

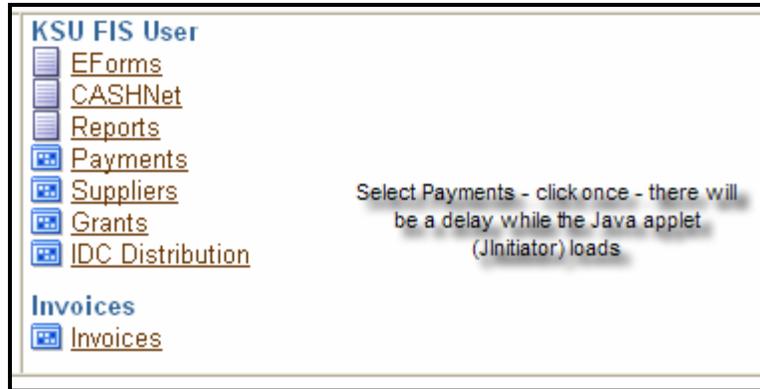
# **Payment Inquiry**

Using

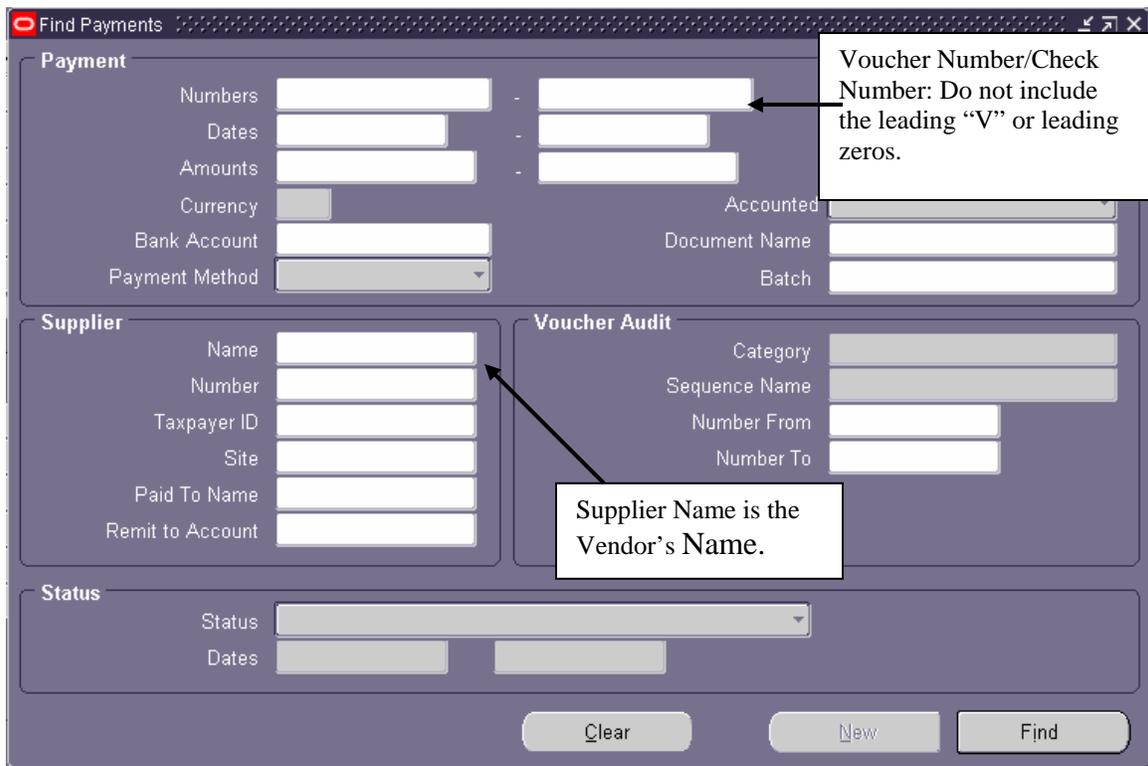
FIS

Screens for Inquiry

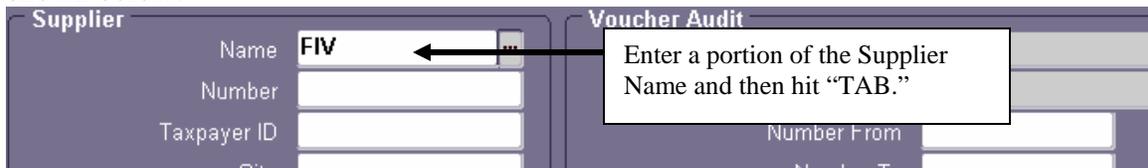
**Prepared by  
Sabrina Ritter  
General Accounting  
Voucher Audit and Travel Supervisor  
Kansas State University Controller's Office  
November 2005**



