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.





1. Find the invoice in the list.



1. Click on Actions.



1. Click on Payment Information.



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

