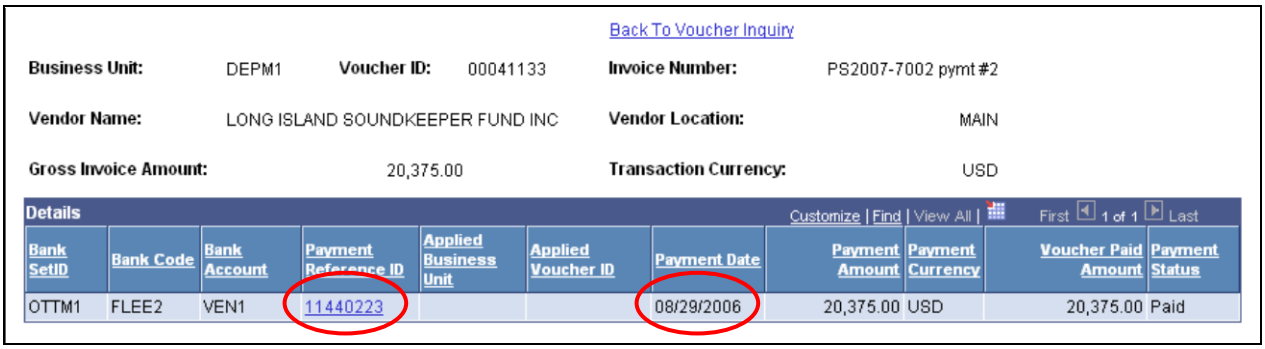
Scroll to bottom of page by dragging the scroll bar on the right hand side of the screen.



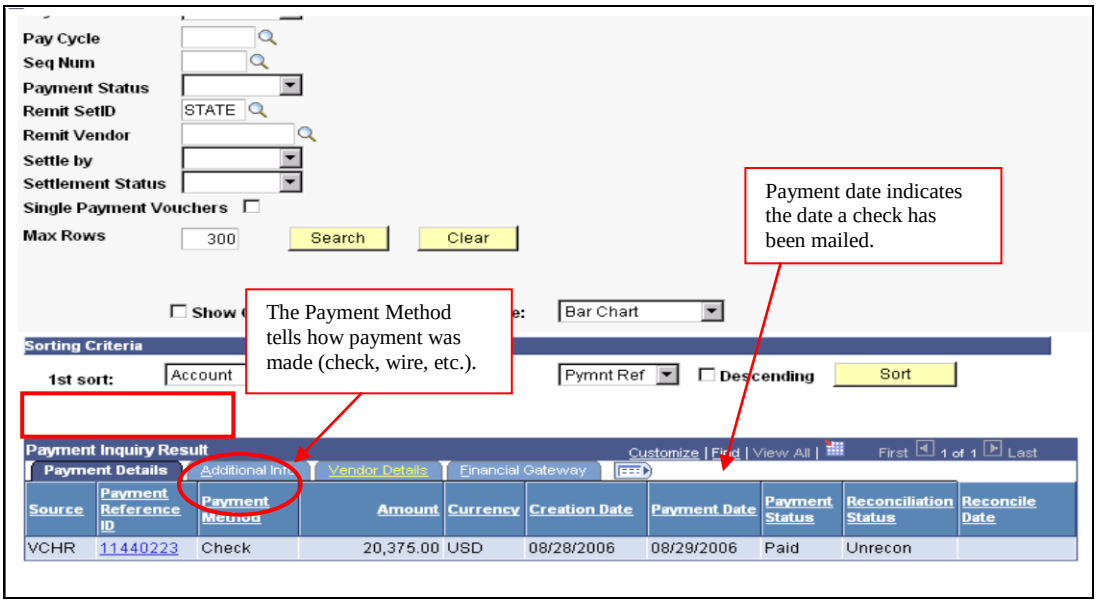
Once you see the **Voucher Inquiry Results** you'll be able to see the Vendor's Invoice Number and date. Click on Payment Information icon for additional payment information.



The following screen will appear which shows Payment Reference Id (check or wire #) and date. Click on Payment Reference Id link for additional information.



