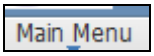
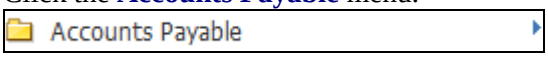
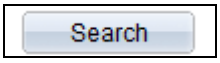
Payments

Step	Action
1.	Click the **Main Menu** button. 
2.	Click the **Accounts Payable** menu. 
3.	Click the **Payments** link.
4.	Click the **Payment** link.
5.	Notice the Payment Inquiry page has "**SMETH**" populated in the **Bank SetID** and **Remit SetID** fields. Should you press the **Clear** button at any point in your search, you will need to repopulate these fields with the value "**SMETH**" in order to return results. **These are required fields.**
6.	You can narrow down your search by entering a specific amount. However, if you are working with a vendor who may also be doing business with another office on campus it is possible that your payment may have been combined with another department's payment. **Note:** The amount field will search for the total amount of payment. This may include multiple payments to one vendor. Accounts Payable generates checks twice a week. When two areas on campus submit a payment voucher to the same vendor they will be combined into one check. To view the Check Run Calendar, visit the Accounts Payable Homepage at http://smu.edu/controller/dept_ap/ If desired, enter an amount into the **Amount** field.
7.	Enter the desired information into the **Payment start date** field.
8.	Enter the desired information into the **Payment end date** field.
9.	To search for a Vendor, click the **Look up Remit Vendor** button.
10.	Click the **Search by:** drop down list and select **Name 1**.
11.	Enter the Vendor Name into the **begins with** field.

Step	Action
12.	Click the **Look Up** button.
13.	Click the **Vendor Name 1** link.
14.	Click the **Search** button. 
15.	If more than one result displays, select the appropriate **Payment Reference ID** link. Note the **Payment Date, Payment Status, Reconciliation Status** and **Reconcile Date** fields.
16.	For more information on a voucher, click the **Voucher ID** link.
17.	You have now navigated to the Voucher Inquiry Page. Should you desire further accounting entry information, click the **Accounting Entries** button.
18.	**End of Procedure.**