

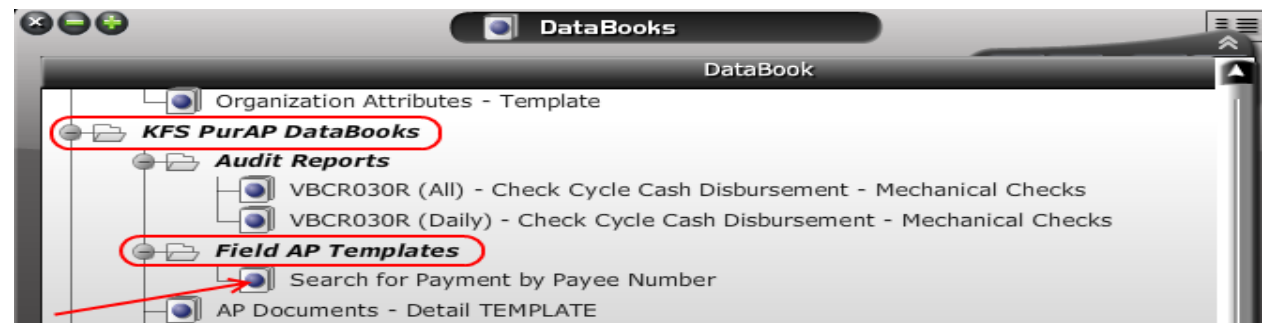
## Tips Of The Week

### Searching for Payments Made to Payees

An **eThORITY** report can be used to return payment information as of the previous business day. Use the **eThORITY** link to login: **ethority.reports.hawaii.edu** The **eThORITY** login window will open. Enter your UH email address and password and then click on the “**Login**” button.



The **Databooks** window opens. Scroll down to the **KFS PurAP Databooks** library and select the **Search for Payment by Payee Number** databook under the **Field AP Templates** subtopic.



**Tips Of The Week**

The **Control Values** window opens. Enter the **Payee ID** (Vendor Number) and the date range for the check.

**Control Values**


**x = 9.99**

Please enter values for the following **Control Values**

Control Value	Data Type	Column	Value
Payee Filter ID	String		<b>14855-0</b>
Check Date From	Date		<b>Aug 13, 2012</b>
Check Date To	Date		<b>Dec 31, 2012</b>

Enter the Payee ID (Vendor Number).

Enter the date range for the check.

Click the “**OK**”  button on the bottom of the **Control Values** window to display the payment information made to a payee by FO Code and by check number.

Doc Nbr	Doc Type	FO Code	PO Number	Invoice Number	Invoice Date	Check/ACH Amount	Chart	Account	Sub-Acct	Object	Sub-Obj	Payee Number	Check/ACH Date
<b>Payee Name: OFFICEMAX INC</b>													
<b>Check/ACH Number: 3006562</b> ← <span style="color: red;">Check Number</span>													
<b>FO Code-Description: 056-UH-HILO</b>													
115571	DVCA	056			Aug 14, 2012	\$91.75	HI	2233402	----	3200	---	14885-0	Aug 15, 2012
115796	DVCA	056			Aug 14, 2012	\$195.52	HI	2233332	----	3201	---	14885-0	Aug 15, 2012
115759	DVCA	056			Aug 14, 2012	\$95.47	HI	2232372	----	3400	---	14885-0	Aug 15, 2012
<b>Total for FO Code-Description: 056-UH-HILO</b>													
<b>Total for Check/ACH Number: 3006562</b>													
<b>Check/ACH Number: 3009824</b>													
<b>FO Code-Description: 058-Maui Comm Coll</b>													
120864	DVCA	058			Aug 16, 2012	\$1,881.95	MU	5521412	----	3200	---	14885-0	Aug 20, 2012
118210	DVCA	058			Aug 16, 2012	\$114.35	MU	224642	----	3200	---	14885-0	Aug 20, 2012