Scroll to the bottom of page to view **Payment Inquiry Results**.



2) Reviewing Invoices and Vouchers for a Vendor using the Accounts Payable Module:

From the left hand menu, navigate as follows:

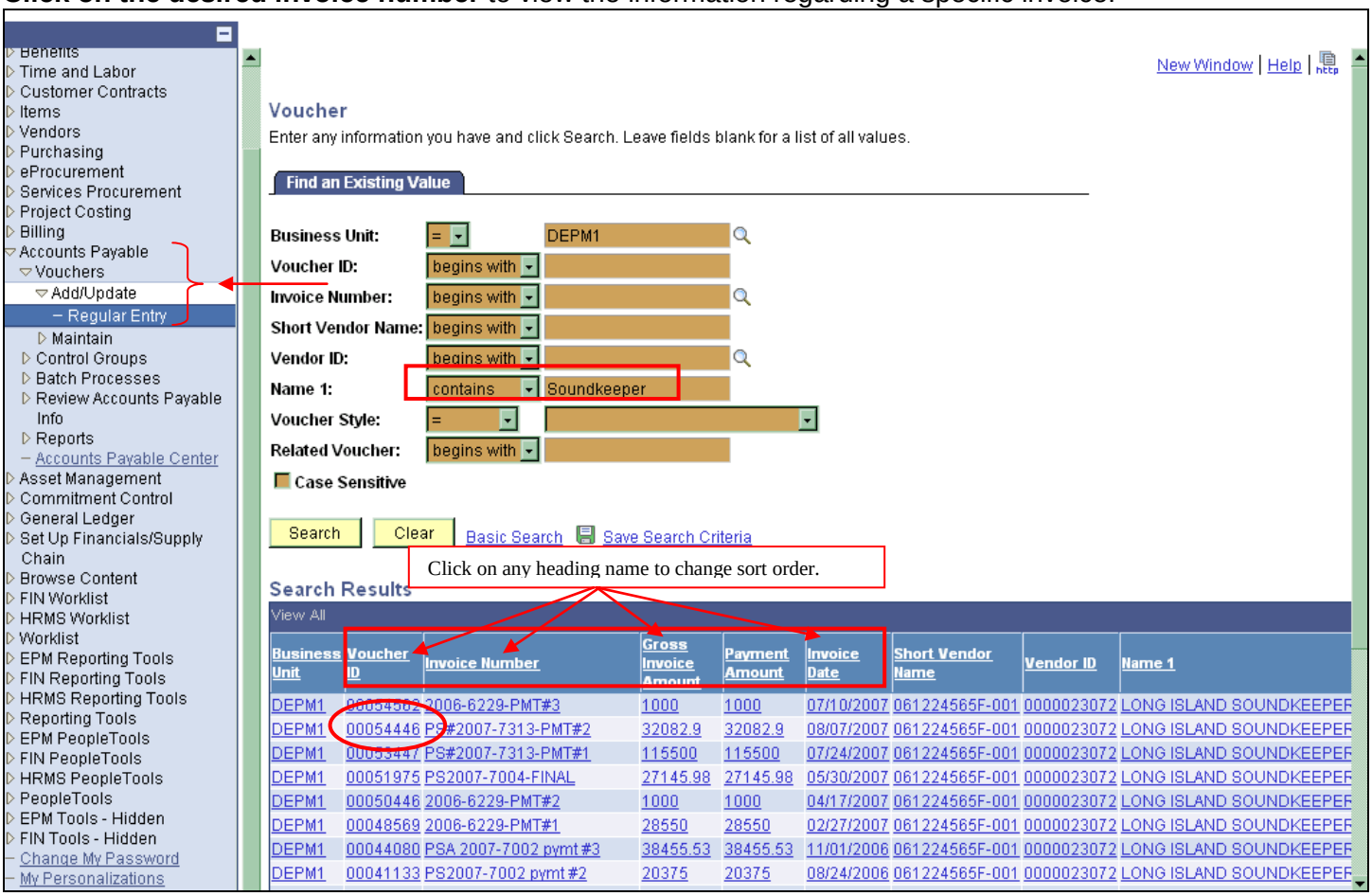
Accounts Payable > Vouchers > Add/Update > Regular Entry

In the **Name 1** field, select "contains", enter a known part of a vendor's name and press **SEARCH**.

