

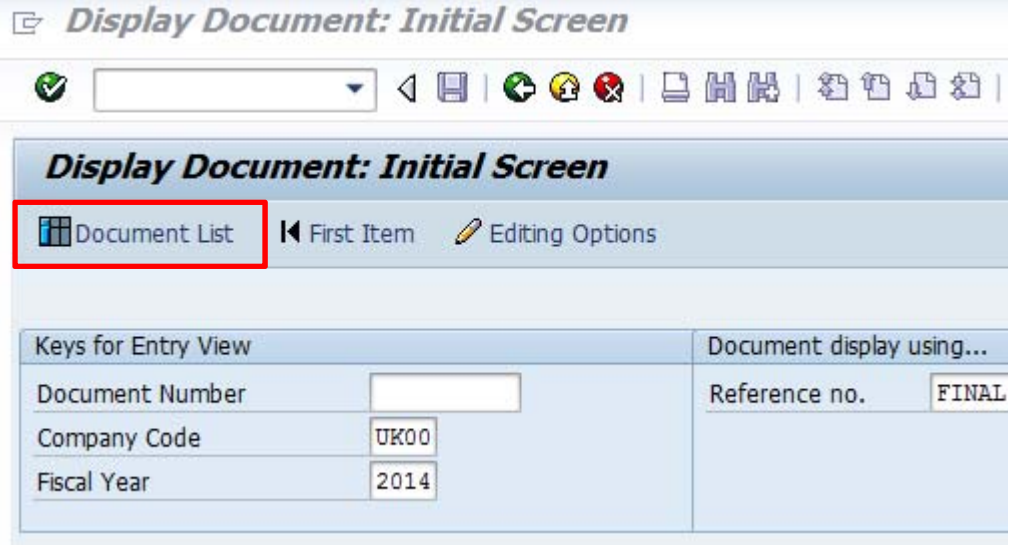
PRD Payment Information Lookup

Process: To obtain payment information for a PRD.

PROCEDURES

To obtain the payment information for a PRD, go to SAP screen FB03.

Click on the Document List button to open additional search criteria.



The screenshot shows the SAP 'Display Document: Initial Screen' interface. At the top, there is a title bar with the text 'Display Document: Initial Screen' and a toolbar containing various icons. Below the title bar, the main area is titled 'Display Document: Initial Screen' and contains a 'Document List' button, which is highlighted with a red box. To the right of the 'Document List' button are 'First Item' and 'Editing Options' buttons. Below these buttons is a table with search criteria. The table has two columns: 'Keys for Entry View' and 'Document display using...'. The 'Keys for Entry View' column contains three rows: 'Document Number' with an empty input field, 'Company Code' with the value 'UK00', and 'Fiscal Year' with the value '2014'. The 'Document display using...' column contains one row: 'Reference no.' with the value 'FINAL'.

Keys for Entry View	Document display using...
Document Number	Reference no. FINAL
Company Code UK00	
Fiscal Year 2014	

PRD Payment Information Lookup

From the Document List screen, Company Code of UK00 is required.

Search Options:
 Document Number = SAP document number from the PRD's tracking tab

Reference Number = Vendor's invoice number or the department's assigned PRD number.

Reference Key = The PRD number (3XXXXXXXXX)

A listing of search results will be displayed. Double click on the document to be reviewed from the list.

NOTE: It is recommended that a date or a date range be included in the Entry Date field(s) to expedite the search especially when searching from the Reference Key (PRD number).

Document List											
Entered at	User name	Parked ...	Entered on	Type	DocumentNo	Doc. Date	Posting Date	Reference	Period	Year	Documen
08:36:30	SYS-SRMECC		03/19/2014	KR	1901069063	02/28/2014	03/19/2014	FIRM ACCT # 2117	9	2014	*FCO La

PRD Payment Information Lookup

From the Display Document: Overview screen, double click on the Vendor Name.

The Display Document: Line Item 1 screen will provide additional information regarding the transaction including a Clearing date and document number if a payment has been processed.

If the Clearing Document begins with a "2" (2XXXXXXXXX), then a check has been issued for this PRD.

