

Payment Inquiry
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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

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Payment Inquiry

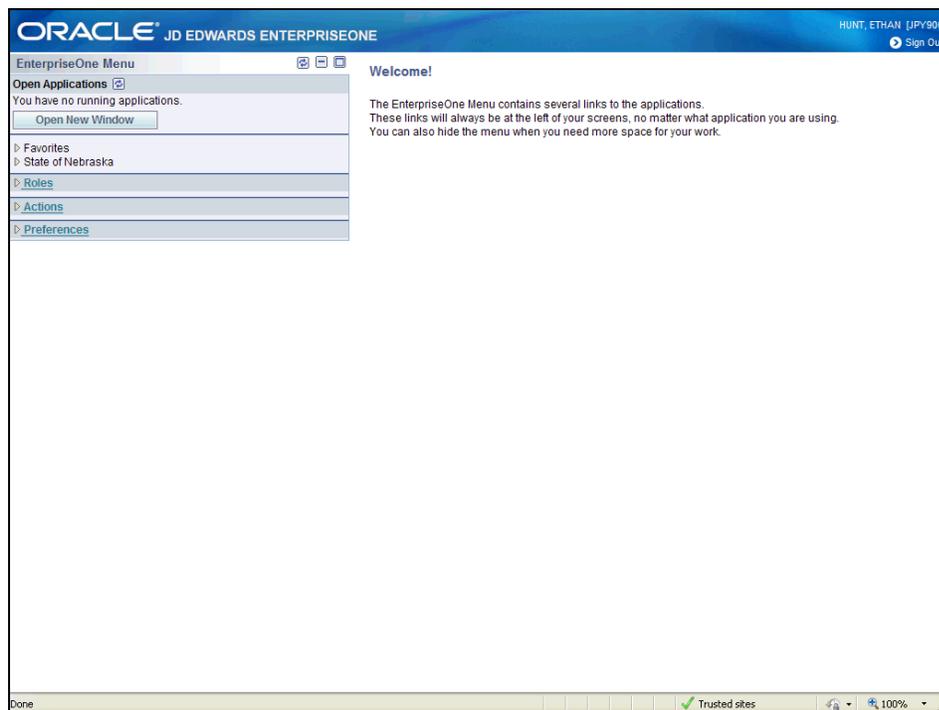
Payment Inquiry Overview

Use the Payment Inquiry window to review the details of vendor payments sorted by the dates payments were made.

Payment Inquiry Lesson

Procedure

In this lesson you will learn how to do a Payment Inquiry.

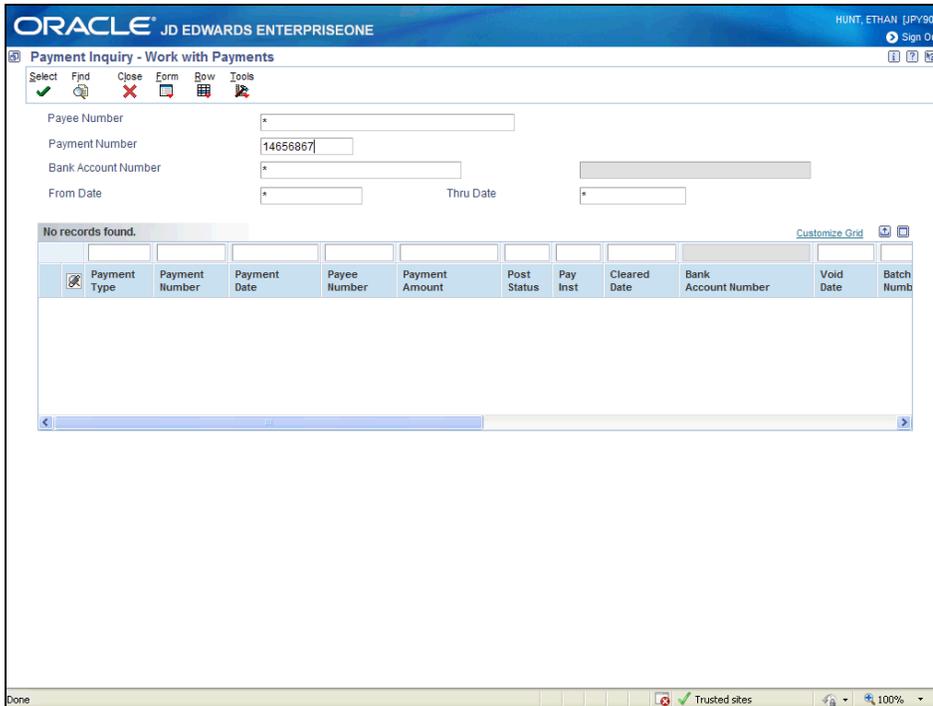


Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Accounts Payable link. Accounts Payable
3.	Click the Inquiries & Reports link. Inquiries & Reports
4.	Click the Accounts Payable Inquiries link. Accounts Payable Inquiries
5.	Click the Payment Inquiry link. Payment Inquiry

Training Guide

Payment Inquiry

Step	Action
6.	<p>Complete the following fields:</p> <p>Supplier Number – Type the number of the supplier you wish to inquire about</p> <p>From Date (optional) – Type the beginning date of your inquiry period</p> <p>Thru Date (optional) – Type the ending date of your inquiry period</p> <p>Or</p> <p>Enter the Payment Number if you want to get information about a specific payment.</p>



Step	Action
7.	<p>Click the Find button.</p> 
8.	<p>Choose the payment you want to review, if not defaulted.</p>
9.	<p>Click the Select button.</p> 
10.	<p>Review the payment information.</p>

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Payment Inquiry - Manual Payment Entry

Cancel Form Row Tools

Payment Number: 14656867 Batch Number: 891693

Payee Number: 1758957 *DELL SERVICE SALES* Print Payment

Bank Account Number: 99993.110400 *A/P WARRANTS*

Payment Amount: 645.00

Payment Date: 05/02/2006

Records 1 - 6 Customize Grid

Doc Type	Document Number	Fund	Doc Pay Item	Invoice Number	Discount Due Date	Address Number	Open Amount	Payment Amount	Discount Available
PV	8222201	20950	001	PTG404238860.PTG	04/17/2006	1758957		129.00	
PV	8222201	20950	002	PTG404238860.PT...	04/17/2006	1758957		129.00	
PV	8222201	20950	003	PTG404238860.PT...	04/17/2006	1758957		129.00	
PV	8222201	20950	004	PTG404238860.PT...	04/17/2006	1758957		129.00	
PV	8222201	20950	005	PTG404238860.PT...	04/17/2006	1758957		129.00	

Remaining Amount:

Done Trusted sites 100%

Step	Action
11.	Click the Cancel button. 

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Payment Inquiry - Work with Payments

Select Find Close Form Row Tools

Payee Number: *

Payment Number: 14656867

Bank Account Number: *

From Date: * Thru Date: *

Records 1 - 2 Customize Grid

Payment Type	Payment Number	Payment Date	Payee Number	Payment Amount	Post Status	Pay Inst	Cleared Date	Bank Account Number	Void Date	Batch Number
PK	14656867	05/02/2006	1758957	645.00-	D		05/02/2006	99993.110400		8
				645.00-						

Done Trusted sites 100%

Training Guide

Payment Inquiry



Step	Action
12.	Click the Close button. 
13.	You have successfully completed this lesson. End of Procedure.