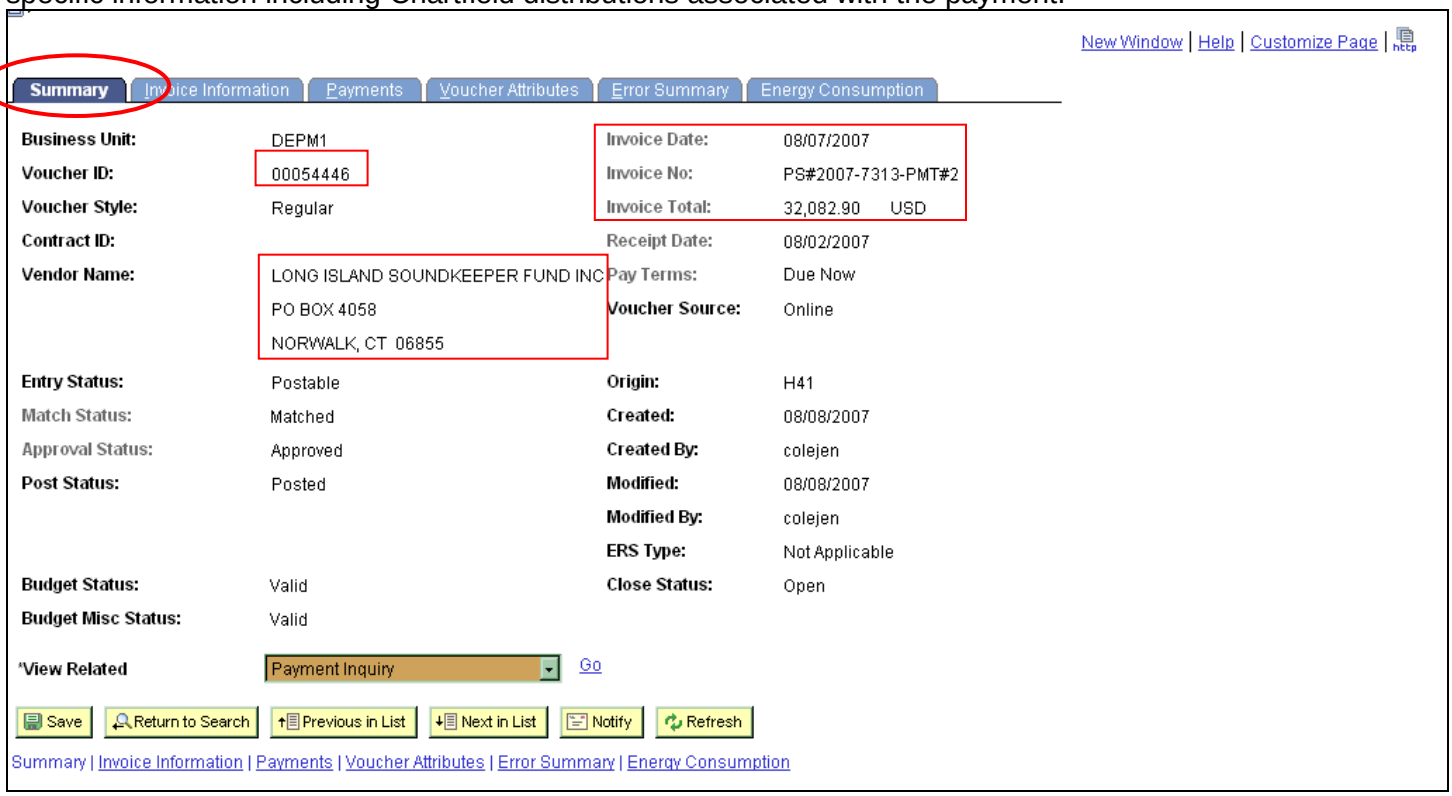
If the name is very common, you may receive multiple vendors. Once you get the initial results, you can then narrow the search by locating your desired vendor and adding the corresponding vendor number in the Vendor ID and press SEARCH again.

