Inquiring on Payments

I. Voucher number is known:

Use the Payment Inquiry link of the Payments page to see the details of that payment.
The Payment Inquiry details auto fill from that voucher. Once the details autofill, click on the search button.

An ‘Unrecon’ status may indicate that a check is still outstanding. You can email Treasury at ‘Treasury.ARP@tn.gov’ to verify status or to request a stop payment.
II. Search by Reference Number (Navigation: AP>Review Accounts Payable Info>Payments>Payment)

All payments references with this number will display. The Payment Method will be different and the amounts are listed.
III. You may also inquire on other values in conjunction with the Amount (i.e. Payment Date, Payment Method) or by Remit Vendor (be sure to set Remit SetID to ‘Share’). All items meeting the entered criteria will display. Be careful to select the payment you are searching for.

Navigation: AP>Review Accounts Payable Info>Payments>Payment

Payment Inquiry

Search Criteria

- Search Name
  - ALL
- Vendor Name
- *Amount Rule
  - Any
- Amount
  - 87.99
- Currency
- Bank SetID
- Bank Code
- Bank Account
- Bank Account #
- Reference
- Payment Date
  - 05/18/2009
- Payment Method
  - EFT
- Pay Cycle
- Soq Num
- Payment Status
- Remit SetID
  - SHARE
- Remit Vendor
  - 0000105254
- Settle by
- Settlement Status
- Single Payment Vouchers
- Max Rows
  - 300
- Search
- Clear

Sorting Criteria

- 1st sort: Account
  - Descending
- 2nd sort: Paymnt Ref
  - Descending
- Sort

Payment Inquiry Result

- Payment Details
- Additional Info
- Source
  - VCHR
  - 0000034512
- Payment Reference ID
- Payment Method
  - EFT
- Amount
  - 87.99 USD
- Currency
  - USD
- Creation Date
  - 05/15/2009
- Payment Date
  - 05/18/2009
- Payment Status
  - Paid
- Reconciliation Status
  - Recon
- Reconcile Date
  - 04/20/2010