



Business Process Document
PS FIN 9.0-FOUNDATION (FIU02): FIU02-AP/Payment
Verification

Department	
Responsibility/Role	
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FIU02-AP/Payment Verification

Trigger:

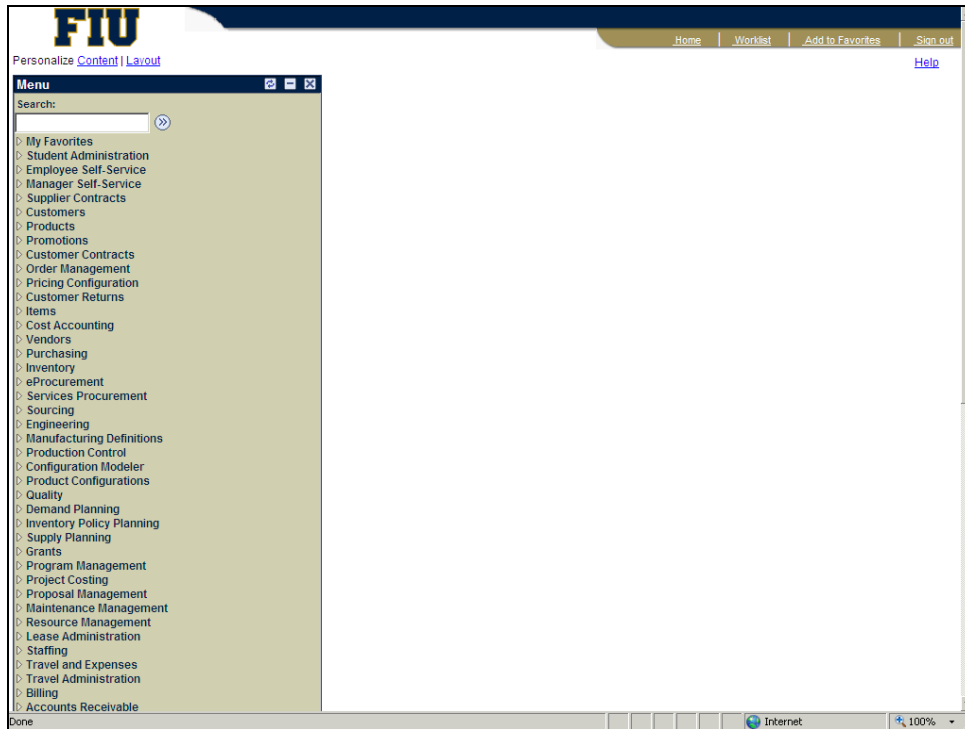
Required Field(s)	Comments

Output - Results	Comments

Additional Information

Procedure

In this exercise you can verify if an invoice submitted to pay a vendor has been processed and paid.



Step	Action
1.	Click the Vertical scrollbar.
2.	Click the Accounts Payable link. Accounts Payable



Business Process Document

PS FIN 9.0-FOUNDATION (FIU02): FIU02-AP/Payment Verification



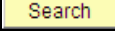



Step	Action
3.	Click the Review Accounts Payable Info link.
4.	Click the Vouchers link.
5.	Click the Voucher link.

Business Process Document

PS FIN 9.0-FOUNDATION (FIU02): FIU02-AP/Payment Verification



Step	Action
6.	Click the Look up Business Unit (Alt+5) button. 
7.	Click an entry in the Business Unit column. 
8.	Click the scrollbar.
9.	Click the Search button. 
10.	Click the scrollbar.
11.	Click the Payment Information button to view the check number or wire confirmation number. 
12.	This provides the check number or wire confirmation number that can be given to vendors if they inquire status on their payment



Business Process Document

PS FIN 9.0-FOUNDATION (FIU02): FIU02-AP/Payment Verification

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Business Unit: FIU02 Voucher ID: 00000008 Invoice Number: 111

Vendor Name: 2 TASTE CATERING DBA Vendor Location: N MIAMI

Gross Invoice Amount: 515.00 Transaction Currency: USD


Bank SetID	Bank Code	Bank Account	Payment Reference ID	Applied Business Unit	Applied Voucher ID	Payment Date	Payment Amount	Payment Currency	Voucher Paid Amount	Payment Status
FIU02	WAC	02FD	032938			06/16/2009	515.00	USD	515.00	Paid

Step	Action
13.	Click the Back To Voucher Inquiry link. Back To Voucher Inqui

Business Process Document

PS FIN 9.0-FOUNDATION (FIU02): FIU02-AP/Payment Verification



Step	Action
14.	Click the Home link. 
15.	Congratulations. You have successfully completed payment Inquiry. End of Procedure.