

Researching a Payment

- To research a payment, follow this navigation in CMS: Accounts Payable, Vouchers, Add/Update, Regular Entry, Find an Existing Value (tab).

The screenshot shows a navigation menu with a search bar at the top. Below the search bar, there are several expandable categories. The 'Accounts Payable' category is expanded, and the 'Vouchers' sub-category is also expanded. Under 'Vouchers', the 'Add/Update' sub-category is expanded, and the 'Regular Entry' option is selected and highlighted in blue. Other options under 'Add/Update' include 'Quick Invoice Entry', 'Complete Register Voucher', 'Close Voucher', 'Delete Voucher', 'Update Open Item', and 'UnPost Voucher'. Other categories in the menu include 'My Favorites', 'Supplier Contracts', 'Vendors', 'Purchasing', 'CSU ProCard', 'eProcurement', 'Accounts Receivable', 'Maintain', 'Approve', 'Control Groups', 'Payments', 'Batch Processes', 'Review Accounts Payable Info', 'Reports', 'CSU Claims Processing', and 'Banking'.

Voucher

Enter any information you have and click Search. Leave fields blank for a list of all values.

The screenshot shows the 'Voucher' search form. At the top, there are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Below the tabs, there are several search criteria fields, each with a dropdown menu for the search type and a text input field for the search value. The fields are: 'Business Unit' (dropdown: '=', text: 'SACST'), 'Voucher ID' (dropdown: 'begins with', text: ''), 'Invoice Number' (dropdown: 'begins with', text: ''), 'Short Vendor Name' (dropdown: 'begins with', text: ''), 'Vendor ID' (dropdown: 'begins with', text: ''), 'Name 1' (dropdown: 'begins with', text: ''), 'Voucher Style' (dropdown: '=', text: ''), 'Related Voucher' (dropdown: 'begins with', text: ''), 'Entry Status' (dropdown: '=', text: ''), and 'Voucher Source' (dropdown: '=', text: ''). There is also a 'Case Sensitive' checkbox which is unchecked. At the bottom, there are 'Search' and 'Clear' buttons, and two links: 'Basic Search' and 'Save Search Criteria'.

[Find an Existing Value](#) | [Add a New Value](#)

- If you know the voucher number, you may enter it in the Voucher ID field and click search. When searching by voucher number, only that voucher will result from the search.
- If searching by name, type in the vendor's name in the Short Vendor Name field and click search. A list of vendors will appear on the bottom portion of the screen. Click on the voucher/payment in question to display the voucher information.
- If you know the vendor number, enter the number in the Vendor ID field. When searching by vendor number, all payments made to this vendor will appear.

- You may sort the results by any of the column headings. If you know the amount of the voucher in question, sort the search results by Payment Amount. If you know the invoice number, sort by Invoice Number. CMS will sort the column from ascending to descending order.

Voucher

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)
[Add a New Value](#)

Business Unit: = SACST

Voucher ID: begins with

Invoice Number: begins with

Short Vendor Name: begins with

Vendor ID: begins with 0000000210

Name 1: begins with

Voucher Style: =

Related Voucher: begins with

Entry Status: =

Voucher Source: =

Case Sensitive

[Basic Search](#)

Search Results

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

[View All](#)

Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Payment Amount	Invoice Date	Short Vendor Name	Vendor ID	Name 1
SACST	00304215	UNIV ENTERPRISES INC	2264.43	2264.43	10/18/2010	UNIV ENTER-001	0000000210	UNIVERSITY ENTERPRISES INC
SACST	00304178	F054233	303.3	303.3	09/30/2010	UNIV ENTER-001	0000000210	UNIVERSITY ENTERPRISES INC
SACST	00304094	F054247	23218.5	23218.5	09/30/2010	UNIV ENTER-001	0000000210	UNIVERSITY ENTERPRISES INC
SACST	00304093	F054232	101.13	101.13	09/30/2010	UNIV ENTER-001	0000000210	UNIVERSITY ENTERPRISES INC

- Click on the invoice number or payment amount of the voucher you are researching and the screen will change to the invoice Summary screen.

[Summary](#)
[Related Documents](#)
[Invoice Information](#)
[Payments](#)
[Voucher Attributes](#)
[Error Summary](#)

Business Unit: SACST
 Invoice Date: 10/18/2010

Voucher ID: 00304215
 Invoice No: UNIV ENTERPRISES INC

Voucher Style: Regular
 Invoice Total: 2,264.43 USD

Contract ID:

Vendor Name: UNIVERSITY ENTERPRISES INC
 Pay Terms: NET

6000 J STREET
 Voucher Source: Online

SACRAMENTO, CA 95819-6063

Entry Status: Postable
 Origin: ONL

Match Status: No Match
 Created: 10/19/2010

Approval Status: Approved
 Created By: 102078754

Post Status: Posted
 Modified: 10/19/2010

Modified By: 102078754

Close Status: Open

Budget Status: Valid
 Control Group ID: 0000008239

Budget Misc Status: Valid
 Remit Vendor: 0000000210

Pymnt Reference ID: 314868

***View Related**

- Click on the Invoice Information tab to see more information.