If the Clearing Document number begins with a "18" (18XXXXXXXXX), the PRD was processed through Payment Plus.

Display Document: Overview

Taxes Display Currency

Document Number Company Code Fiscal Year

Document Date Posting Date Period

Reference Cross-CC no.

Currency Texts exist

Items in document currency

Itm PK	BusA	Acct no.	Description	Tx	Amount
001	31	127731	Fayette County Clerk	IO	
002	40	0101 535034	Misc Expenditures	IO	

Display Document: Line Item 001

Additional Data Withholding Tax Data

Vendor Fayette County Clerk G/L Acc

Company Code 162 E Main St

University of Kentucky Lexington Doc. no.

Line Item 1 / Invoice / 31

Amount USD

Additional Data

Bus. Area

Disc. base USD Disc. Amount U

Payt Terms Days/percent \$.

Blne Date Fixed

Pmnt Block Invoice ref. / /

Pmt Method Pmt meth.supl.

Clearing

Assignment

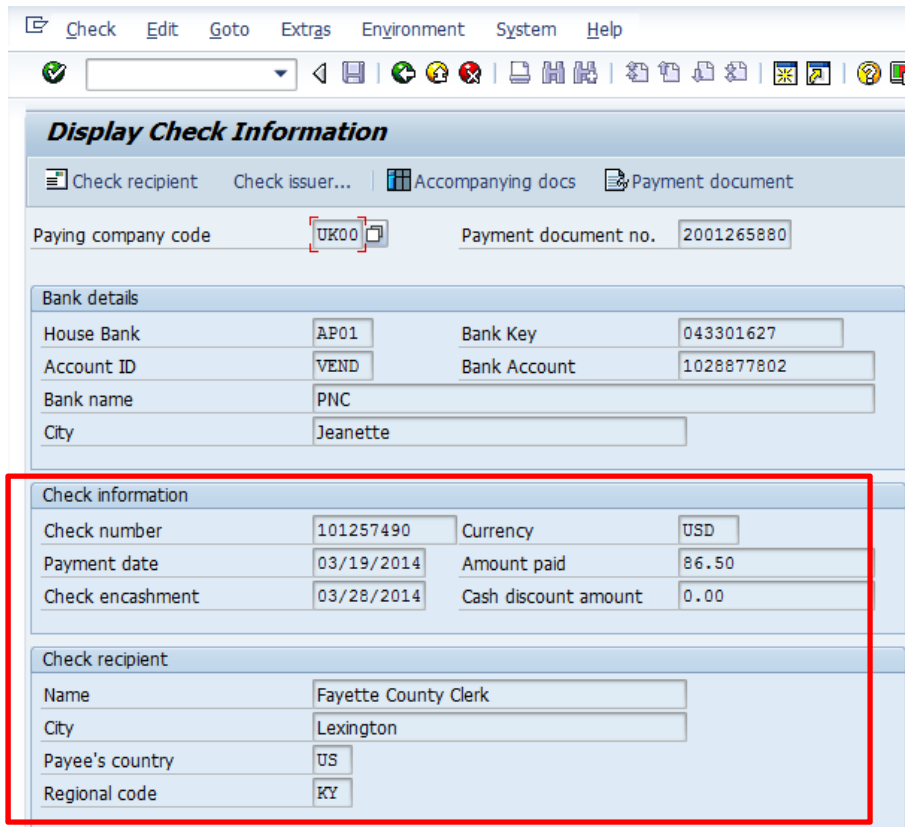
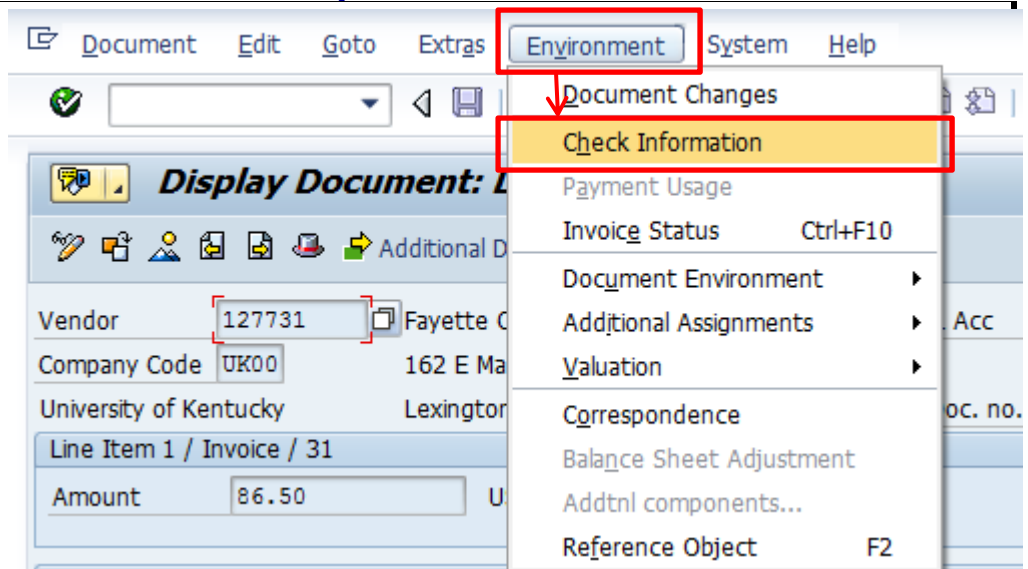
Text

