
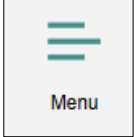
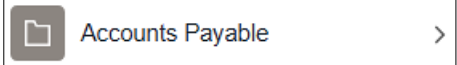
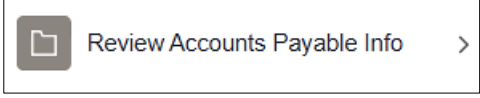
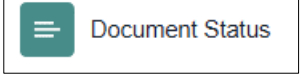


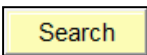


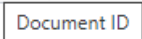

NOTE: Based on your security profile, some options may not be available.

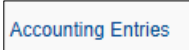

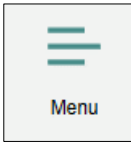
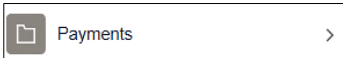
NOTE: Identifying Numbers


- Payment Number – PeopleSoft Payables assigns unique identification number used for printed checks, wire transfers, and EFTs.
- Payment Reference Number – Check, ACH, Wire or EFT number.








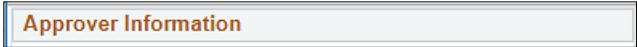
- Payment Document Status (Step #5)
- Payments (Step #19)
- Payment Query (Step # 44)




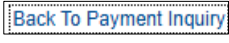

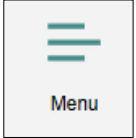
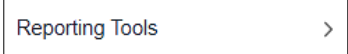

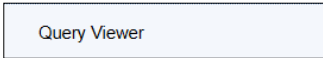
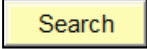
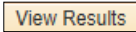
Step	Action
1.	From the My Financials Home click the NavBar icon in the upper left hand corner of the page 
2.	From the NavBar select the Menu option. 
3.	From the Menu select Accounts Payable . 
4.	From the Accounts Payable sub-menu, click Review Accounts Payable Info . 
5.	From the Review Accounts Payable Info sub-menu, click Payments .
6.	From the Payments sub-menu, click the Document Status option. 
7.	Use Payment Document Status Inq to view all records associated with the payment.

Step	Action
8.	<p>NOTE: The default Remit SetID is SHARE for regular suppliers. If searching by Supplier ID, this must be changed to one of the following:</p> <ul style="list-style-type: none"> ✓ LSUNA – New Orleans Axillaries ✓ LSUNE – New Orleans Travel & Direct Pay ✓ LSUSE – Shreveport Travel & Direct Pay ✓ LSUSS – Shreveport Student ✓ LSUEP – Shreveport Epic ✓ Otherwise leave as SHARE
9.	<p>On the Payment Document Status Inq page, enter the desired information into the following fields.</p> <p>Bank SetID (SHARE) Bank Code Bank Account (Same as Bank Code) Payment Reference (Check #) Remit SetID</p>
10.	<p>Click the <i>Search</i> button.</p> 
11.	<p>On the Payment Document Status Inquiry page, click the <i>Actions</i> dropdown to view the following. <i>Note: All options may not be available due to security.</i></p>  <ul style="list-style-type: none"> ✓ Maintain Supplier ✓ Maintain Supplier Conversations ✓ Review Supplier Contacts
12.	<p>On the Payment Document Status Inquiry page, click the <i>Show All Columns</i> icon to view additional information about the payment.</p> 
13.	<p>On the Payment Document Status Inquiry page, click the <i>Document ID</i> number in the Doc ID column to view information for the desired <i>Document Type</i>.</p> 
14.	<p>An “Inquiry” page will open for the selected <i>Document Type</i>.</p>
15.	<p>On the Payment Document Status Inquiry page, click the <i>Page</i> icon for the line in the Go To Document Status Inquiry column to view detail information for a specific document type.</p>  <p>The Document Status page will open for the <i>Document Type</i> selected.</p>

Step	Action
16.	On the Payment Document Status Inquiry page, the Match Workbench appears. However, your ability to view the data is based on your security profile. If you do not have the appropriate security, and you click the link in the Match Workbench column, a new page will open with the following message “ <i>You are not authorized for this page</i> ”
17.	On the Payment Document Status Inquiry page, to view accounting/chart-string entries for a specific document type, click the “ Accounting Entries ” icon for the line in the Accounting Entries column. 
18.	The Accounting Entries page will open for the document type selected.
19.	To view Payments , click the NavBar icon in the upper left hand corner of the page 
20.	From the NavBar select the Menu option. 
21.	The system will maintain your last navigation steps. You should see the Payments sub-menu with the option to select Payments . <i>(If not, re-navigate using the Steps #1 through Step #4.)</i> From the Payments sub-mention select Payments . 
22.	Use Payment Inquiry to review information such as Supplier info, payment method, payment status, and payment details. Payment information details can only be viewed after payments have been made and posted.
23.	<p>NOTE: Set the Remit SetID to SHARE for regular suppliers. If searching by Supplier ID, the Remit SetID must be changed to one of the following:</p> <ul style="list-style-type: none"> ✓ LSUNA – New Orleans Axillaries ✓ LSUNE – New Orleans Travel & Direct Pay ✓ LSUSE – Shreveport Travel & Direct Pay ✓ LSUSS – Shreveport Student ✓ LSUEP – Shreveport Epic ✓ Otherwise leave as SHARE