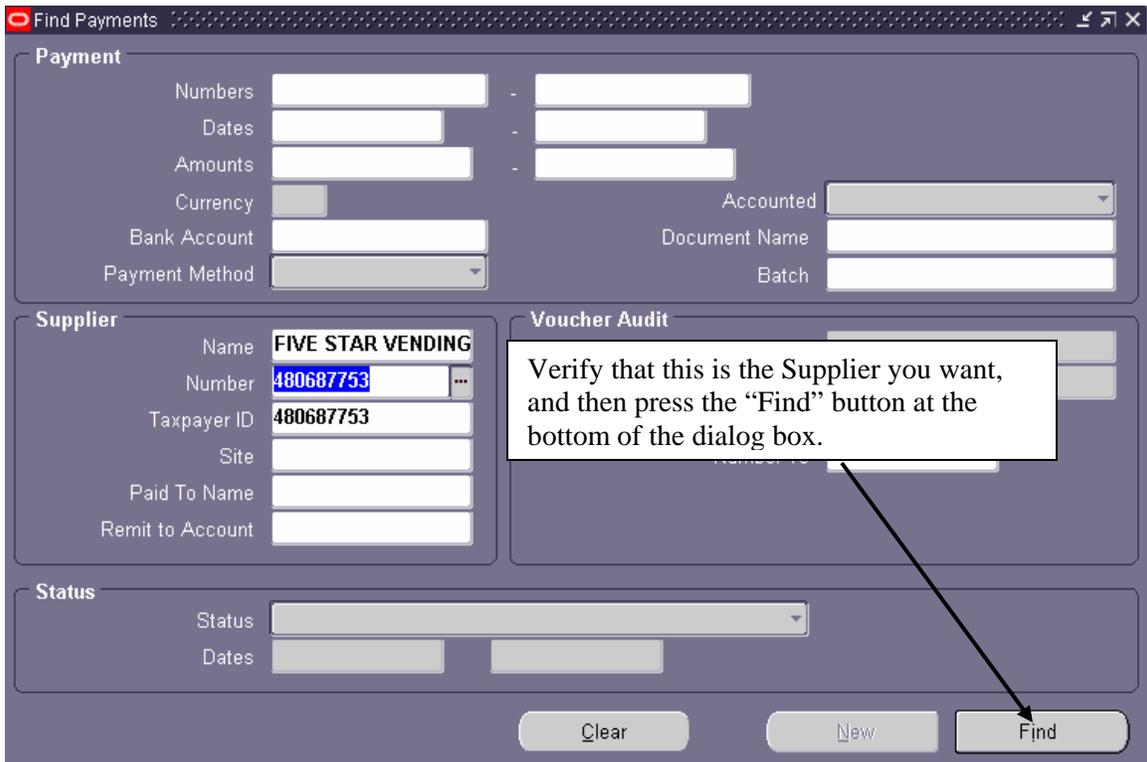
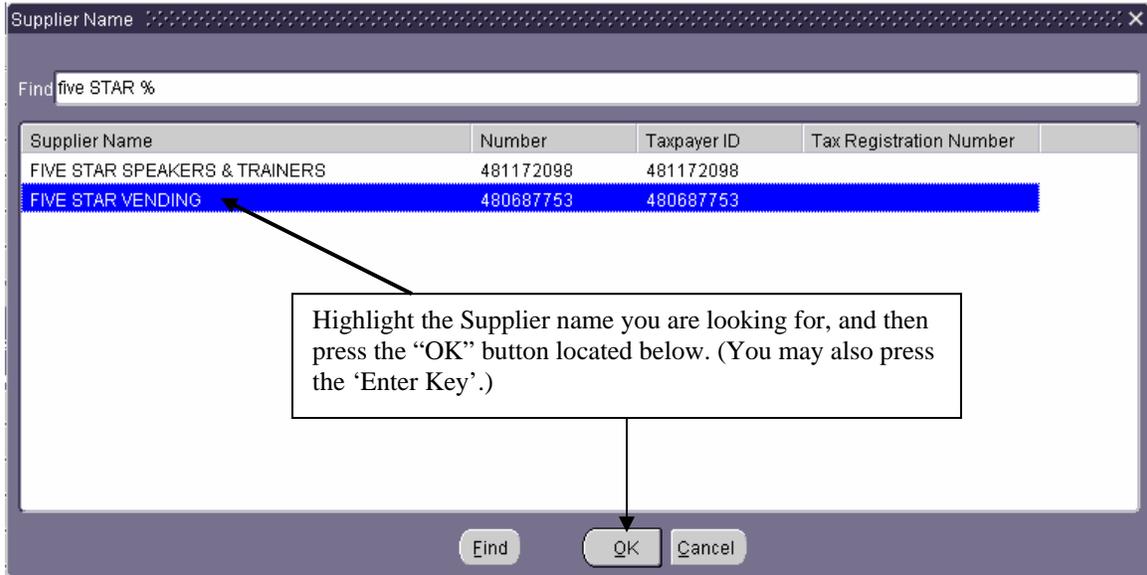
The "Find Payments" form shown below will open.



