View All Payments Inquiry

The guide covers viewing the All Payments inquiry to view the status of a specific payment.

Step 1: View the All Payment page for a Deposit.

1. Navigate to the All Payments page using the instructions below.

<table>
<thead>
<tr>
<th>Navigation Options</th>
<th>Navigation Path</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navigation Collection</td>
<td>Accounting, Accounts Receivable, Review Payments and Items, Review Payments section, All Payments.</td>
</tr>
</tbody>
</table>

2. Accept the default Deposit Unit or enter a Deposit Unit.

3. Enter a Deposit ID or click on the Lookup icon to search for and select a Deposit ID. **Note:** if you don’t know the Deposit ID, other fields can be entered to narrow your search, including User ID, Payment Status, Accounting Date or Entered Date.

![All Payments Inquiry](image)
4. Click on the **Search** button. The *All Payments* page displays.

![All Payments page](image)

5. The header displays several fields the following information:
   - Payment Amount, Bank Account.
   - Payment Status. Refer to the “**Payment Status Codes**” guide for a complete listing of Payment Statuses and descriptions.
   - User ID for User, Assigned, Created By, Modified by.
   - Accounting Date, Entered Date, Posted Date, Created On and Last Modified By dates.

6. If the payment is for an AR Item, the Customer and/or Reference Information entered in the deposit will display.