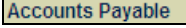






FIU02-AP/Payment Verification

1.	Click the Vertical scrollbar.
2.	Click the Accounts Payable link. 
3.	Click the Review Accounts Payable Info link. 
4.	Click the Vouchers link. 
5.	Click the Voucher link. 
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
13.	Click the Back To Voucher Inquiry link. 
14.	Click the Home link. 
15.	Congratulations. You have successfully completed payment Inquiry. End of Procedure.