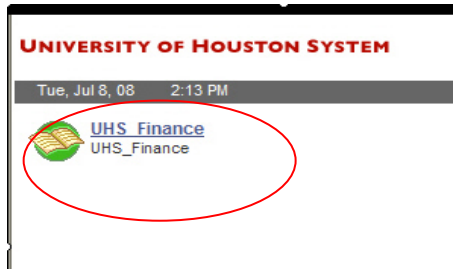


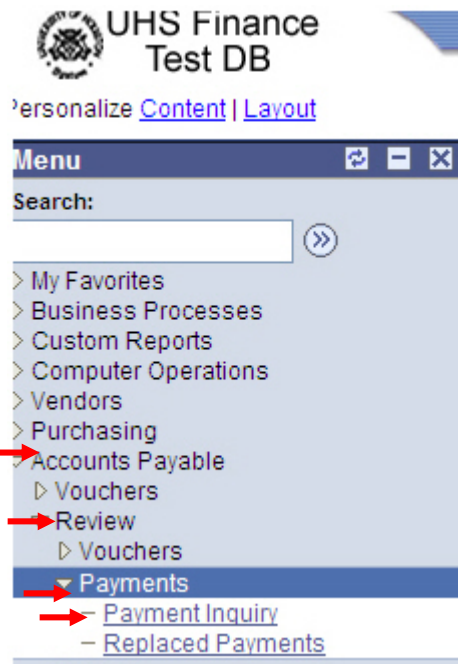
Payments Inquiry by Check Number

Step1.) Log-in to PeopleSoft Financials:

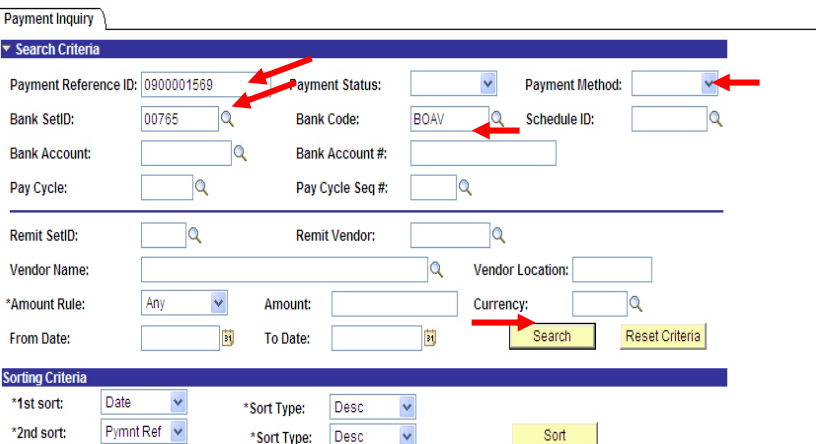


Step2.) Under menu, select the following steps:

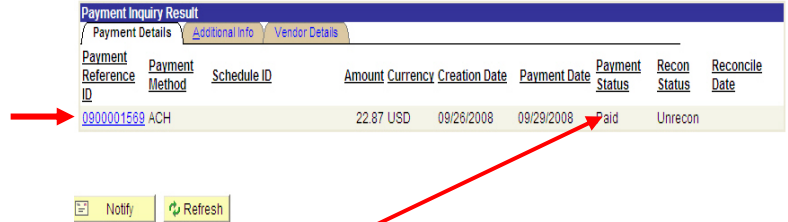
Accounts Payable - Review → Payments
→ Payment Inquiry



Step3.) Enter the Check Number – (must be 10 digits), Bank SetID – **00765**, Bank Code (**BOAV** - since 9/1/08 or **CHASV** – prior 9/1/08). Also, you may specify Payment Method by entering **Check** for Check or **ACH** for Direct Deposit then select **Search**



Step4.) The result will show under Payment Reference ID# the link to the check you are searching. Select the link to view payment details. Review information.

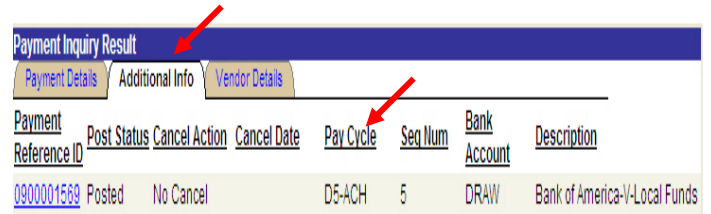


Payment Status indicates check is Paid, Stopped, or Voided.

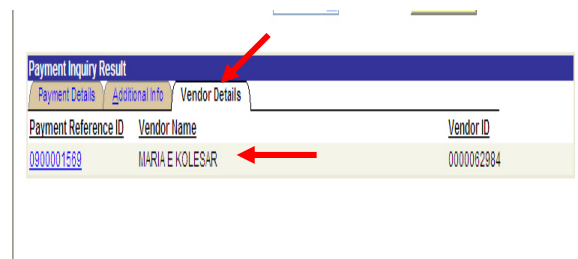
Note: A separate page will appear with all the payment details from the check. Review details if necessary, such as vendor name, address, bank name, amount, payment method, dates, etc. When finished, select the “Back to Payment Inquiry” link located at the top right hand corner of the page to go back to previous page.

Continue to the next step to view more details of the check:

Step5.) Select the Additional Info Tab and review the Pay Cycle column. The day was indicated when the payment was issued.



Step6.) Select the Vendor Details tab to view the vendor name (or student’s name).



Step7.) To inquire another check number, go back to step 3.