Once you get the list of vouchers for a specific vendor, you will be able to sort by invoice number by clicking on the heading in the dark blue heading line (the invoice number is assigned by the vendor and should appear on the bill).

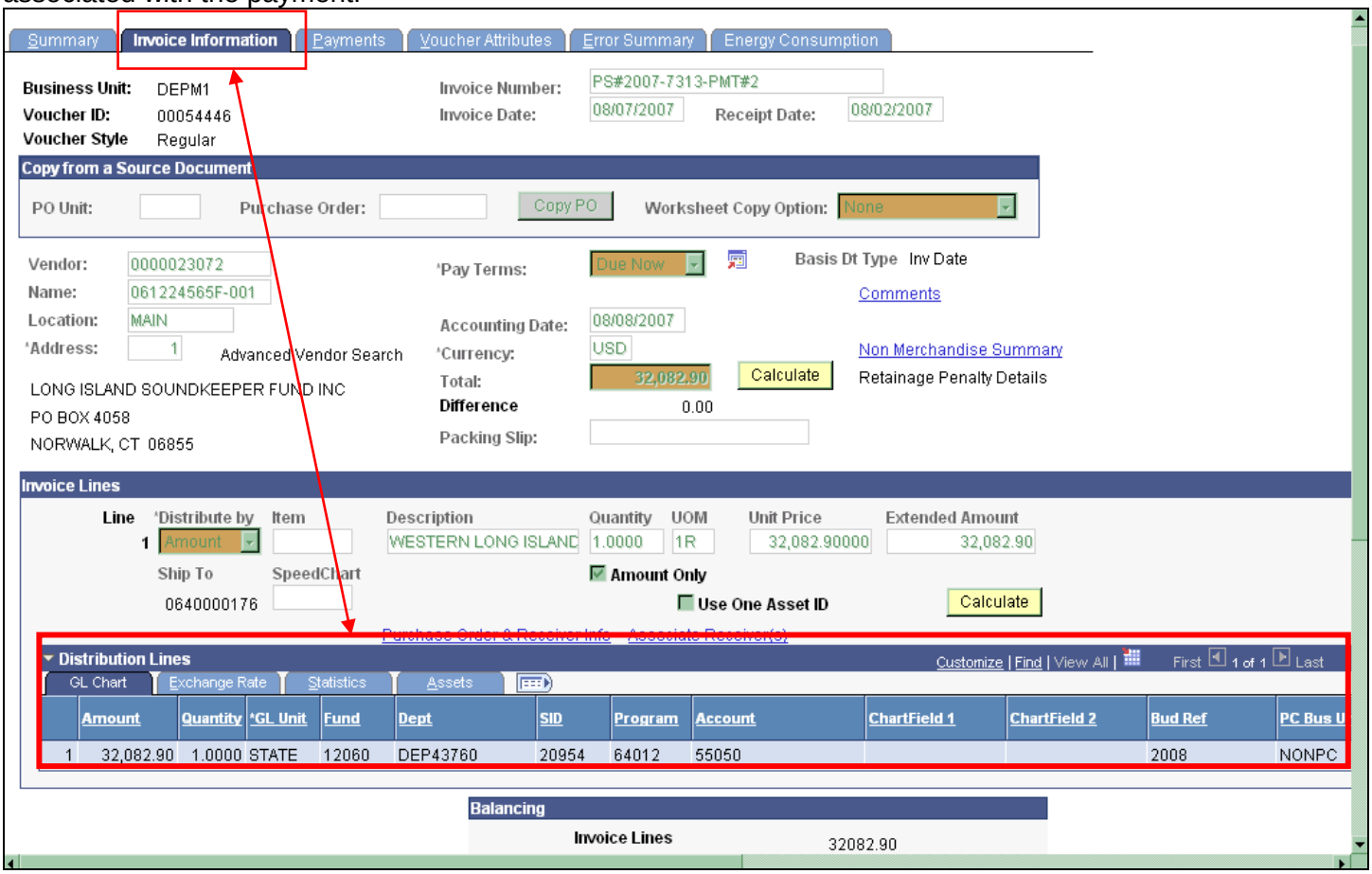
Click on the desired invoice number to view the information regarding a specific invoice.



