

When you want to look up a payment to a specific Vendor for a specific Business Unit:

Payments by Vendor & Business Unit

Accounts Payable

Inquiries & Reports

Accounts Payable Inquires

A/P Inquiry by Business Unit

- Type BU in Header
- Type Supplier #
- Find

For more detailed information go to:

Link to the [User Guides NEW](#) this link is found at the bottom of the page in the Help section of the Link page.

In the Payroll & Financial Center section:

Click on 2. Accounts Payable

and in Lesson 1 – Voucher Processing

Pick your learning style/presentation type:

[Payment Inquiry](#) to read it with screen shots

[NVISION](#) to see it demonstrated

[Payment Inquiry Job Aid](#) to read with no screen shots