How can I find payments made to a Supplier?

Go to PeopleSoft Financials Production>Main Menu>Accounts Payable>Review Accounts Payable Info>Payments>Payment

Screen shot of landing page:



Use magnifier glass next to the “from Suppler Name 1” data field to search by vendor name:



Enter all or a part of the supplier’s name in the search box; you may use the **%** sign as a wildcard feature; this will allow you to search by a partial name. Click look up button and select the name of the supplier for which you’re looking.



Once the supplier name is populated, delete the “SHARE” information in the “Remit SETID” data field. By deleting the default “Remit SETID” information, this will return data with all LSUHSC New Orleans business units and reveal payment data for all three New Orleans’ business units:

LSUNO (PO related AP invoices)

LSUNE (Direct Pay/Travel)

LSUNA (Auxiliaries)

Click Search



Remove default SETID “SHARE”

A list of payments disbursed to the selected vendor will appear. Click on the payment reference id hyperlink:



A new window appears displaying the voucher id (hyperlinked), the invoice number, the amount paid, the payment date, the vendor’s name and address. The payment number is listed as the **“Pymnt Ref ID”.**

For further details, click on the voucher id hyperlink.



The following panel will appear. Click on the hyperlinked “action” item located in the voucher details tab. A drop down menu will appear.

Click on Payment information to retrive the payment number.

Click on View Attachments to see a copy of the invoice associated with the payment; signature approvals for professional service agreenments and sponsored contracts are inclued on the imaged invoice.



To review approver information, click on the More Details tab, then click the Approver History hyperlink.