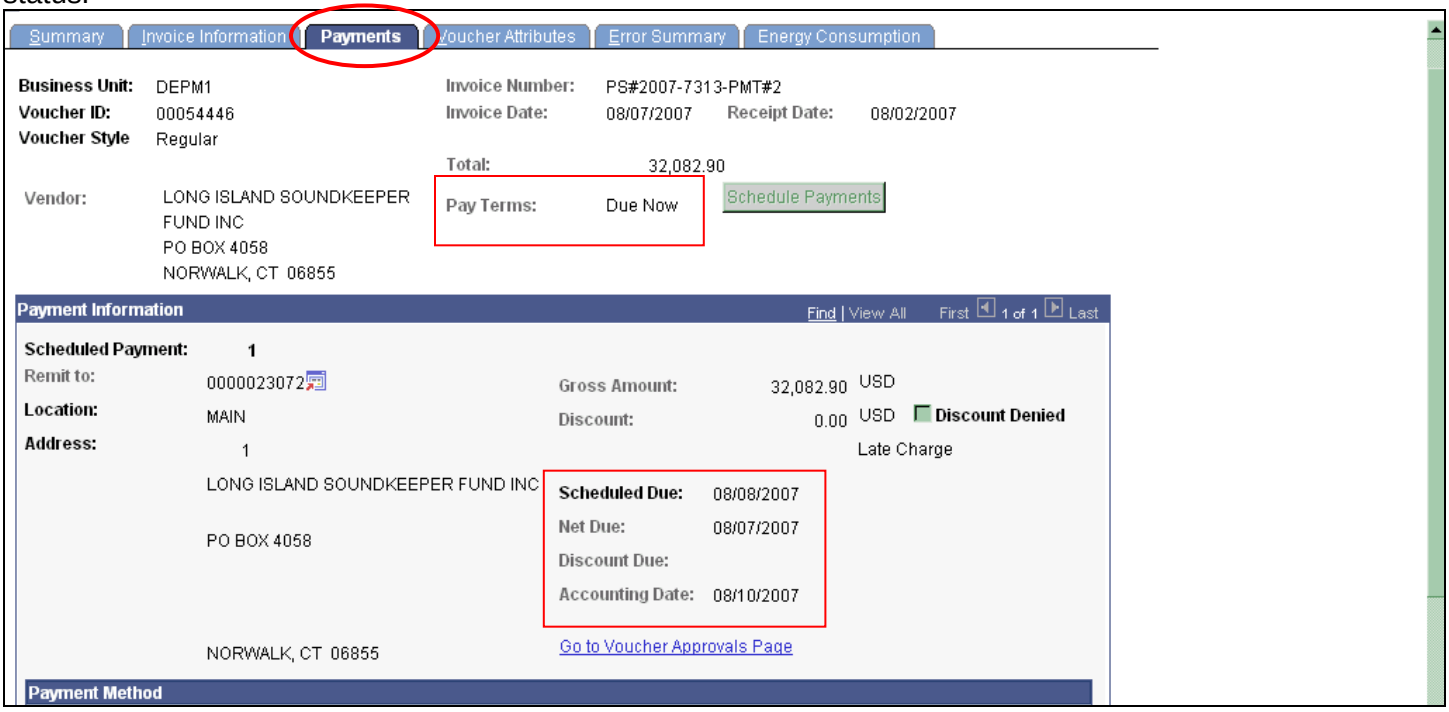
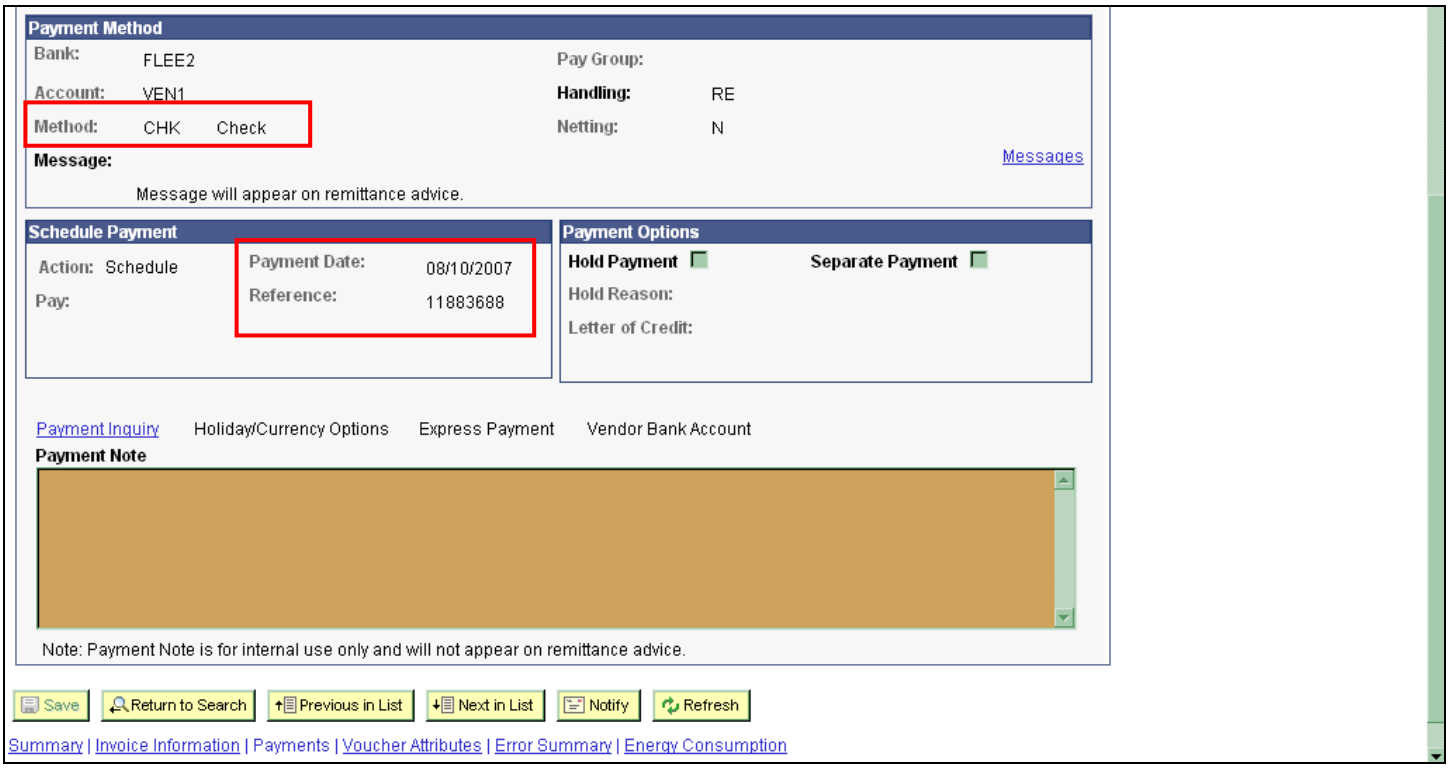
You will be brought to the Voucher's **Summary Tab** which will show general information such as Voucher Id, Invoice No., Invoice Date, Vendor Name & Address. Selecting the Invoice Information Tab will bring you specific information including Chartfield distributions associated with the payment.



Selecting the **Invoice Information Tab** will bring you specific information including Chartfield distributions associated with the payment.



Selecting the **Payments tab** will bring you to a screen where you can view information regarding payment status.



You'll need to scroll to the bottom of the Payments Tab page to view the method of payment, the payment date (refers to the date the check was postmarked) and **"reference" number which represents the check number.**