

QUICK REFERENCE GUIDE

Payment Status

May 15, 2015

Payment Status

One of the most common questions to the SWIFT Help Desk is determining if a voucher has been paid. If the voucher was not paid, agency employees want to know why not. Use the reporting tools listed in this Quick Reference Guide to find out if it has been paid.

For more details, refer to the *Accounts Payable Voucher Entry, Maintenance, Approval and Reporting Tools User Guide*.

Payment Status: Inquiry

Payment Inquiry

Use this inquiry to find out information about a specific payment or payments to a vendor as well as if the payment has been reconciled. If you do not get any results, then the voucher has not been processed for payment.

1. **Navigation:** Accounts Payable, Review Accounts Payable Info, Payments, Payment
2. On the **Payment Status Inquiry Search** page, enter criteria and click **Search**.

Payment Inquiry

Search Criteria

Search Name: ALL

From: SAND CREEK GROUP LTD THE

To: SAND CREEK GROUP LTD THE

Vendor Name: SAND CREEK GROUP LTD THE

Amount Rule: Any

Amount: []

Currency: []

Bank SetID: SHARE

Bank Code: []

Bank Account: []

Bank Account #: []

Reference: []

Payment Date: []

Payment Method: []

Pay Cycle: []

Seq Num: []

Payment Status: []

Remit SetID: SHARE

Remit Vendor: []

Settle By: []

Settlement Status: []

Single Payment Vouchers

300 [Search] [Clear]

3. The **Payment Inquiry Result** page appears if there is data that matches your criteria. View the results to find the voucher in question to see if it was paid or not.

1. Review the *Reconciliation Status* section.

- o “Reconciled” = The warrant is cashed (Reconcile Date will = Date the Warrant was Cashed)
- o “Unreconciled” = The warrant is outstanding (All ACH payments will remain in an Unreconciled Status)

Payment Inquiry Result								
Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status
VCHR	0000255647	Automated Clearing House	1,125.00	USD	12/12/2011	12/13/2011	Paid	Unreconciled
VCHR	0000327993	Automated Clearing House	3,950.00	USD	01/17/2012	01/18/2012	Paid	Unreconciled

Payment Status: Queries

Unpaid Vouchers Query

Use this query to find any unpaid vouchers and the reason they have not been selected for payment.

1. **Navigation:** Reporting Tools, Query, Query Viewer
2. Enter all or part of the *Query Name*: “M_AP_UNPAID_VOUCHERS”

Unit	Voucher	Voucher Style	Invoice Number	Vendor Name	Entry Status	Match Status	Budget Status	Appr Stat	Status	Created Date	Scheduled Pay Date	Gross Amt
1	G1001 00003689	Regular Voucher	4248044555558240-8/27/12	US BANK	Postable	Matched	Valid	Approved	Not Selected for Payment	09/08/2012	09/08/2012	986.340
2	G1001 00005607	Regular Voucher	4248044555558240-1/25/13	US BANK	Postable	Not Applicable	Valid	Approved	Not Selected for Payment	03/15/2013	03/15/2013	20.000
3	G1001 00008787	Regular Voucher	13018	ZENGER FOLKMAN	Postable	Match Exceptions Exist	Valid	Denied	Not Selected for Payment	02/08/2014	02/08/2014	10540.000
4	G1001 00010848	Regular Voucher	90195955	IHS GLOBAL INC	Postable	Matched	Valid	Denied	Not Selected for Payment	08/07/2014	08/07/2014	16287.100

Payment Status by Reference ID Query

Use this query to get information about an individual voucher by *Reference ID*. A *Reference ID* is the *Warrant Number* or *Payment ID* for ACH transactions (Automated Clearing House). You can find it on the **Payments** tab on the voucher. You can also get one from the vendor if they contact you requesting payment details.

You can view the *Gross Amounts*, *Vendor ID*, *Voucher ID* and Vendor information.

1. **Navigation:** Reporting Tools, Query, Query Viewer
2. Enter all or part of the *Query Name*: “M_AP_PYMNT_BY_REF_ID”
3. Select a **Run to** option and enter the *Reference ID*. Click on **View Results**.

Query Viewer

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

* Search By begins with

[Advanced Search](#)

Search Results

*Folder View

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
M_AP_PYMNT_BY_REF_ID	Warrant or ACH lookup	Public	AP	HTML	Excel	XML	Schedule	Favorite

4. The **View Results** page appears with information about the voucher and vendor.

M_AP_PYMNT_BY_REF_ID - Warrant or ACH lookup

Reference:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All First 1

Reference	Trans ID	Unit	Gross Amt	Remit Vndr	Voucher	Name	Address 1	Address 2	City	St	Postal	Location
1 0000255647	AP000256600	J3301	375.000	0000195572	00045588	SAND CREEK GROUP LTD THE	610 N MAIN ST #200		STILLWATER	MN	55082	001
2 0000255647	AP000256600	J3301	750.000	0000195572	00045584	SAND CREEK GROUP LTD THE	610 N MAIN ST #200		STILLWATER	MN	55082	001