

Tips Of The Week

Searching for Check or ACH payments to Vendors

Purchase Order (PO)

To find payments on the Purchase Order, search for the PO and open the document. Click the “show” button on the “View Payment History” Tab. Click the “disbursement info” button under the PDP Extract Date to open the “Search for Payment” window.

Note: The “disbursement info” button is not available if the purchase order has not yet been selected for payment.

| PREQ # | Invoice # | PO # | PREQ Status | Hold | Request Cancel | Vendor Name | Customer # | Amount | Pay Date | PDP Extract Date | Paid? |
|--------|-------------|------|---------------------|------|----------------|----------------|------------|--------|------------|-----------------------|-------|
| 1180 | INVNBR 1236 | 1236 | Department-Approved | No | No | ALERT SRVC INC | | 700.00 | 07/20/2012 | 2012-06-22 19:04:33.0 | Yes |

The Search for Payment window opens and displays information about the payment(s). The Disbursement Date, Disbursement Type Name, Check Number, Payment Status, and Invoice Number are displayed.

| Purchase Order Number | Invoice Number | Payee Name | Pay Date | Disbursement Date | Payment Status | Disbursement Type Name | Disbursement Number | Net Payment Amount |
|-----------------------|----------------|----------------|------------|-------------------|----------------|------------------------|---------------------|--------------------|
| 1236 | INVNBR 1236 | ALERT SRVC INC | 07/20/2012 | 06/25/2012 | Extracted | Check | 4000031 | 700.00 |

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Payment Requests (PREQ)

To find payments on the Payment Request , search for the PREQ and open the document. Click the “show” button on the “Invoice Info” Tab. Click the “disbursement info” button on the Extract Date to open the “Search for Payment” window.

| Invoice Info | |
|-------------------------------|---|
| * Invoice Number: | 1337A |
| Pay Date: | 07/19/2012 Yes (Immediate Pay) |
| * Invoice Date: | 07/19/2012 |
| PO End Date: | |
| Payment Attachment Indicator: | No |
| Extract Date: | 07/19/2012 07:10 PM disbursement info |
| * Bank Code | 030 UNIVERSITY OF HAWAII GENERAL ACCOUNT |

The Search for Payment window opens and displays information about the payment(s). The Disbursement Date, Disbursement Type Name, Check Number, Payment Status, and Invoice Number are displayed.

| Purchase Order Number | Invoice Number | Payee Name | Pay Date | Disbursement Date | Payment Status | Disbursement Type Name | Disbursement Number | Net Payment Amount |
|-----------------------|----------------|------------|------------|-------------------|----------------|------------------------|---------------------|--------------------|
| 1337 | 1337A | CITY MILL | 07/19/2012 | 07/24/2012 | Extracted | Check | 4000074 | 100.00 |

Tips Of The Week

Disbursement Voucher (DV)

To find if the Disbursement Voucher has been paid, search for the DV and open the document. Click the “show” button on the “Pre-Disbursement Processor Status” Tab.

| Disbursement Voucher Pre-Disbursement Processor Status | |
|--|---|
| Pre-Disbursement Processor Status: | Paid ← Paid means a check has been cut. |
| PDP Extraction Date: | 06/17/2012 |
| PDP Paid Date: | 06/18/2012 ← This is the check date. |
| PDP Cancelation Date: | |

Note: This will only display the date paid and not the check number on the Disbursement Voucher. To find the Check or ACH number for a DV you can use the General Ledger Entry Method. The General Ledger Entry Method can also be used for POs.

Tips Of The Week

General Ledger Entry Method

To find any type of vendor payment information, you'll use the following navigation to open the General Ledger Entry Lookup window.

Navigation: Main Menu > Balance Inquiries > General Ledger > General Ledger Entry

General Ledger Entry Lookup ?

| | | | | |
|-----------------------------------|--|---|-------------------------------|----------|
| Fiscal Year: | 2013 | ← | Document Type: | |
| Chart Code: | MA | ← | Origin Code: | |
| Account Number: | 6100015 | ← | Document Number: | |
| Sub-Account Number: | | | Organization Document Number: | |
| Object Code: | | | Project Code: | |
| Sub-Object Code: | | | Organization Reference Id: | |
| Balance Type Code: | AC | ← | Reference Document Type Code: | |
| Object Type Code: | | | Reference Origin Code: | |
| Fiscal Period: | * | ← | Reference Document Number: | 399920 ← |
| Pending Entry Approved Indicator: | <input type="radio"/> No <input type="radio"/> Approved <input checked="" type="radio"/> All | | | |

Enter the Fiscal Year, Chart Code, Account Number, Balance Type Code ("AC"), Fiscal Period ("*") and Reference Document Number (DV doc number or PO number) for the payment. Then click the "search" button to display the transactions.

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General Ledger Entry Method (cont'd)

The disbursement number will display under the **Document Number** column. Disbursement numbers contain 7 digits. The first number determines the type of disbursement Entry. Note the Document Type for ACH is "ACHD" and for Check is "CHKD".

| Fiscal Year | Chart Code | Account Number | Sub-Account Number | Object Code | Sub-Object Code | Balance Type Code | Object Type Code | Fiscal Period | Document Type | Origin Code | Document Number | Transaction Ledger Entry Description | Transaction Ledger Entry Amount | Debit Credit Code | Transaction Date |
|-------------|------------|----------------|--------------------|-------------|-----------------|-------------------|------------------|---------------|---------------|-------------|-----------------|--------------------------------------|---------------------------------|-------------------|------------------|
| 2012 | MA | 2014296 | ----- | 8100 | --- | AC | AS | 12 | ACHD | 01 | 1000532 | GENERATED OFFSET | 451.00 | C | 06/12/2012 |
| 2012 | MA | 2014296 | ----- | 8100 | --- | AC | AS | 12 | ACHD | 01 | 2000002 | GENERATED OFFSET | 126.00 | C | 06/18/2012 |
| 2012 | MA | 2014296 | ----- | 8100 | --- | AC | AS | 12 | CHKD | 01 | 3000009 | GENERATED OFFSET | 241.00 | C | 06/18/2012 |
| 2012 | MA | 2014296 | ----- | 8100 | --- | AC | AS | 12 | CHKD | 01 | 4000001 | GENERATED OFFSET | 135.00 | C | 06/18/2012 |

DV ACH disbursement numbers begin with the number "1", e.g., 1000001.
 PO ACH disbursement numbers begin with the number "2", e.g., 2000001.
 DV Check disbursement numbers begin with the number "3", e.g. 3000001.
 PO Check disbursement numbers begin with the number "4", e.g., 4000001.