Payment Inquiry

This feature is used to find a payment. This inquiry helps you answer vendor questions such as—When is my check coming? To what address was the payment sent? And other common inquiries!

To illustrate this functionality, let’s use an example. A vendor has called and asked one of the following questions:

- What is the status of my invoice?
- When is my check coming?
- How will my payment arrive?
- To what address was my payment sent?
- I received a check from UF—but I don’t know for what?

Log into the system via the myUFL portal, using your GatorLink user id and password (http://my.ufl.edu)

Step 1—Navigate to the Voucher Inquiry Page

- Go to Voucher Inquiry by navigating through the menu
  - Accounts Payable
  - Review
    - Vouchers
  - Voucher Inquiry

Step 2—At the Voucher Inquiry Page, Narrow the Search Using Existing Information

- Business Unit for payments is UFLOR
- Search by Voucher ID if you have it
- Or search by Vendor
- Change dates to include approximate date of payment
- Click the yellow action button “search”
Step 3—Review Payment Information

- PeopleSoft found the voucher!
- Now click on "Payment Information" for more details.
  - Note: If no payment has been made, a "Scheduled Payment" heading and icon will appear instead of "Payment Information." In that case, click on the "Scheduled Payment" icon to determine when the payment will be made. That icon will look like this:

After clicking on the payment detail icon, this screen will be displayed:
- The Invoice number is displayed as well as the vendor name to ensure this is the payment of interest.
- Payment date is the date on the payment.
- Payment Reference ID is the check or EFT number (click the link to see more details).
Important Information on This Page:

- Pymnt Ref ID: Check or EFT number
- Address: Address to which payment was mailed
- Payment Method: Check, EFT, etc.
- Payment Date: Day on which the check was mailed, etc.
- Payment Amount: Amount of payment
- The invoice number
- AND a link back to the voucher if you need additional information