

HOW TO CHECK PAYMENT STATUS

**Presented by:
Stacie Dee
March 2017**

Log in to CI FINANCIALS

follow the path below to

Accounts Payable > REGULAR ENTRY

Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Regular Entry

ORACLE® MENU ▾ Search >> Advanced Search

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

Search Criteria

Business Unit = ▾ CICMP 🔍

Voucher ID begins with ▾

Invoice Number begins with ▾

Invoice Date = ▾

Short Supplier Name contains ▾ camarillo

Supplier ID begins with ▾ 🔍

Supplier Name begins with ▾

Voucher Style = ▾

Related Voucher begins with ▾

Entry Status = ▾

Voucher Source = ▾

Incomplete Voucher = ▾

Case Sensitive

Search

Clear

Basic Search



Save Search Criteria



Channel Islands

CALIFORNIA STATE UNIVERSITY

After clicking **SEARCH**, it will populate all vendors with a name '**CAMARILLO**'

The highlighted below will be vendor **CAMARILLO LAWN MOWER**'s supplier ID on Peoplesoft

CICMP	00135253	3016	360.62	360.62	03/03/2017	CAMARILLOL-002	0000000675	Camarillo Lawn Mower
CICMP	00134836	12939	200.13	200.13	02/17/2017	CAMARILLOL-002	0000000675	Camarillo Lawn Mower
CICMP	00134475	12930	382.5	382.5	02/10/2017	CAMARILLOL-002	0000000675	Camarillo Lawn Mower
CICMP	00134253	2978	35.41	35.41	01/17/2017	CAMARILLOL-002	0000000675	Camarillo Lawn Mower
CICMP	00134252	12909	176.9	176.9	02/02/2017	CAMARILLOL-002	0000000675	Camarillo Lawn Mower
CICMP	00134251	12910	72.82	72.82	02/02/2017	CAMARILLOL-002	0000000675	Camarillo Lawn Mower

Search by supplier ID to find all the invoices that were paid for this vendor




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

▼ Search Criteria

Business Unit	=	▼	CICMP	
Voucher ID	begins with	▼		
Invoice Number	begins with	▼		
Invoice Date	=	▼		
Short Supplier Name	begins with	▼		
Supplier ID	begins with	▼	0000000675	
Supplier Name	begins with	▼		
Voucher Style	=	▼		▼
Related Voucher	begins with	▼		
Entry Status	=	▼		▼
Voucher Source	=	▼		▼
Incomplete Voucher	=	▼		▼

Case Sensitive

Search

Clear

Basic Search



Save Search Criteria

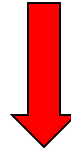
Search Results shows payments made for this vendor. Click on invoice no. 12939, for example

Search Results

[View All](#)

Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Payment Amount	Invoice Date	Short Supplier Name	Supplier ID	Supplier Name	Voucher Style
CICMP	00135253	3016	360.62	360.62	03/03/2017	CAMARILLOL-002	0000000675	Camarillo Lawn Mower	Regular
CICMP	00134836	12939	200.13	200.13	02/17/2017	CAMARILLOL-002	0000000675	Camarillo Lawn Mower	Regular
CICMP	00134475	12930	382.5	382.5	02/10/2017	CAMARILLOL-002	0000000675	Camarillo Lawn Mower	Regular
CICMP	00134253	2978	35.41	35.41	01/17/2017	CAMARILLOL-002	0000000675	Camarillo Lawn Mower	Regular
CICMP	00134252	12909	176.9	176.9	02/02/2017	CAMARILLOL-002	0000000675	Camarillo Lawn Mower	Regular
CICMP	00134251	12910	72.82	72.82	02/02/2017	CAMARILLOL-002	0000000675	Camarillo Lawn Mower	Regular
CICMP	00134064	2984	175.15	175.15	01/24/2017	CAMARILLOL-002	0000000675	Camarillo Lawn Mower	Regular
CICMP	00133709	2955	145.79	145.79	12/21/2016	CAMARILLOL-002	0000000675	Camarillo Lawn Mower	Regular
CICMP	00133708	2952	98.96	98.96	12/20/2016	CAMARILLOL-002	0000000675	Camarillo Lawn Mower	Regular
CICMP	00133657	HRE18698	921.06	921.06	12/01/2016	CAMARILLOL-002	0000000675	Camarillo Lawn Mower	Regular
CICMP	00133230	2948	72.13	72.13	12/16/2016	CAMARILLOL-002	0000000675	Camarillo Lawn Mower	Regular
CICMP	00133229	2949	9.66	9.66	12/16/2016	CAMARILLOL-002	0000000675	Camarillo Lawn Mower	Regular
CICMP	00132953	2921	921.06	921.06	12/01/2016	CAMARILLOL-002	0000000675	Camarillo Lawn Mower	Regular
CICMP	00132528	2830	250.54	250.54	11/17/2016	CAMARILLOL-002	0000000675	Camarillo Lawn Mower	Regular
CICMP	00132527	2925	137.61	137.61	12/01/2016	CAMARILLOL-002	0000000675	Camarillo Lawn Mower	Regular
CICMP	00132326	2907	232.53	232.53	11/28/2016	CAMARILLOL-002	0000000675	Camarillo Lawn Mower	Regular
CICMP	00132324	2912	150.44	150.44	11/28/2016	CAMARILLOL-002	0000000675	Camarillo Lawn Mower	Regular
CICMP	00131981	WO 077453	105.78	105.78	11/02/2016	CAMARILLOL-002	0000000675	Camarillo Lawn Mower	Regular
CICMP	00131968	WO -076337	167.39	167.39	10/15/2016	CAMARILLOL-002	0000000675	Camarillo Lawn Mower	Regular
CICMP	00131570	2865	35	35	10/27/2016	CAMARILLOL-002	0000000675	Camarillo Lawn Mower	Regular
CICMP	00131569	2856	38.59	38.59	11/01/2016	CAMARILLOL-002	0000000675	Camarillo Lawn Mower	Regular
CICMP	00131568	2828	167.39	167.39	10/05/2016	CAMARILLOL-002	0000000675	Camarillo Lawn Mower	Regular