Step	Action
24.	<p>From the Payment Inquiry page, enter the following:</p> <ul style="list-style-type: none"> • Bank SetID: SHARE • Bank Code: • Bank Account: (Same as Bank Code) • From Ref ID: (Check Number) • Remit SetID: <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> Bank SetID <input style="width: 100%;" type="text"/> </div> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> Bank Code <input style="width: 100%;" type="text"/> </div> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> Bank Account <input style="width: 100%;" type="text"/> </div> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> From Ref ID <input style="width: 100%;" type="text"/> </div> <div style="border: 1px solid gray; padding: 5px;"> Remit SetID <input style="width: 100%;" type="text"/> </div>
25.	<p>Click the Search button.</p> <div style="border: 1px solid gray; padding: 5px; display: inline-block; background-color: #ffff00;"> Search </div>
26.	<p>The Payment Inquiry page will open.</p>
27.	<p>On the Payment Inquiry page, click the Actions dropdown to view the following.</p> <div style="border: 1px solid gray; padding: 2px; display: inline-block; background-color: #e0e0e0;"> Actions </div> <p><i>Note: All options may not be available due to security.</i></p> <ul style="list-style-type: none"> ✓ Review Document Status
28.	<p>On the Payment Inquiry page, click the Show All Columns icon to view additional information about the payment.</p> 
29.	<p>In the Payment Inquiry Results section, click the Payment ID in the Payment Reference ID column to review the additional information for the payment.</p> <div style="border: 1px solid gray; padding: 2px; display: inline-block; background-color: #e0e0e0;"> Payment ID </div>
30.	<p>The Voucher For a Payment page will open.</p>
31.	<p>On the Vouchers For a Payment page, click the desired voucher line in the Voucher ID column.</p> <div style="border: 1px solid gray; padding: 2px; display: inline-block; background-color: #e0e0e0;"> Voucher ID </div>
32.	<p>The Vouchers Inquiry page will open.</p>

Step	Action
33.	<p>On the Voucher Inquiry page, click the Actions dropdown to view the following.</p> <p><i>Note: All options may not be available due to security.</i></p>  <ul style="list-style-type: none"> ✓ View Attachments (If applicable) ✓ Review Accounting Entries ✓ Match Workbench ✓ Scheduled Payment or Payment Information(If paid) ✓ Voucher Details ✓ Review Document Status <p>NOTE: The Match Workbench appears. However, your ability to view the data is based on your security profile. If you do not have the appropriate security, and you click the Match Workbench option, a new page will open with the following message: <i>“You are not authorized for this page”</i></p>
34.	<p>On the Voucher Inquiry page, click the Show All Columns icon to view additional information about the voucher and Supplier.</p> 
35.	<p>To view the approver for the voucher, in the Show All Columns view, click the desired line in the Approval History columns.</p> 
36.	<p>The Approval History box will open</p>
37.	<p>The Approval History box will show one of the following:</p> <ul style="list-style-type: none"> • Approved – With the name of the approver for the department.  • Pending – With the name of the approver for the department.  • Pending-Multiple Approvers – With multiple department approvers. 
38.	<p>If there are multiple approvers, click the Multiple Approvers link to view list of approvers assigned to the voucher.</p> 
39.	<p>The Approver Information box will opened detailing the approvers assigned to the voucher.</p> 

Step	Action
40.	To close the Approver Information box, click the X or Close button. 
41.	To close the Approval History box, click the X or Return button. 
42.	After review, click the Back to Payment Vouchers link at the top of the page to return to the Vouchers For a Payment page. 
43.	On the Vouchers For a Payment page, click the Back to Payment Inquiry link at the top of the page to return to the Payment Inquiry page. 
44.	To query a specific Payment , click the NavBar icon in the upper left hand corner of the page 
45.	From the NavBar select the Menu option. 
46.	From the Menu select the Reporting Tools option. 
47.	From the Reporting Tools sub-menu select Query . 
48.	From the Query sub-menu, select Query Viewer . 
49.	From the Query Viewer page enter the query name: AP_PYMTS_BU_PYMT_CHECK_ID
50.	Click the Search button. 
51.	From the Query Viewer Search Results page, select HTML (screen view) or Excel (download to Excel).
52.	From the query criteria page enter the following: Unit (<i>Business Unit</i>) Reference (<i>Check Number</i>)
53.	Click the View Results button. 

Step	Action
54.	This completes Inquire on Accounts Payable Payments via NavBar . End of Procedure.