



ATTENTION:

This Addy Note is a procedural resource for the UCF Financials Reference Database, which only contains data prior to July 1, 2022.



Review a Payment in Accounts Payable Using DataMart

This Addy Note explains how to verify the payment status to a supplier.

Step	Action
1.	Log into the myUCF portal, www.my.ucf.edu.
2.	Navigate to: Staff Applications > F&A DataMart.
3.	Click the Actuals button.
	Actuals What's in Actuals DataMart? Actuals DataMart contains: Revenues* Expenditures General Ledger Activity
4.	Select the Reporting Period.
	Reporting Period: FY 2017 Departments ✓
5.	Select the desired Field Name, i.e. Voucher Number.
	Department/Project Voucher Number Contract Number Vendor/Customer Name Description Transaction Date Amount Record Type AP Invoice Account Alternate Acct Fund PO Number BI Invoice/Item Journal ID Program Vendor/Customer ID Budget Reference Touch Policy Project Invoice Policy Project Invoice/Item Journal ID Program Vendor/Customer ID Budget Reference

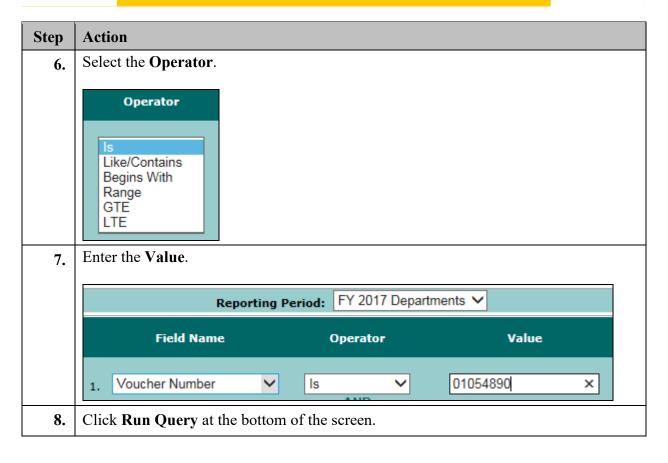




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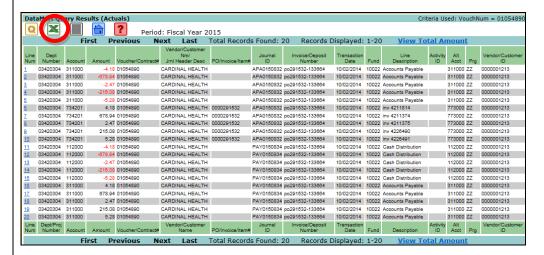
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Step | Action

9. Review the results, or click the green **Export to Excel** button near the top of the page.



Note: If an invoice was paid, the **Amount** will appear as a credit (shown in red) with a corresponding PAY **Journal Id** as in lines **11-15** about.

10. Click the line number (Line Num) beside the payment for which you would like to see detailed information.

