

This job aid will show you how to search and review payments.

Step 1. In the **Finance** Tab and the **View Payments** sub-tab, enter any search criteria into a search field.

Simple Search

Note that the search is case insensitive

Payment Number

Invoice Number

PO Number

Release Number

Status

Payment Amount From To

Payment Date From To

Step 2. Click the **Go** button.

Payment	Remit-to Supplier	Payment Date	Currency	Amount	Method	Status	Status Date	Bank Account
1399550		2017-01-06	USD	1,281.00	Electronic	Negotiable	2017-01-06	PCS ADMIN - US
1388903		2016-10-12	USD	2,291.81	Electronic	Negotiable	2016-10-12	PCS ADMIN - US
1364266		2016-04-05	USD	1,084.58	Electronic	Negotiable	2016-04-05	PCS ADMIN - US
1366660		2016-03-04	USD	1,595.00	Electronic	Negotiable	2016-03-04	PCS ADMIN - US
358837		2016-02-19	USD	1,084.26	Electronic	Negotiable	2016-02-19	PCS ADMIN - US
139299		2013-06-14	USD	752.36	Electronic	Negotiable	2013-06-14	PCS ADMIN - US
		2013-01-08	USD	1,220.25	Electronic	Negotiable	2013-01-08	PCS ADMIN - US

Step 3. Click on **PAYMENT** link.

Note: You see all the payment details, including the transaction details, invoice and Purchase Orders associated with the payment. The Invoice and PO links will bring you to the associated documents when clicked.

Payment: View Payments > Payment: 1364266 (Total USD 1,084.58)

Payment Date: 2016-04-05
 Method: Electronic
 Status: Negotiable
 Status Date: 2016-04-05
 Remit-to Supplier: [Redacted]
 Remit-to Supplier Site: 278

Supplier: [Redacted]
 Supplier Site: [Redacted]
 Address: [Redacted]
 Bank Account: [Redacted]

Included Invoices

Invoice	Invoice Date	Type	Currency	Amount	Status	Payment Status	Payment PO Number	Receipt
5549	2016-02-29	Standard	USD	1,084.58	Approved	Paid	1,084.58 2101036747	

[Return to Finance: View Payments](#)

SUCCESS!! You have now reviewed payment information.