[Summary](#) | [Related Documents](#) | **Invoice Information** | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

Business Unit: SACST **Invoice Number:** UNIV ENTERPRISES INC
Voucher ID: 00304215 **Invoice Date:** 10/18/2010
Voucher Style: Regular **Action:**

Copy from a Source Document
PO Unit: **Purchase Order:** **Worksheet Copy Option:** None

Vendor: 0000000210 ***Pay Terms:** NET NET **Basis Dt Type** **Inv Date**
Name: UNIV ENTER-001 **Control Group:** 0000008239 [Comments\(1\)](#)
Location: 6000 J STR **Accounting Date:** 10/19/2010
***Address:** 1 **Advanced Vendor Search** ***Currency:** USD [Non Merchandise Summary](#)
 UNIVERSITY ENTERPRISES INC **Total:** 2,264.43 [Sales/Use Tax Summary](#)
 6000 J STREET **Difference** 0.00 [Session Defaults](#)
 SACRAMENTO, CA 95819-6063

Packing Slip:

Invoice Lines Find First 1 of 1 Last

Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount		10/11 FWS PAYROLL REI				2,264.43

Ship To: NA SpeedChart: Use One Asset ID

[Sales/Use Tax](#)

▼ Distribution Lines Customize | Find | First 1 of 1 Last

MOC	Amount	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Class	Category
1	2,264.43		SACST	201809		TWS01			

- Click on the Payments tab. You will see the check number (Reference), the date the check was issued (Payment Date), the check amount (Gross Amount), and the vendor mailing address.

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit: SACST	Invoice Number: UNIV ENTERPRISES INC	Invoice Date: 10/18/2010	Action: <input type="button" value="Run"/> <input type="button" value="Print Invoice"/>		
Voucher ID: 00304215	Vendor: UNIVERSITY ENTERPRISES INC	*Pay Terms: NET	<input type="button" value="Schedule Payments"/>		
Voucher Style: Regular	6000 J STREET				
	SACRAMENTO, CA 95819-6063				
Total: 2,264.43					

Payment Information Find | View All | First 1 of 1 Last

Scheduled Payment: 1

*Remit to: 0000000210	Gross Amount: 2,264.43 USD
Location: 6000 J S	Discount: 0.00 USD
*Address: 1	Scheduled Due: 10/19/2010
UNIVERSITY ENTERPRISES INC	Net Due: 10/18/2010
6000 J STREET	Discount Due:
SACRAMENTO, CA 95819-6063	Accounting Date: 10/20/2010

Payment Method

*Bank: WELLS	Pay Group: VN
*Account: CPV	*Handling: ZM
*Method: CHK Check	*Netting: N

Message: [Messages](#)

Message will appear on remittance advice.

Schedule Payment	Payment Options
*Action: Schedule	Hold Payment <input type="checkbox"/>
Payment Date: 10/20/2010	Separate Payment <input checked="" type="checkbox"/>
Pay: <input type="text"/>	Hold Reason: <input type="text"/>
Reference: 314868	Letter of Credit: <input type="text"/>

[Payment Inquiry](#) [Holiday/Currency Options](#) [Express Payment](#) [Vendor Bank Account](#)

Payment Note

Note: Payment Note is for internal use only and will not appear on remittance advice.

- Click on the Payment Inquiry link.

- The Payment Inquiry page shows the check number (Payment Reference ID), the check amount, the payment date, the reconciliation status, and the date the check was reconciled in CMS. The reconcile date is not the date the check cleared the bank. If you need the date the check cleared the bank, click on the check number (Payment Reference ID).

Payment Inquiry

Search Criteria

Search Name:

Vendor Name: **From** **To**

*Amount Rule:

Amount:

Currency:

Bank SetID:

Bank Code:

Bank Account:

Bank Account #:

Reference:

Payment Date:

Payment Method:

Pay Cycle:

Seq Num:

Payment Status:

Remit SetID:

Remit Vendor:

Settle By:

Settlement Status:

Single Payment Vouchers:

Max Rows:

Show Chart *Chart Type:

Sorting Criteria

1st sort: Descending 2nd sort: Descending

Payment Inquiry Result Customize | Find | View All First 1 of 1 Last

Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
VCHR	314868	Check	2,264.43	USD	10/20/2010	10/20/2010	Paid	Unrecon	

- On the Vouchers For a Payment screen, you will see whether the check cleared the bank.

Vouchers For a Payment

[Back To Payment Inquiry](#)

Bank Name: Wells Fargo Bank, N.A.

Pymnt Ref ID: 314868

Bank Account #: 9600085398

Accounting Date: 10/20/2010

Pay Cycle: DAILY Seq Num: 1935

Payment Date: 10/20/2010

Vendor Name: UNIVERSITY ENTERPRISES INC

Days Outstanding: 2

Address: 6000 J STREET

Payment Clear Date:

Reconcile Date:

SACRAMENTO CA 95819-6063 USA Value Date: 10/20/2010

Payment Amount: 2,264.43 USD Payment Method:CHK

Description

Business Unit	Voucher ID	Advice Seq	Advice Date	Invoice Number	Gross Paid Amount	Paid Amount	Currency	Discount Taken	Late Charge	Source
SACST	00304215	1	10/18/2010	UNIV ENTERPRISES INC	2,264.43	2,264.43	USD			Accounts Payable Vouchers