

QUICK REFERENCE GUIDE

February 20, 2024

Payment Inquiry

One of the most common questions to the SWIFT Help Desk is how to view payments for suppliers. Use the Payment Inquiry to see a list of payments and access voucher details. You can see the date and the amount of the payments.

Steps to find and use the Payment Inquiry

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

1. Navigate to the Payment Inquiry page.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Accounts Payable, Review Accounts Payable Info. The Payment Inquiry page displays.
NavBar	Navigator, SWIFT, Accounts Payable, Review Accounts Payable Info, Payments, Payment. The Payment Inquiry page displays.

2. On the Payment Inquiry page, enter search criteria to search for voucher payments. You will need to select at least two search terms. For example, you could select the Supplier Name and the From and To Payment Dates. Select the Search button.

Commonly Used Search Criteria on the Payment Inquiry page.

Field Name	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 From and To fields to search for a range of supplier payments with the same or similar name.
Amount	The amount of the payment.
From Ref ID	The payment reference identification, such as 0001511815. This field is also on the Payments tab after a SWIFT creates a voucher. Warrant payments start with "2."
From Payment Date	The date the payment was made. Use the calendar to search for a range of dates. To find all payments for a supplier in SWIFT, start with July 1, 2011.
Remit Supplier	The Supplier ID and name. It allows you to find and select the supplier, either by the number assigned to the supplier or the supplier's primary name.

Step 2: Review the voucher payment information tabs and fields

The Payment Inquiry Results table appears if there is data that matches your criteria. If you don't see results, there are no payments for the selected criteria. Review the following information on the results section.

1. The Payment Details tab defaults.

Use this page to see voucher payment information, including whether or not the payment is reconciled. Look in the Reconciliation Status field.

- **“Reconciled”** means the warrant (check) is cashed or the virtual payment was processed. The Reconcile Date will equal the date the warrant was cashed or the virtual payment was processed.
- **“Unreconciled”** means that the warrant (check) remains outstanding. All Automatic Clearing House (ACH) remain in this status.

Payment Inquiry Result										
Payment Details										
Actions	Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
Actions	VCHR	0004981293	Automated Clearing House	3,500.00	USD	11/19/2018	11/20/2018	Paid	Unreconciled	
Actions	VCHR	58643630	System Check	200.00	USD	04/10/2018	04/11/2018	Paid	Reconciled	04/13/2018

2. Select the Supplier Details tab.

The Supplier Details tab provides supplier information such as the Supplier ID, Supplier Location and Supplier Address fields.

Payment Inquiry Result

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	0004961293	Name of Supplier		001		MPLS	MN	55413
Actions	VCHR	58643630			1		MINNEAPOLIS	MN	55413-2724

3. View the Payment Reference ID.

As an option, you can select the Payment Reference ID on any of the tabs. It opens the Vouchers For a Payment page. It shows voucher information such as the Source of the payment, Voucher ID, and any discounts or late charges associated with it. Sometimes the Reference ID can include payments from other agencies.

Vouchers For a Payment

Bank Name STATE TREASURY

Pay Cycle DLYPAY Seq Num 2965

Supplier Name

Address

Payment Amount 3,837.62 USD Payment Method CHK

Description

Back To Payment Inquiry

Pymnt Ref ID 24965753

Accounting Date 04/17/2023

Payment Date 04/17/2023

Days Outstanding 7

Payment Clear Date 04/24/2023

Reconcile Date 04/24/2023

Value Date 04/17/2023

Details

Business Unit	Voucher ID	Advice Seq	Advice Date	Invoice Number	Gross Paid Amount	Paid Amount	Currency	Discount Taken	Late Charge	Source
T7901	01718623	1	03/28/2023	9655268680	119.82	119.82	USD			Accounts Payable Vouchers
P0101	00204305	1	03/20/2023	9646670613	1,372.44	1,372.44	USD			Accounts Payable Vouchers
H7501	00311731	1	04/04/2023	9662658385	573.50	573.50	USD			Accounts Payable Vouchers

Select the Back to Payment Inquiry link to return to the Payment Inquiry page.