## **Payment Inquiry**

Using

## FIS

## Screens for Inquiry

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KSU FIS User EForms CASHNet Reports Payments Suppliers Grants IDC Distribution Invoices Invoices	Select Payments - click once - there will be a delay while the Java applet (Jlnitiator) loads
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😑 Find Payments (2000-2000) 2000-000-000 🖻 🛪 🗙 🗎 Payment Voucher Number/Check Number: Do not include the leading "V" or leading zeros. Amounts Accounted Payment Method Supplier Voucher Audit Taxpayer ID Supplier Name is the Remit to Account Vendor's Name. Status ÷ Clear Find

The "Find Payments" form shown below will open.

There are two ways to search for a payment, either by Payment information or Supplier information. When searching by payment information, enter the Voucher Number, in the Numbers box and click Find. When searching by Supplier Information, enter the Vendor Name (or part of the Vendor Name) in the Name box and then press the "TAB" key, as shown below.



The "Supplier Name" screen will appear, giving you a list of Supplier Names based upon the information keyed in.

Supplier Name (2000-2000-2000)					×
Find five STAR %					
Supplier Name		Number	Taxpayer ID	Tax Registration Number	
FIVE STAR SPEAKERS & TRAIN	ERS	481172098	481172098		
FIVE STAR VENDING		480687753	480687753		
	Highlight the Su	upplier name y	ou are looking	for, and then	
	press the "OK"	button located	below. (You m	ay also press	
	the 'Enter Key'	.)			
		·			
		ind Ol	< <u>C</u> ancel		

Find Payments Developments		
Payment		
Numbers		
Dates		
Amounts		
Currency		Accounted
Bank Account		Document Name
Payment Method	· · · · · · · · · · · · · · · · · · ·	Batch
_ Supplier		⊂ Voucher Audit
 Name	FIVE STAR VENDING	
Number	<mark>480687753</mark>	verify that this is the Supplier you want, and then prove the "Eind" button at the
Taxpayer ID	480687753	bottom of the dialog box
Site		bottom of the dialog box.
Paid To Name		
Remit to Account		
		\
Chatus		
Status		
Dates		
		Clear New Find

The following Payment screen will appear, showing ALL payments to that particular supplier.

Payments	(00000 Kansas Stat	e University) (2000-2000)	***********		******************			:::::	•••••••••••••••••		999 <u>–</u>
2											
Туре	Bank Account	Document	Document Nu	ım	Payment Date	Payment Amount	Curr []		Batch Name		Acc
Batch	State Topeka	06 GRANT APV-TF	703032		24-AUG-2005	392.35	USD	Π	582 AP 0824200511	В	USE
Batch	State Topeka	06 APV-TRV	14131		06-OCT-2005	340.33	USD	T	980 AP 1006200517		USE
Batch	State Topeka	06 GRANT APV-TF	707125 🚄		02-NOV-2005	272.20	2.20 USD		1260 AP 1102200506 B		USE
								T			
Th	The Blue highlight indicates the active line. The document number is the Voucher Number/FIS Check Number.										
Numhe	ar	Date			Amo	unt GL Date			Payment	Amount	
15191		04-AUG-2005			392.35 24-AUG-2005					392.35	
	2										
						Clic	l on	th	a Paymont Ou	orviou	
	The Number	is the eForms				butt	on to	un a	e r ayment Ov	d	
	Document N	umber (DocN	o) <sup>Descri</sup>	ption 📘		Duu		, g	formation	a	
			0).			pay	mem	. III	formation.		
									Accounted <b>Yes</b>		
						Vjew Processe	s		Paymen	it <u>O</u> verview	,

To select a particular payment, click anywhere on the payment line you are interested in. The 'BLUE' highlight should then be at the start of the payment line you selected.

As you select a Payment on the top half of the screen, the Invoice information on the bottom half of the screen will change to reflect the proper invoice that goes with the Payment.

To see additional information about this particular payment, click on the 'Payment Overview' button.

When clicking on the "Payment Overview" button, the following screen will give you detailed information about the payment.

😑 Payment Overview (00000	Kansas State Unive	ersity) 😳					≚ ⊼ ×
			⊂ Supplier —				
Number	703032			Name	FIVE STAR VE	ENDING	
Currency	USD		Т	axpayer ID	480687753		
Amount	39	2.35		Number	480687753	Site <mark>00</mark>	
Date	24-AUG-2005			Address	PO BOX 535		
Batch	582 AP 08242005	11 B			MARYSVILLE,	, KS 665080535	
Voucher							
Status	Negotiable		C Bank				
Cleared Amount			Buik	Name	State Treasur	er	
Cleared Date				Account	State Topeka		
Void Date			Payment	Document	06 GRANT AP	V-TRV	
Maturity Date			- Paγm	ent Method	Check		
- Invoices							
Number	Amoun	t Paid G	L Date	Descriptio			
15191	3	92.35 24	4-AUG-2005				
				1			<b>-</b>
Invoice Overv	iew 📡		Bank	S	upplier	Payments	
	To see more	e inform	nation regardir	ng the Inv	oice (eForms		
	Document),	click o	n "Invoice Ov	verview"			

