Payment Lookup in Peoplesoft (CFS)

1. CFS (Common Financial Systems) Navigation:

Navigator > Accounts Payable > Review Accounts Payable Info > Vouchers >  Voucher

1. Type in the correct Business Unit, followed by the Voucher ID, Invoice Number, Supplier Name, or PO ID. Click Search.

Use % (percent sign) as a wildcard to search and match on one or more characters. The % can be used at the beginning of a keyword, at the end of a keyword, or in between a keyword.

Examples:

* Document% — returns search results with words beginning with document, such as documents, documentary, documentation.
* %ment — returns search results with words ending in ment, such as department, management.

Note: if looking up a payment for SBASI, SBFDN, or SBSUN business unit, change the supplier SetID to SBFDN.

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1. Find the invoice in the list.

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1. Click on Actions.

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1. Click on Payment Information.

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1. The Payment Number (check number or EFT/ACH ID) and Payment Date is listed in the highlighted areas below.

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