Using Payment Inquiry in PeopleSoft 8.8

PeopleSoft 8.8 is a web-based system and is accessed using your Internet browser. Open your Internet browser (i.e. Internet Explorer, Mozilla, etc.).

Sign in to PeopleSoft. Enter your login information using your current Novell user ID and password and click the Sign In button.
You are now logged into PeopleSoft and should see a menu to the left of the screen.

Note: In the top border of your window you will see your user Id.
In the menu, click on the Accounts Payable link.
You will be directed to the Accounts Payable Menu. Notice that you now have both the menu to the left and a more expanded version to the right. You may use either menu in navigating through PeopleSoft.

Note: You can also minimize and maximize the menu on the left side using the minimize button to the right.

To maximize the menu out again click on the maximize icon at the top left of your screen.
In the Accounts Payable Menu, click on the Review Accounts Payable Info link in either menu.
Now click on Payments.
Now click on Payment.
The Payment Inquiry window is now displayed. There are several ways to search a payment. These include by Payment Reference ID (check number), Vendor Name, Remit Vendor (Vendor ID), etc.
If you know the Payment (check) number you are looking for you may enter it into the Payment Reference ID section. Then click on Search.
Once you have clicked on Search it will load the information for that voucher at the bottom of the page, using the Scroll bar on your right, scroll to the bottom of the page.
The Payment Inquiry will then give you information regarding the payment you searched on. Notice that there are three tabs of information; Payment Details, Additional Info, and Vendor Details.
Click on the Additional Info tab.
This will give you additional information about the payment you are searching on.
Now click on the Vendor Details tab.
This will again give you more information about your payment.

Note: If you wish to view all the information about the payment at once you may click on the expand button.

This will take all three tabs of information and display them on one screen. However, you will notice that not all of the information will fit in your monitor display and you will need to use your Left and Right scroll bar to view the other information. To view the information in tab form again, click on the collapse button.