If you need to see more information regarding the Invoice (eForms Document), click on "Invoice Overview". The following Invoice Overview screen will appear:

	view (00000	Kansas	State University)				
	Supplier	FIVE S	TAR VENDING			Site	00
Su	pplier Num	480687	753			Taxpayer ID	480687753
In	voice Num	15191		Туре	Standard	Date	04-AUG-2005
Ba	atch Name	582 AF	P 0824200511	Currency	USD	Amount	392.35
	Voucher	15191				Unpaid	0.00
P	O Number			Release		Unapplied	
Re	ceipt Num			1		Settlement Date	
⊂ Invoice Sta	atus			$\neg$	Descriptio	n	
	Paid	Yes		Active H	old	Reason	
ļ ,	Accounted	Yes					<u>A</u>
	Status	Valida	ited				
	Approval	Not Re	equired				
$\square$							
- Sched	uled Paym	ents —				-Actual Paymer	nts
— Schedu Curr	uled Paym Am	ents ount	Remaining	Due Date	Held	Actual Paymer Paid By	n <b>ts</b> Paid On
Curr	uled Paym Am 39	ents ount 1 <b>2.35</b>	Remaining <b>0.00</b>	Due Date <b>04-AUG-2005</b>	Held	—Actual Paymer Paid By <mark>703032 - Check</mark>	nts Paid On 24-AUG-2005
Curr	uled Paym Am 39	ents ount 2.35	Remaining <b>0.00</b>	Due Date 04-AUG-2005	Held	- Actual Paymer Paid By 703032 - Check	nts Paid On 24-AUG-2005
Curr	uled Paym Am 39	ents ount 12.35	Remaining 0.00	Due Date 04-AUG-2005	Held	−Actual Paymer Paid By 703032 - Check	Paid On 24-AUG-2005
USD	uled Paym Am 39	ents ount 2.35	Remaining 0.00	Due Date 04-AUG-2005	Held	-Actual Paymer Paid By 703032 - Check	Paid On 24-AUG-2005
- Schedu Curr USD Bayment O	uled Paym Am 39	ents ount 2.35	Remaining 0.00 w <u>R</u> eceipt	Due Date 04-AUG-2005	Held	Actual Paymer Paid By 703032 - Check	nts Paid On 24-AUG-2005
- Schedu Curr USD Payment O	uled Paym Am 39 verview	ents ount 2.35 ↓	Remaining 0.00 w <u>R</u> eceipt	Due Date 04-AUG-2005		Actual Paymer Paid By 703032 - Check	Paid On 24-AUG-2005
- Schedu Curr USD Payment O	uled Payma Am 39 Verview	ents ount 2.35	Remaining 0.00 w <u>R</u> eceipt	Due Date 04-AUG-2005	Held	Actual Paymer Paid By 703032 - Check	Paid On 24-AUG-2005
- Schedu Curr USD Payment O	uled Paym Am 39	ents ount 2.35	Remaining 0.00 w <u>R</u> eceipt	Due Date 04-AUG-2005	Held	Actual Paymer Paid By 703032 - Check	nts Paid On 24-AUG-2005
Payment O	uled Paym Am 39 Werview	ents ount 2.35 ↓	Remaining 0.00 w Beceipt Click 'Invo	Due Date 04-AUG-2005 View BO	Held	Actual Paymer Paid By 703032 - Check	Invoices

This screen gives you the basic overview of the Invoice and when it was paid. If distribution lines of the Invoice (eForms Document) need to be viewed, click on "Invoices," and then click on the "Distributions" button. The following screen will appear:

😑 Distri	butions (00000 Kansas St	ate University) - 15191, Fl	VE STAR VENDI	NG DECEMBER		- : : : - : : :		
							oice Total	3
					Dis	tribu	ition Total	3
2								
Num	Туре	Amount	Tax Code	GL Date	Account	[]	Includes Tax	Description
1	ltem	392.35		24-AUG-2005	GOBC527313.1340.20050.E3690	13		15191
		_						
	Status Val	idated	Accounted	Yes	PO Number			
A	ccount Description	C NSF PROTEIN CROS	S LIN.UNIV FE	D FUNDS - ESARP	Biochemistry.PRO SCIENTIFI	IC S	UP.DEFAUL	
	View <u>P</u> O	) Vjew Rec	eipt	Allocate				

All of the Funding lines that were on the eForms document will be shown here.

If the Payment Number is not known and the Invoice (eForms Document Number) is known, follow the steps in the "Invoice Inquiry Training Document" to view the information related to the Invoice.