

How to look up a scheduled Payment

UNIVERSITY OF MINNESOTA FSUMPRD

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Voucher Style All Vouchers

Post Status

Approval Status

Voucher Balance

Voucher Source

User ID

GL Business Unit

Account

DeptID

VAT No

Process Instance

Match Status

Max Rows 300

Sort Criteria

'Sort By: Voucher ID 'Sort Asc.Desc: Ascending

Display Currency Criteria

Voucher Inquiry Results Customize | Find | View All | First 1 of 1 Last

Voucher Details Amounts More Details

Business Unit	Origin	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Match Status	Payment Information	Short Vendor Name
UMN01	231	00005842	070708	07/11/2008	0000011833	No Match	\$	MNDEPTOFHE-001

In the voucher review screen, one can see that this invoice has been paid (under payment information)

Select the \$

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Business Unit: UMN01 **Voucher ID:** 00005842 **Invoice Number:** 070708

Vendor Name: MNDEPTOFHE-001 **Vendor Location:** STPAUL

Gross Invoice Amount: 384.00 **Transaction Currency:** USD

Details Customize | Find | View All | First 1 of 1 Last

Bank SetID	Bank Code	Bank Account	Payment Reference ID	Applied Business Unit	Applied Voucher ID	Payment Date	Payment Amount	Payment Currency	Voucher Paid Amount	Payment Status
UMFIN	WFBBK	1223	9000658			07/14/2008	384.00	USD	384.00	Paid

Or one can search on the voucher screen > Find an existing voucher > and select the Payments page. Reference the Scheduled Payment area. See screen shot below.

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Remit to: 0000011833

Location: STPAUL

'Address: 1

MN DEPT OF HEALTH
ENVRON HEALTH DIV
PO BOX 64975
ST PAUL, MN 55164-0975

Gross Amount: 384.00 USD

Discount: 0.00 USD

Scheduled Due: 07/11/2008

Net Due: 07/11/2008

Discount Due:

Accounting Date: 07/14/2008

Payment Method

'Bank: WFBK Pay Group:

'Account: 1223 'Handling: BE

'Method: CHK Check 'Netting: N

Message: JANET BAULEKE 50452 [Messages](#)

Message will appear on remittance advice.

Schedule Payment

'Action: Schedule Payment Date: 07/14/2008

Pay: Reference: 9000658

Payment Options

Hold Payment Separate Payment

Hold Reason:

Letter of Credit:

[Payment Inquiry](#) [Holiday/Currency Options](#) Express Payment

Payment Note

View registration fees for LMD year 2008 annual