Click on the PAYMENT tab



Summary | Related Documents | Invoice Information | **Payments** | Voucher Attributes | Error Summary

Business Unit	CICMP	Invoice Date	02/17/2017
Voucher ID	00134836	Invoice No	12939
Voucher Style	Regular	Invoice Total	200.13 USD
Supplier Name	Camarillo Lawn Mower 1955 E Daily Dr Ste 110 Camarillo, CA 93010	Pay Terms	Net 30
Entry Status	Postable	Voucher Source	Online
Match Status	Matched	Origin	ONL
Approval Status	Approved	Created On	02/23/2017 2:05PM
Post Status	Posted	Created By	73002372969
		Last Update	02/24/2017 9:27AM
		Modified By	73002372969
		Close Status	Open
		Control Group ID	
Budget Status	Valid	Remit Supplier	0000000675
		Payment Reference ID	245429

Budget Misc Status Valid

*View Related Go

[Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

If payment date and reference is blank, it means the invoice will be paid in the future, and the date is found on **SCHEDULED DUE**

Summary | Related Documents | Invoice Information | **Payments** | Voucher Attributes | Error Summary

Business Unit CICMP Invoice No 12939
Voucher ID 00134836 Invoice Date 02/17/2017 Action [] Run
Voucher Style Regular Voucher
Total Amount 200.13 *Pay Terms NET30 Net 30 Schedule Payments
Supplier Name Camarillo Lawn Mower

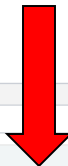
Payment Information Find | View All First 1 of 1 Last

Payment 1
*Remit to 0000000675 Gross Amount 200.13 USD Scheduled Due 02/23/2017
Location MAIN Discount 0.00 USD Net Due 03/19/2017
*Address 1 Camarillo Lawn Mower Accounting Date 03/01/2017
1955 E Daily Dr Ste 110
Camarillo, CA 93010

Payment Options
*Bank WELLS Pay Group RE *Netting Not Applicable Supplier Bank Messages
*Account CMP *Handling Regular L/C ID []
*Method CHK Check Hold Reason [] Actions
Message PO 18479 L3
Message will appear on remittance advice.


Schedule Payment
*Action Schedule Payment
Pay []
Payment Date 03/01/2017
Reference 245429

Save



Reference is the check number

On PAYMENT OPTIONS, you will be able to tell if the vendor is set up to be paid by CHECK- CHK or ACH- EFT



Payment Options

*Bank	WELLS	Pay Group	RE	*Netting	Not Applicable	Supplier Bank Messages
*Account	CMP	*Handling	Regular	L/C ID		<input type="checkbox"/> Hold Payment
*Method	CHK Check	Hold Reason				<input type="checkbox"/> Separate Payment
Message	PO 18479 L3					
Message will appear on remittance advice.						

Schedule Payment

*Action	Schedule Payment	Payment Date	03/01/2017
Pay		Reference	245429

Save