

Payment Inquiry

Overview

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

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. 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: <http://www.das.state.ne.us/>.

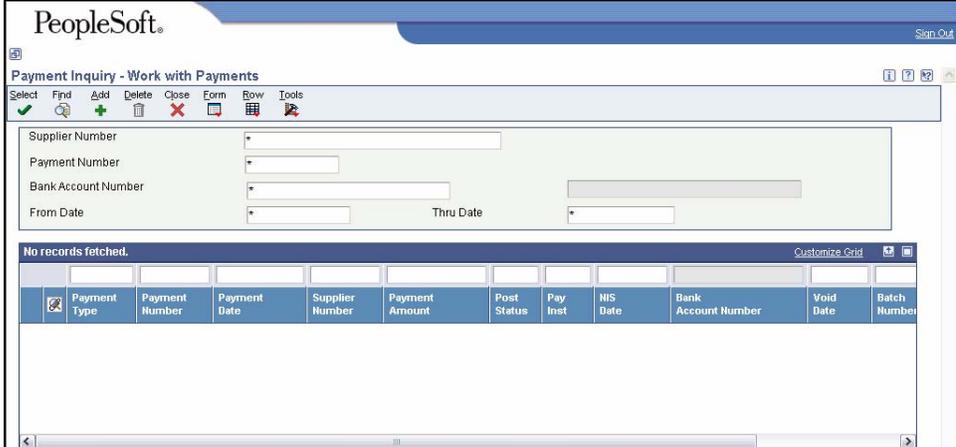
Navigation

Click Roles, Accounts Payable.
(Citrix users – right click on the menu, choose Apply Roles, choose Accounts Payable.)

Payables > Accounts Payable Inquiries & Reports > Accounts Payable Inquiries > Payment Inquiry

Steps

Start this instruction from the Payment Inquiry – Work with Payments window.



The screenshot shows the PeopleSoft interface for 'Payment Inquiry - Work with Payments'. The window has a title bar with 'PeopleSoft.' and 'Sign Out'. Below the title bar is a menu bar with options: Select, Find, Add, Delete, Close, Form, Row, Tools. The main area contains a search form with the following fields: Supplier Number, Payment Number, Bank Account Number, From Date, and Thru Date. Below the form, a message states 'No records fetched.' A table with columns for Payment Type, Payment Number, Payment Date, Supplier Number, Payment Amount, Post Status, Pay Inst, NIS Date, Bank Account Number, Void Date, and Batch Number is visible but empty.

1. Complete the following fields:

- Supplier Number – Type the number of the supplier you wish to inquire about
- From Date (optional) – Type the beginning date of your inquiry period
- Thru Date (optional) – Type the ending date of your inquiry period

 Or enter the Payment Number if you want to get information about a specific payment.

2. Click **Find**.
3. Choose the payment you want to review, if not defaulted.
4. Click **Select**.

PeopleSoft. Sign Out

Payment Inquiry - Manual Payment Entry 1 2 3 4

Cancel Form Row Tools

Payment Number: 10120734 Batch Number: 46207

Supplier Number *: 500243 ALL MAKES OFFICE EQUIPMENT, LI Print Payment

Bank Account Number: 99993.110400 A/P WARRANTS

Payment Amount: 400.00

Payment Date *: 04/01/2003

Records 1 - 2 Customize Grid

	Doc Type	Document Number	Fund	Doc Pay Item	Invoice Number	File Line Identifier	Due Date	Open Amount	Payment Amount	Discount Available
<input checked="" type="radio"/>	PV	84259	21310	001	02601928	1	04/02/2003		400.00	

Remaining Amount:

5. Review the payment information.
6. Click **Cancel** to return to the Payment Inquiry – Work with Payments window.
7. Click **Close** to return to the menu.