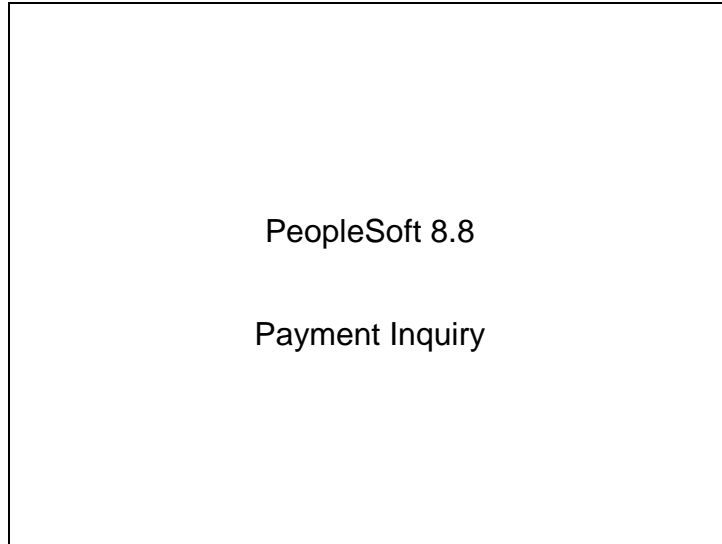


Payment Inquiry

Slide 1



Learning Objectives

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

This course will cover:

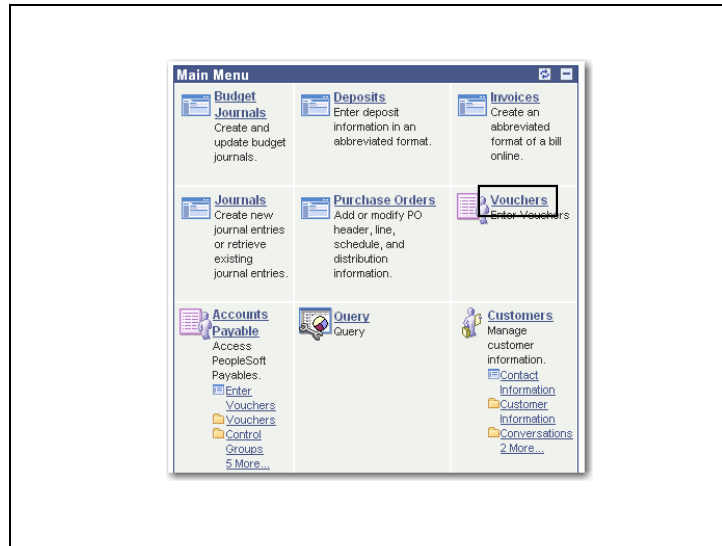
How to get to the voucher screen

How to view the payment information

How to view additional payment information

Payment Inquiry

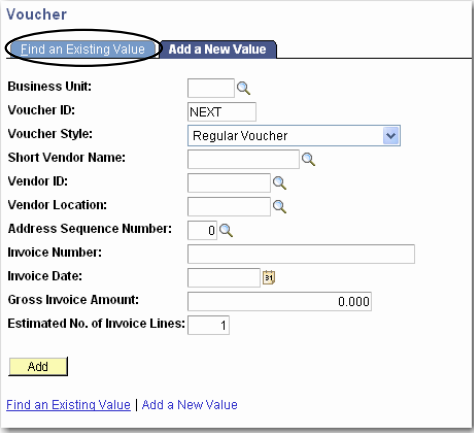
Slide 3



Once you are logged into CUBS, click on Vouchers.

Payment Inquiry

Slide 4



The screenshot shows a web-based 'Voucher' panel. At the top, there are two tabs: 'Find an Existing Value' (which is highlighted with a blue oval) and 'Add a New Value'. Below the tabs, the panel contains several input fields and a dropdown menu:

- Business Unit:** An empty text input field with a search icon.
- Voucher ID:** A text input field containing the word 'NEXT'.
- Voucher Style:** A dropdown menu currently set to 'Regular Voucher'.
- Short Vendor Name:** An empty text input field with a search icon.
- Vendor ID:** An empty text input field with a search icon.
- Vendor Location:** An empty text input field with a search icon.
- Address Sequence Number:** A text input field containing the number '0' with a search icon.
- Invoice Number:** An empty text input field.
- Invoice Date:** A date picker field.
- Gross Invoice Amount:** A text input field containing '0.000'.
- Estimated No. of Invoice Lines:** A text input field containing the number '1'.

At the bottom of the panel, there is a yellow 'Add' button and two links: 'Find an Existing Value' and 'Add a New Value'.

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

Payment Inquiry

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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: = [v] CU [Q]

Voucher ID: begins with [v] 00261925 [Q]

Invoice Number: begins with [v] [Q]

Short Vendor Name: begins with [v] [Q]

Vendor ID: begins with [v] [Q]

Name 1: begins with [v] [Q]

Voucher Style: = [v] [Q]

Entry Status: = [v] [Q]

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

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

Payment Inquiry

Slide 6

The screenshot shows a software interface with a 'Payments' tab selected. The 'Voucher Summary Panel' displays the following information:

Summary	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit:	CU			
Voucher ID:	00261925			
Voucher Style:	Regular			
Contract ID:				
Vendor Name:	Aramark Serv Corp PO Box 429 Clemson, SC 29633-0429			
Entry Status:	Postable			
Match Status:	No Match			
Approval Status:	Approved			
Budget Header Status:	Valid Budget Check			
Non-Prorated Budget Status:	Valid Budget Check			
ERS Type:	Not Applicable			
Close Status Indicator:	Open			
Invoice No:	963			
Invoice Date:	06/02/2005			
Gross Amt:	100.000			USD
Pay Terms:	Due on Rec			
Origin:	K			
Voucher Source:	Online			
Post Status:	Posted			
Entered on:	06/23/2005			
Created By:	JCOBB			
Last Updated:	06/23/2005			
Updated By:	JCOBB			

At the bottom of the panel, there are buttons for 'Save', 'Return to Search', 'Refresh', 'Add', and 'Update/Display'.

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

Payment Inquiry

Slide 7

The screenshot displays a web-based payment inquiry form. It is divided into three main sections: Payment Method, Schedule Payment, and Payment Options. The Payment Method section includes fields for Bank (VENDR), Account (CHCK), Method (CHK), and Message. The Schedule Payment section includes Action (Schedule), Payment Date (08/29/2005), and Reference (703299). The Payment Options section includes Hold Payment, Separate Payment, Hold Reason, and Letter of Credit. A Payment Inquiry hyperlink is circled in the bottom left of the form. A vertical scrollbar on the right side of the form indicates that the content can be scrolled down.

Payment Method	
'Bank:	VENDR
'Account:	CHCK
'Method:	CHK Check
Message:	<input type="text"/> Messages
Message will appear on remittance advice.	

Schedule Payment		Payment Options	
'Action:	Schedule	Payment Date:	08/29/2005
'Pay:		References:	703299
'Hold Payment:	<input type="checkbox"/>	'Separate Payment:	<input type="checkbox"/>
'Hold Reason:	<input type="text"/>	'Letter of Credit:	<input type="text"/>

[Payment Inquiry](#) [Holiday/Currency Options](#) [Express Payment](#) [Vendor Bank Account](#)

Payment Note

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

Scroll down to the Schedule Payment Section. The (Check) Payment Date and Reference fields are populated if the check/payment has been issued. Click the Payment Inquiry Hyperlink for additional information regarding this payment.

Payment Inquiry

Slide 8

