Data Warehouse Accounts Payable Invoice Inquiry

There are three ways to look for invoice payment information in EZ Access in the Accounts Payable section (see Figure 1).

Paid Invoices Inquiry (see Figure 2) will display payment dates, types (check or direct deposit) and payment numbers. The Total Payment Amt will be higher than the invoice amount when multiple invoices are included on the payment to the vendor. The payment settlement date is currently blank for all PeopleSoft payments and doesn’t mean the check hasn’t cleared the bank.

Unpaid Invoices Inquiry (see Figure 3) will display tentative payment dates for invoices that have not yet paid but are scheduled to be paid. Accounts payable data are refreshed nightly so invoices with tentative payment dates of 7/24 could appear in the Paid Invoices Inquiry on 7/25. Charges for the unpaid invoices may appear in your ledger as soon as the invoice is scheduled to be paid.
Invoice Inquiry (Within Department) (see Figures 4 & 5) displays both paid and unpaid invoices, but does not include a tentative payment date for the unpaid invoices.

Drilling down to the detail for any record will display the actual payment date or the tentative payment date:

Payment Detail

<table>
<thead>
<tr>
<th>Tentative Payment Date</th>
<th>Payment Number</th>
<th>Payment Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015-08-15</td>
<td>615.21</td>
<td></td>
</tr>
</tbody>
</table>

Payment Type: Check

Special Handling Code: RE

Remittance Date: --