

## QUICK REFERENCE GUIDE

Updated November 01, 2019

### Payment Inquiry

If suppliers call with questions about voucher payments, or if managers ask for information about voucher payments to suppliers, use the *Payment Inquiry* to search for completed and posted payments. Also use the *Payment Inquiry* to search for any scheduled payments on hold (e.g., due to Accounting in Dispute, Back-Up Withholding, Revenue Set-Off, or Retainage).

There are two types of Payment Inquiries:

- [Payment Inquiries for individual voucher payments](#)
- [Payment Inquiries for payments on hold](#)

### Individual Voucher Payment Inquiry

#### Steps to complete

- Step 1: Search for the voucher payment on the *Payment Inquiry* page.
- Step 2: Review the voucher payment information tabs and fields.

#### Step 1: Search for the voucher payment on the *Payment Inquiry* page.

1. Navigate to the *Payment Inquiry* page.

Navigation Option	Navigation Path
Navigation Collection	Accounting, Accounts Payable, Review Accounts Payable Info. The <i>Payment Inquiry</i> page will display by default.

2. On the *Payment Inquiry* page, enter search criteria to search for voucher payments.

Field	Field Description
* Search Name	This field defaults to ALL. Do not change this field. (This field is required for payment inquiries and defaults to ALL.)
From Supplier Name 1	The name of the supplier. (Use both the <i>From</i> and <i>To</i> fields to search for a range of supplier payments with the same or similar name.)
Supplier Location	The location of the supplier.
* Amount Rule	This option allows you to search for voucher payments that are greater than, equal to, or less than the value entered in the <i>Amount</i> field.

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Field	Field Description
<b>Amount</b>	The amount on the voucher payment.
<b>* Currency</b>	The currency in which the voucher payment was made.
<b>* Bank SetID</b>	An identification code for a group of control table data or TableSets. (This field is required for payment inquiries and defaults to SHARE.)
<b>Bank Code</b>	The five-character code assigned to financial institutions that state agencies do business with.
<b>Bank Account</b>	The name assigned to the State of MN account that the payment comes from.
<b>Bank Account #</b>	The number for the bank account.
<b>From Ref ID</b>	The payment reference identification. (This field is also on the <i>Payments</i> tab after a voucher has been created—e.g., 0001511815.)
<b>From Payment Date</b>	The date the payment was made. (Use to search for a range of dates.)
<b>Payment Method</b>	The method of payment to the supplier. The State of Minnesota only uses <i>ACH</i> , <i>System Check</i> and <i>Manual Check</i> .
<b>Pay Cycle</b>	The Payment Cycles (e.g., select Inter-Agency Payments to search for inter-agency payments.)
<b>Seq Num</b>	The Sequence Number assigned to the day on the daily pay cycle.
<b>Payment Status</b>	The type of payment. The State of Minnesota uses the following: <ul style="list-style-type: none"> <li>• ACH/EFT Prenote</li> <li>• Escheated Check (check/warrant sent to unclaimed property)</li> <li>• Overflow (check issued with more than 14 advice lines)</li> <li>• Paid</li> <li>• Replaced</li> <li>• Reprinted</li> <li>• Stopped</li> <li>• Void</li> </ul>
<b>Remit Set ID</b>	Identification for the State of Minnesota. This field defaults to SHARE.
<b>Remit Supplier</b>	The supplier number and name.

Field	Field Description
<b>Settle By</b>	How the payment occurred. <ul style="list-style-type: none"> <li>• Automatic Clearing House means it was settled by Financial Gateway.</li> <li>• Warrant or check means it was settled by Pay Cycle.</li> </ul>
<b>Settlement Status</b>	Use this field only if Financial Gateway is selected in the <i>Settle By</i> field. (Default status is Paid, but others may include Cancelled, Hold or None.)
<b>Single Payment Vouchers</b>	Check mark this box to see payments to suppliers without Supplier IDs, or leave it unchecked to search for all vouchers.
<b>Show Chart</b>	Check mark this box to display payments in chart format. ( <b>Note:</b> Using this box requires entering <i>From</i> and <i>To</i> date ranges that are not greater than 31 days.)
<b>Chart Type</b>	Chart format options, including Bar Chart, Horizontal Bar, Horizontal Stacked Bar, Percentage Stacked Bar and Stacked Bar.
<b>1st sort &amp; 2nd sort Sorting Criteria</b>	Sort the search results listed by Bank Account, Pay Cycle, Payment Amount, etc. Check mark the <b>Descending</b> box to list results in descending order.

3. Press the **Search** button. The voucher payment will display below *Payment Inquiry Result*.

**Payment Inquiry**

▼ Search Criteria

Search Name: ALL

From Supplier Name 1: From To

Supplier Location: [Search]

\*Amount Rule: Any

Amount: [Text]

\*Currency: [Search]

Bank SetID: SHARE

Bank Code: [Search]

Bank Account: [Search]

Bank Account #: [Text]

From Ref ID: [Text]

From Payment Date: [Date Range]

Payment Method: [Dropdown]

Pay Cycle: [Search]

Seq Num: [Search]

Payment Status: [Dropdown]

Remit SetID: SHARE

Remit Supplier: [Search]

Settle By: [Dropdown]

Settlement Status: [Dropdown]

Single Payment Vouchers

Max Rows: 300 **Search** **Clear** Keyword Search

Show Chart \*Chart Type: Bar Chart

▼ Sorting Criteria

1st sort: Bank Account  Descending

2nd sort: Payment Reference ID  Descending **Sort**

**Payment Inquiry Result**

Payment Details | Additional Info | Supplier Details | Financial Gateway |

Actions	Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status
▼ Actions	VCHR	[Redacted]	Automated Clearing House	48.00	USD	09/24/2018	09/18/2018	Paid

## Step 2: Review the voucher payment information tabs and fields.

1. Select the *Payment Detail* tab to review the voucher payment information, including whether or not the payment is reconciled.

