Financials
Oracle/PeopleSoft 9.0

Payment Inquiry

Learning Objectives

- How to Get to the Voucher Screen
- How to View the Payment Information
- How to View Additional Payment Information

Oracle 9.0 View a Voucher

Login to Oracle Financials

Clemson University Business Units

Voucher

Find an Existing Value | **Add a New Value**

Business Unit: CU 🔍
Voucher ID: NEXT
Voucher Style: Regular Voucher

Look Up Business Unit

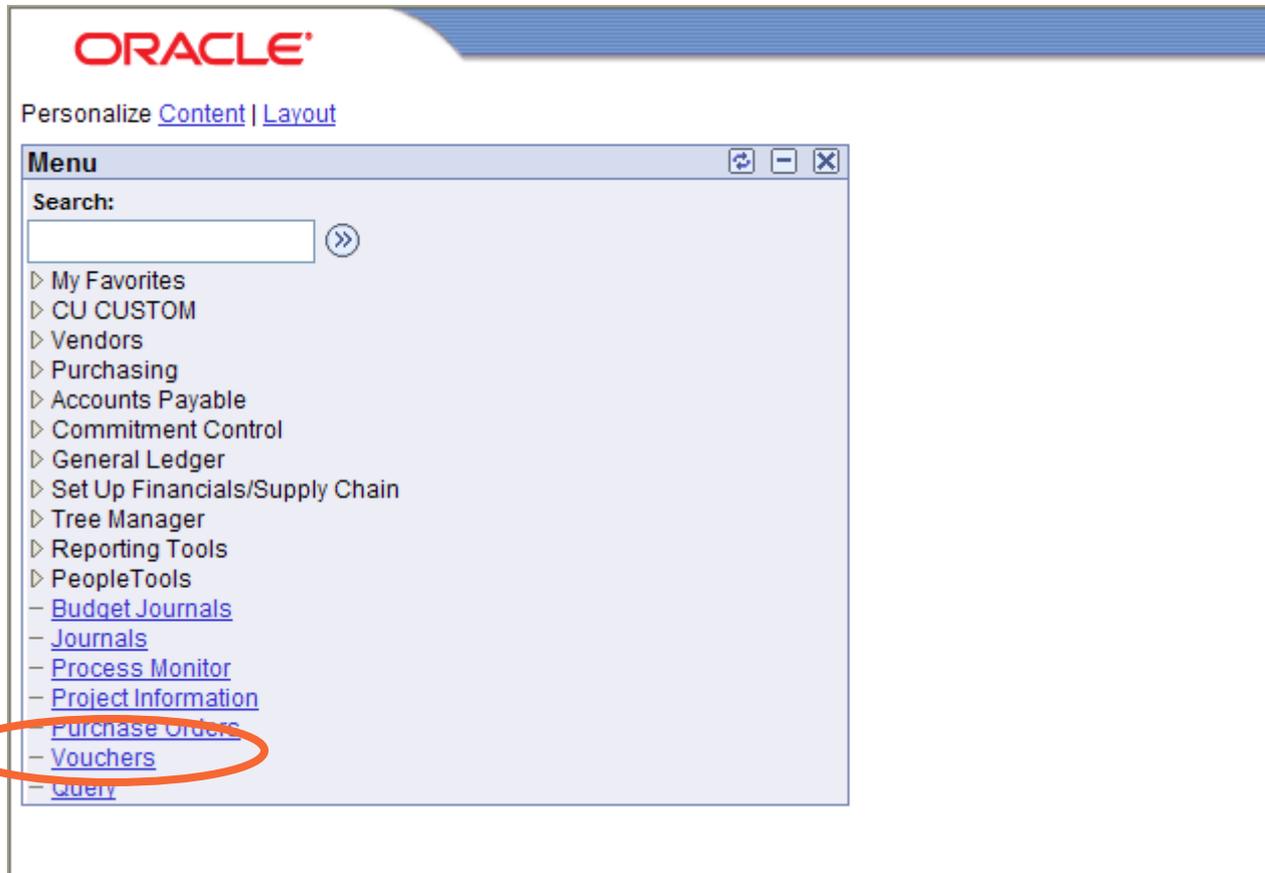Business Unit: begins with
Description: begins with

