

View Payments Status Inquiry

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

Step 1: View the Payment Status page for a Payment.

1. Navigate to the *Payments Status* page using the instructions below.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Accounts Receivable, Review Payments and Items, Review Payments section, Payments Status.

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.

Payment Status

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

Find an Existing Value

Search Criteria

Deposit Unit =

Deposit ID begins with

Payment Sequence =

Payment ID begins with

User ID begins with

Assigned Operator ID begins with

Payment Status =

Accounting Date =

Entered Date =

Payment Type =

Payment Predictor

Case Sensitive

[Basic Search](#)

4. Click on the **Search** button.

5. Select an entry in the **Search Results**, if necessary. The *All Payments* page displays.

All Payments

Deposit Unit: G1001	Deposit ID: TRN05	Payment ID: CK # 99999
Payment Amount: 450.00	Currency: USD	User: 01159534
Selected Amount: 0.00	Currency: USD	Assigned: 01159534
Payment Status: Complete	Posting Status: Complete	Unpost Reason:
Account: US002 RH	Acctg Date: 09/07/2018	Entered Date: 09/07/2018
Posting Action: No Action	Posted Date: 09/07/2018	Payment Type: Payment
Created By: 01159534	Modified By: 01159534	
Created On: 09/07/2018 9:43AM	Last Modified On: 09/07/2018 12:12PM	

Customer Information

1-1 of 1 | View All

Unit	Customer	Name

Reference Information

1-2 of 2 | View All

Qual Code	Reference
Item	TRN04001
Item	TRN04001

Item Selected

1-1 of 1 | View All

Unit	Customer ID	Item ID	Line	Payment Amount	Currency

Return to Search
Notify

6. 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.

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