Payment Inquiry Result

1-1 of 1 | View All

Payment Details Additional Info Supplier Details Financial Gateway

Actions	Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
▼ Actions	VCHR		Automated Clearing House	46.00	USD	09/24/2018	09/18/2018	Paid	Unreconciled	

**Note:** In the *Reconciliation Status* field, ACH and interagency payments will say “Unreconciled”; check payments will say “Reconciled” and have a date in the *Reconcile Date* field as well.

2. Select the *Additional Info* tab to review additional payment information.

Payment Inquiry Result

1-1 of 1

Payment Details Additional Info Supplier Details Financial Gateway

Actions	Source	Payment Reference ID	Post Status	Cancel Action	Cancel Date	Cancel Reason	Description	Pay Cycle	Seq Num	Bank Account	Bank Account Number	Description
▼ Actions	VCHR		Posted	No Cancel Action				DLYEFT		WF	*****	US BANK

3. Select the *Supplier Details* tab to review supplier information.

Payment Inquiry Result

1-1 of 1

Payment Details Additional Info Supplier Details Financial Gateway

Actions	Source	Payment Reference ID	Supplier Name	Supplier ID	Supplier Location	Address	City	State	Postal
▼ Actions	VCHR			0000	001			MN	

4. Select the *Financial Gateway* tab to review electronic payment information.

Payment Inquiry Result

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Payment Details Additional Info Supplier Details Financial Gateway

Actions	Source	Payment Reference ID	Settle By	Settlement Status	Transaction ID	External Party Reference ID	Batch ID
▼ Actions	VCHR		Financial Gateway	Paid			

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5. Select the *Payment Reference ID* on any of the tabs to open the *Vouchers For a Payment* screen and review the *Source* field, which shows what module the payment was made in.
6. Select the *Back To Payment Inquiry* link to return to the *Payment Inquiry* page.

**Vouchers For a Payment**

Bank Name US BANK [Back To Payment Inquiry](#)

Pay Cycle [redacted] Seq Num [redacted] Pymnt Ref ID 0004770312

Supplier Name [redacted] Accounting Date 09/18/2018

Address [redacted] Payment Date 09/18/2018

[redacted] USA Days Outstanding 7

Payment Amount 46.00 USD Payment Clear Date

Description [redacted] Reconcile Date

[redacted] Value Date 09/18/2018

Payment Method ACH

**Details**

1-1 of 1

Business Unit	Voucher ID	Advice Seq	Advice Date	Invoice Number	Gross Paid Amount	Paid Amount	Currency	Discount Taken	Late Charge	Source
[redacted]	[redacted]	1	08/01/2018	test ach email	46.00	46.00	USD			Accounts Payable Vouchers

**Note:** To search for payments on hold, see the steps for [Payment Inquiry for Payments on Hold](#).

## Payment Inquiry for Payments on Hold

### Steps to complete

- Step 1: Search for the voucher payments on hold on the *Review Accounts Payable Info* page.
- Step 2: Review the voucher payment information to see if the payment is on hold.

### Step 1: Search for the voucher payments on hold on the *Review Accounts Payable Info* page.

1. Navigate to the *Scheduled Payments on Hold* page.

Navigation Option	Navigation Path
NavBar	Navigator, SWIFT, Accounts Payable, Review Accounts Payable Info, Supplier, Scheduled Payments on Hold.

2. On the *Scheduled Payments on Hold* page, enter the supplier number in the *Supplier ID* field.
3. Press the **Search** button. Payments on hold to suppliers will display in the *Search Results* below.
4. Select the supplier for the payment on hold.

**Scheduled Payments on Hold**

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

Find an Existing Value

**Search Criteria**

SetID =

**Supplier ID** begins with

Short Supplier Name begins with

Our Customer Number begins with

DUNS Number begins with

Supplier Name begins with

Case Sensitive

[Basic Search](#)

**Search Results**

Only the first 300 results can be displayed.

[View All](#) 1-100 of 300

SetID	Supplier ID	Short Supplier Name	Our Customer Number	DUNS Number	Supplier Name
SHARE			(blank)	0	

## Step 2: Review the voucher payment information to see if the payment is on hold.

1. The *Scheduled Payments on Hold* screen will display.
2. Review the following two fields to find out if there is a hold on the voucher payment:
  - **On Hold** box: If this box is check marked, there is a hold on the voucher payment.
  - *Hold Reason* field: This field will display the reason for the hold, if applicable.
3. Press the **Return to search** button to return to the *Scheduled Payments on Hold* page.

### Scheduled Payments on Hold

SetID SHARE      Supplier [REDACTED]  
Short Name [REDACTED]      Status Unapproved      Vouchers 5

Voucher Information 1 of 5 [View All](#)

Invoice	[REDACTED]	Date	09/11/2018	Scheduled Payment	1 Full
Unit	B0401	Voucher	00075185		
Gross Amt	1,000.00	Dollar		Due Date	10/11/2018
Discount	0.00			Discount Due Date	
Days Overdue	0			Scheduled to Pay	10/10/2018

Voucher Comments:

Wthd Hold      Approval Status Pending  
 On Hold      Hold Reason

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)