Look Up | Clear | Cancel | Basic Lookup

Search Results

View All — First ◄ 1-12 of 12 ► Last

Business Unit	Description
CU	Clemson University
CUF	Clemson University Foundation
CUFP	CUF Employee
CURF	Clemson Univ Research Foundat
CURFP	CURF Employee
EMPLY	Employee Reimbursement
FCECC	Continuing Edu Conference Comp
FCREF	Clemson Univ Real Estate Fdn
FCRFC	Clemson Research Facilities Co
FMREC	AMREC LLC
HR	HR/Payroll Vendor Pymts
STDNT	Student Payments

Choose the appropriate Business Unit based on what type of funds the expense is posted to. Click the magnify icon to search. Click on the appropriate Business Unit to populate the business unit field.

BU	Description
CU	Used for Vendor Invoices, Vouchers paid from Funds 10-17, 19-23
EMPLY	Used for Payments to Clemson Employees, Vouchers paid from Funds 10-17, 19-23
STDNT	Used for Student Payments, Vouchers paid from Funds 10-17, 19-23
CUF	Used for Clemson Foundation Vendor Invoices, Vouchers paid from Funds 50-71
CUFP	Used for Payments to Clemson Employees, Vouchers paid from Funds 50-71
CURF	Used for Payments to Clemson Research Foundation Vendor Invoices, Vouchers paid from Funds 80-81
CURFP	Used for Payments to Clemson Employees, Vouchers paid from Funds 80-81

Select the Vouchers Link from the menu

The Voucher Panel appears. Click on the Find an Existing Value tab.

Voucher

Enter any information you have and click Search. Leave fields blank for a list of all values.

(**Find an Existing Value**) (Add a New Value)

Business Unit:	= ∨	CUF	🔍
Voucher ID:	begins with ∨	P0029546	
Invoice Number:	begins with ∨		
Short Vendor Name:	begins with ∨		
Vendor ID:	begins with ∨		🔍
Name 1:	begins with ∨		
Voucher Style:	= ∨	∨	
Related Voucher:	begins with ∨		
Entry Status:	= ∨	∨	
Voucher Source:	= ∨	∨	

☐ Case Sensitive

[Search] [Clear]   Basic Search 💾 Save Search Criteria

No matching values were found.

Find an Existing Value | Add a New Value

Enter the Voucher Number in the Voucher ID field. Click Search.

| Summary | Invoice Information | Payments | Voucher Attributes | Error Summary |

Business Unit: CUF
Voucher ID: P0029546
Voucher Style: Regular
Contract ID:
Vendor Name: Apple Computer Inc
 PO Box 281877
 Atlanta, GA 30384-1877

Entry Status: Postable
Match Status: No Match
Approval Status: Approved
Post Status: Posted

Document Tolerance Status: Valid
Budget Status: Valid
Budget Misc Status: Valid

Invoice Date: 05/04/2010
Invoice No: 9837932878
Invoice Total: 2,362.560   USD

Pay Terms: N30
Voucher Source: Online

Origin: P
Created: 05/11/2010
Created By: DMRTN
Modified: 05/12/2010
Modified By: SHAW
ERS Type: Not Applicable
Close Status: Open

*View Related Payment Inquiry   Go

Print Voucher

Save | Return to Search | Notify | Refresh   Add | Update/Display

Summary | Invoice Information | Payments | Voucher Attributes | Error Summary

The Voucher Summary Panel appears. Click on the Payments Tab.

Payment Method

*Bank: `BBT` Pay Group: ` `
*Account: `CUF` *Handling: `RG`
*Method: `CHK` Check *Netting: `N`
Message: `CustomerNo/567818` Messages
Message will appear on remittance advice.

Schedule Payment

Action: `Schedule` Payment Date: `05/20/2010`
Pay: ` ` Reference: `146284`

Payment Options

Hold Payment ☐ Separate Payment ☐
Hold Reason: ` `
Letter of Credit: ` `

Payment Inquiry   Holiday/Currency Options   Express Payment   Vendor Bank Account

Payment Note

Note: Payment Note is for internal use only and will not appear on remittance advice.

This is where you will find the payment information and any applicable notes.