



College Financial System User Procedure

Title:

Inquiry – Accounts Payable (payments)

Description:

This inquiry provides detailed information for specific supplier payments

College Financial System (CFS) Prerequisites:

- *System Navigation skills are required*
- *User at Maricopa requires responsibility = “MCCCD Inquiry” to access this Accounts Payable Inquiry(MCCCD) form*

<i>Menu Path</i>
Accounts Payable Inquiry ➤ Payments ➤ Payments

Window Name:

Accounts Payable Payment Inquiry (MCCCD)

The screenshot shows the Oracle Accounts Payable Payment Inquiry window. The window title is "Find Payments". The interface includes a menu bar (File, Edit, View, Folder, Tools, Window, Help) and a toolbar. The main area is divided into several sections: "Payment" (with fields for Numbers, Dates, Amounts, Currency, Bank Account, Payment Method, Accounted, Document Name, Batch), "Supplier" (with fields for Name, Number, Taxpayer ID, Site, Paid To Name), and "Voucher Audit" (with fields for Category, Sequence Name, Number From, Number To). A "Status" section at the bottom has a dropdown menu and "Dates" fields. At the very bottom are "Clear", "New", and "Find" buttons. A black triangle with the number "1" points to the "Numbers" field, and another black triangle with the number "2" points to the "Find" button.

Field Name

Description/Action

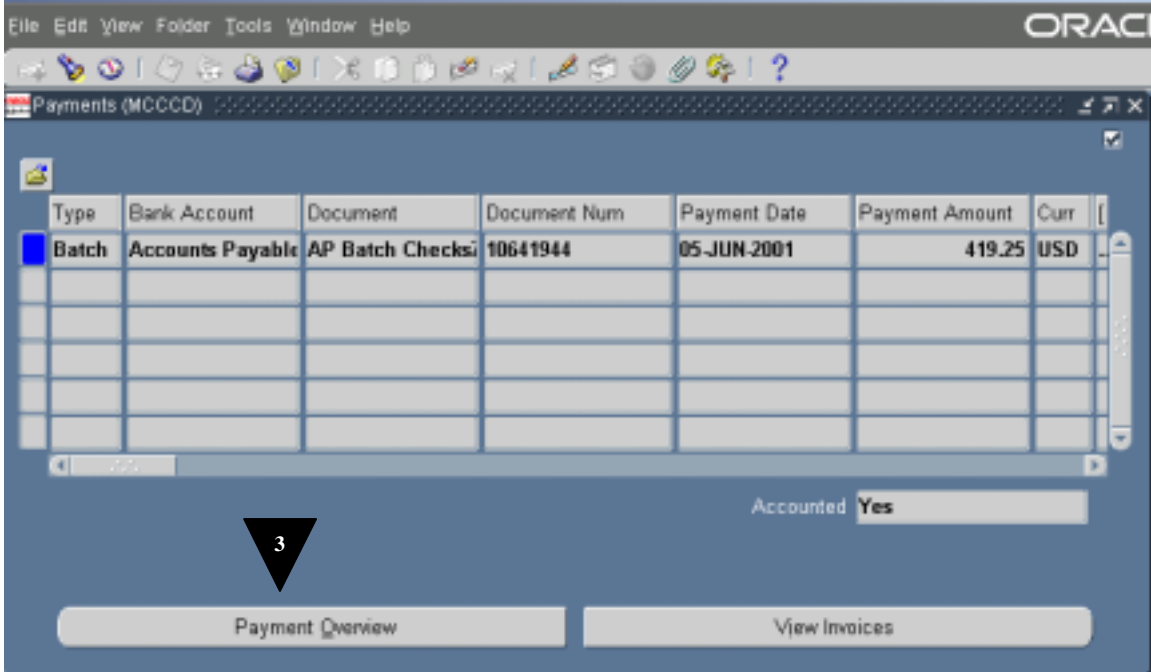
- 1. Payment Number**

Enter check number (The check number will need to be entered in both the from and to field, or you can check a range of check numbers)

- 2. Click on the **FIND** button.**

Window Name:

Inquiry by Check number



- | Field Name | Description/Action |
|-------------------------------------|--------------------|
| 3. Click on PAYMENT OVERVIEW | button. |

Window Name:

Inquiry by Check number

The screenshot shows the Oracle Accounts Payable interface. The main window is titled 'Inquiry by Check number'. It contains several sections: 'Check Details' with fields for Number (10641944), Currency (USD), Amount (419.25), Date (05 JUN 2001), Batch (AP_5 JUN 01_2), Voucher, Status (Cleared but Unaccounted), Cleared Amount (419.25), Cleared Date (14 JUN 2001), Void Date, and Maturity Date. 'Supplier' information includes Name (DUKE PHOTOGRAPHY), Taxpayer ID (860387794), Number (113981), Site (PHOENIX), and Address (2810 N 7TH AVE, PHOENIX, AZ 85007). 'Bank' information includes Name (Bank One, AZ, N.A.), Account (Accounts Payable), Payment Document (AP Batch Checks7), and Payment Method (Check). An 'Invoices' table is shown below with columns for Number, Amount Paid, GL Date, and Description. The table contains two rows: 304 (206.40, 05 JUN 2001, EG PC 144639) and 304 5/02/01 (212.85, 05 JUN 2001, EG PC 144639). At the bottom, there are buttons for 'Invoice Overview', 'Bank', 'Supplier', and 'Payments'. The Oracle logo is in the top right corner.

Field Name	Description/Action
4. Number	Check number
5. Amount	Check amount
6. Date	Check date
7. Status	Check status
8. Cleared date	Date the check cleared the bank
9. Invoices	Invoices paid on check
10. Supplier	Supplier name and site information on check



End of procedure