PRD Payment Information Lookup

CHECK INFORMATION:

To retrieve the actual check number, click on Environment and Check Information.

On the Display Check Information screen, all of the necessary check information is provided such as check number, payment date, check amount, and check encashment.



PRD Payment Information Lookup

PAYMENT PLUS INFORMATION:

To retrieve the Payment Plus information, copy the Clearing document number from the Display Document: Line Item 001 screen and go SAP Screen ZFI_EPAY_REGISTER

Display Document: Line Item 001

Additional Data Withholding Tax Data

Vendor 123287 Scott Gross Company Inc G/L Acc 210000
Company Code UK00 664 Magnolia Ave
University of Kentucky Lexington Doc. no. 1901111248

Line Item 1 / Invoice / 31
Amount 50.10 USD

Additional Data

Bus. Area					
Disc. base	50.10	USD	Disc. Amount	0.00	USD
Payt Terms			Days/percent	0 0.000 % 0 0.000 % 0	
Blinc Date	07/25/2014		Fixed		
Pmnt Block			Invoice ref.		/ / 0
Pmt Method		Pmt meth.supl.			
Clearing	07/25/2014	1800000086			
Assignment	19011112482015				
Text	*U04234 1 UK DINING SERVICES				Long text

PRD Payment Information Lookup

On screen ZFI_EPAY_REGISTER paste the Clearing Document Number into the Payment Document No field.

If the Clearing Document Number was within the last 6 months, Execute the search.

If the Clearing Document number is older than 6 months, adjust the Run Date fields and Execute the search.

ePayables Register

Selection Criteria

Run Date	02/06/2014	to	08/06/2014
Payment Document No.	1800000086	to	
Accounting Document No.		to	
Vendor		to	
Payment Document Amount		to	
Reference/Invoice No.		to	

Output Control

Open Items
 Paid Items

Items Paid

Without Line Items
 Layout

With Line Items
 Layout

Open Items Only Fund Balance

Note: It is required to have a date range in the Run Date fields to expedite the payment information search. The Run Date fields will default to the previous 6 months.

The search results will provide information about the payment.

ePayables Register

All Items w/o Lines

CoCode	Payment Doc	Pymt Amt	Pymt Post Date	Pymt...	Vendor	Name	City	Region	Recon Doc	Recon Post Da...
UK00	1800000086	50.10	07/25/2014	UKAPD	123287	Scott Gross Company Inc	Lexington	KY	0104664275	07/31/2014

Pymt Amt = Amount of payment issued to the vendor.

Payment Post Date = Date the payment was issued to the vendor.

Recon Post Date = Date the payment was processed by the vendor.