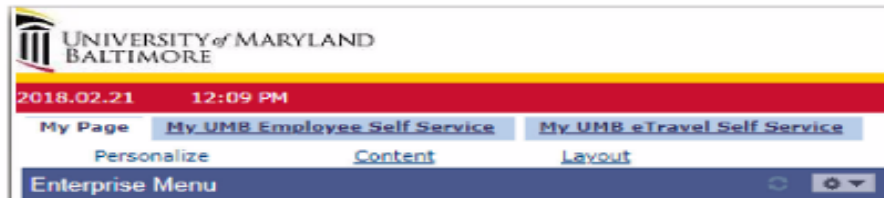


How to View Payments in eUMB Financials

Payment Inquiry Details

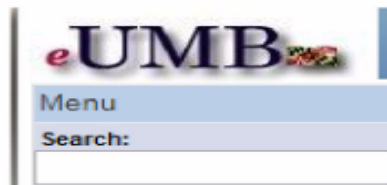
Sign into the portal:



Under the Menu list select:

– eUMB Financials

The next screen should be:




Under eUMB Financials Menu list select:

▷ Accounts Payable **Then click on:**

▷ Payments

eUMB Financials (Cont'd.)

 **Payment**
Review payments by vendor, payment, bank, account, and date.

Under the Payment Inquiry page:

Payment Inquiry

Search Criteria

1 Payment Reference ID: Payment Status: Payment Method:

Bank SetID: Bank Code:

Bank Account: Bank Account #: Single Payment

Pay Cycle: Pay Cycle Seq #:

Remit SetID: Remit Vendor:

2 Vendor Name: Vendor Location:

*Amount Rule: Amount: Currency:

From Date: To Date: Max Rows:

Show Chart *Chart Type:

Sorting Criteria

*1st sort: *Sort Type:

*2nd sort: *Sort Type:

eUMB Financials (Cont'd.)

Enter: ¹ Payment Reference ID:
 (Located under the Document column in Raven) (The digits after AP001(2)-XXXXXXXX)

OR

Enter: ² Vendor Name: 

Then:

Payment Inquiry Result Personalize | Find | View All | First 1-10 of 10 | Last

Payment Details | Additional Info | Vendor Details

Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Recon Status	Reconcile Date
VCHR	00 [REDACTED]	Check		USD	01/18/2018	01/18/2018	Paid	Recon	
VCHR	00 [REDACTED]	Check	428.89	USD	02/01/2018	02/01/2018	Paid	Unrecon	
VCHR	00 [REDACTED]	Check	434.60	USD	02/01/2018	02/01/2018	Paid	Unrecon	
VCHR	00 [REDACTED]	Check	436.26	USD	02/01/2018	02/01/2018	Paid	Unrecon	
VCHR	50 [REDACTED]	Check	322.18	USD	12/08/2017	01/10/2018	Paid	Unrecon	

Voucher No. (points to the first two digits of the Payment Reference ID in the first row)

Check No. (points to the last two digits of the Payment Reference ID in the last row)

Payment reference ID key	
00XXXXXX	Voucher No. (payment has been processed in Disbursements)
Start with 04 or 05	Check No.
Start with 50	Direct deposit (ACH payment)
Start with " X "	Wire transfer payment reference no.