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.



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

Payments (00000 Kansas State University)

Type	Bank Account	Document	Document Num	Payment Date	Payment Amount	Curr	Batch Name	Acc
Batch	State Topeka	06 GRANT APV-TI	703032	24-AUG-2005	392.35	USD	582 AP 0824200511 B	USD
Batch	State Topeka	06 APV-TRV	14131	06-OCT-2005	340.33	USD	980 AP 1006200517	USD
Batch	State Topeka	06 GRANT APV-TI	707125	02-NOV-2005	272.20	USD	1260 AP 1102200506 B	USD

The Blue highlight indicates the active line.

The document number is the Voucher Number/FIS Check Number.

Invoices

Number	Date	Amount	GL Date	Payment Amount
15191	04-AUG-2005	392.35	24-AUG-2005	392.35

The Number is the eForms Document Number (DocNo).

Click on the Payment Overview button to get more detailed payment information.

Accounted Yes

View Processes Payment Overview

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 University)

Number: 703032  
 Currency: USD  
 Amount: 392.35  
 Date: 24-AUG-2005  
 Batch: 582 AP 0824200511 B  
 Voucher:  
 Status: Negotiable  
 Cleared Amount:  
 Cleared Date:  
 Void Date:  
 Maturity Date:

**Supplier**  
 Name: FIVE STAR VENDING  
 Taxpayer ID: 480687753  
 Number: 480687753 Site: 00  
 Address: PO BOX 535  
 MARYSVILLE, KS 665080535

**Bank**  
 Name: State Treasurer  
 Account: State Topeka  
 Payment Document: 06 GRANT APV-TRV  
 Payment Method: Check

**Invoices**

Number	Amount Paid	GL Date	Description
15191	392.35	24-AUG-2005	

Invoice Overview Bank Supplier Payments

To see more information regarding the Invoice (eForms Document), click on “Invoice Overview”

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

Invoice Overview (00000 Kansas State University)

Supplier	<b>FIVE STAR VENDING</b>	Site	00
Supplier Num	480687753	Taxpayer ID	480687753
Invoice Num	15191	Type	Standard
Batch Name	582 AP 0824200511	Date	04-AUG-2005
Voucher	15191	Currency	USD
PO Number		Amount	392.35
Receipt Num		Unpaid	0.00
		Release	
		Unapplied	
		Settlement Date	

**Invoice Status**

Paid	Yes
Accounted	Yes
Status	Validated
Approval	Not Required

Active Hold Reason

<input checked="" type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

**Scheduled Payments**

Curr	Amount	Remaining	Due Date	Held
<input checked="" type="checkbox"/> USD	392.35	0.00	04-AUG-2005	<input type="checkbox"/>
<input type="checkbox"/>				<input type="checkbox"/>
<input type="checkbox"/>				<input type="checkbox"/>

**Actual Payments**

Paid By	Paid On
703032 - Check	24-AUG-2005

Payment Overview View Receipt View PO Supplier **Invoices**

Click 'Invoices' to see distribution lines of the invoice

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:

