

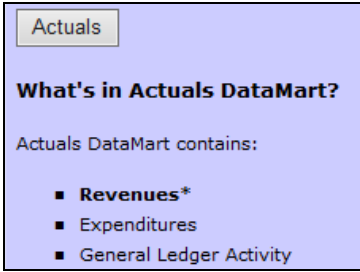



ADDY NOTES



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. 
4.	Select the Reporting Period . 



ADDY NOTES



Step	Action								
5.	Select the desired Field Name , i.e. Voucher Number . <div data-bbox="310 575 626 1131" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center; background-color: #006666; color: white; margin: 0;">Field Name</p> <div style="border: 1px solid #ccc; padding: 2px;"> 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 </div> </div>								
6.	Select the Operator . <div data-bbox="310 1220 581 1520" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center; background-color: #006666; color: white; margin: 0;">Operator</p> <div style="border: 1px solid #ccc; padding: 2px;"> Is Like/Contains Begins With Range GTE LTE </div> </div>								
7.	Enter the Value . <div data-bbox="310 1608 1365 1837" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: right; margin: 0;">Reporting Period: FY 2017 Departments ▼</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 5px 0;"> <thead> <tr style="background-color: #006666; color: white;"> <th style="width: 15%;"></th> <th style="width: 35%;">Field Name</th> <th style="width: 15%;">Operator</th> <th style="width: 35%;">Value</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td style="border: 1px solid #ccc; padding: 2px;">Voucher Number ▼</td> <td style="border: 1px solid #ccc; padding: 2px;">Is ▼</td> <td style="border: 1px solid #ccc; padding: 2px;">01054890 ✕</td> </tr> </tbody> </table> </div>		Field Name	Operator	Value	1.	Voucher Number ▼	Is ▼	01054890 ✕
	Field Name	Operator	Value						
1.	Voucher Number ▼	Is ▼	01054890 ✕						



ADDY NOTES



Step	Action
8.	Click Run Query at the bottom of the screen.
9.	Review the results, or click the green Export to Excel button near the top of the page.

DataMart Query Results (Actuals) Criteria Used: VouchNum = 01054890

Period: Fiscal Year 2015

Total Records Found: 20
Records Displayed: 1-20
[View Total Amount](#)

Line Num	Dept Number	Account	Amount	Voucher/Contract#	Vendor/Customer Nm/ Jml Header Desc	PO/Invoice/Item#	Journal ID	Invoice/Deposit Number	Transaction Date	Fund	Line Description	Activity ID	Alt Acct	Prg	Vendor/Customer ID
1	03420304	311000	-4.18	01054890	CARDINAL HEALTH		APA0150832	po291532-133664	10/02/2014	10022	Accounts Payable				311000 ZZ 0000001213
2	03420304	311000	-678.94	01054890	CARDINAL HEALTH		APA0150832	po291532-133664	10/02/2014	10022	Accounts Payable				311000 ZZ 0000001213
3	03420304	311000	-2.47	01054890	CARDINAL HEALTH		APA0150832	po291532-133664	10/02/2014	10022	Accounts Payable				311000 ZZ 0000001213
4	03420304	311000	-215.08	01054890	CARDINAL HEALTH		APA0150832	po291532-133664	10/02/2014	10022	Accounts Payable				311000 ZZ 0000001213
5	03420304	311000	-5.28	01054890	CARDINAL HEALTH		APA0150832	po291532-133664	10/02/2014	10022	Accounts Payable				311000 ZZ 0000001213
6	03420304	734201	4.18	01054890	CARDINAL HEALTH	0000291632	APA0150832	po291532-133664	10/02/2014	10022	Inv 4211814				773000 ZZ 0000001213
7	03420304	734201	678.94	01054890	CARDINAL HEALTH	0000291632	APA0150832	po291532-133664	10/02/2014	10022	Inv 4211374				773000 ZZ 0000001213
8	03420304	734201	2.47	01054890	CARDINAL HEALTH	0000291632	APA0150832	po291532-133664	10/02/2014	10022	Inv 4211375				773000 ZZ 0000001213
9	03420304	734201	215.08	01054890	CARDINAL HEALTH	0000291632	APA0150832	po291532-133664	10/02/2014	10022	Inv 4226490				773000 ZZ 0000001213
10	03420304	734201	5.28	01054890	CARDINAL HEALTH	0000291632	APA0150832	po291532-133664	10/02/2014	10022	Inv 4226491				773000 ZZ 0000001213
11	03420304	112000	-4.18	01054890	CARDINAL HEALTH		PAY0150834	po291532-133664	10/02/2014	10022	Cash Distribution				112000 ZZ 0000001213
12	03420304	112000	-678.94	01054890	CARDINAL HEALTH		PAY0150834	po291532-133664	10/02/2014	10022	Cash Distribution				112000 ZZ 0000001213
13	03420304	112000	-2.47	01054890	CARDINAL HEALTH		PAY0150834	po291532-133664	10/02/2014	10022	Cash Distribution				112000 ZZ 0000001213
14	03420304	112000	-215.08	01054890	CARDINAL HEALTH		PAY0150834	po291532-133664	10/02/2014	10022	Cash Distribution				112000 ZZ 0000001213
15	03420304	112000	-5.28	01054890	CARDINAL HEALTH		PAY0150834	po291532-133664	10/02/2014	10022	Cash Distribution				112000 ZZ 0000001213
16	03420304	311000	4.18	01054890	CARDINAL HEALTH		PAY0150834	po291532-133664	10/02/2014	10022	Accounts Payable				311000 ZZ 0000001213
17	03420304	311000	678.94	01054890	CARDINAL HEALTH		PAY0150834	po291532-133664	10/02/2014	10022	Accounts Payable				311000 ZZ 0000001213
18	03420304	311000	2.47	01054890	CARDINAL HEALTH		PAY0150834	po291532-133664	10/02/2014	10022	Accounts Payable				311000 ZZ 0000001213
19	03420304	311000	215.08	01054890	CARDINAL HEALTH		PAY0150834	po291532-133664	10/02/2014	10022	Accounts Payable				311000 ZZ 0000001213
20	03420304	311000	5.28	01054890	CARDINAL HEALTH		PAY0150834	po291532-133664	10/02/2014	10022	Accounts Payable				311000 ZZ 0000001213

Total Records Found: 20
Records Displayed: 1-20
[View Total Amount](#)

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.



ADDY NOTES



Step	Action																		
10.	<p>Click the line number (Line Num) beside the payment for which you would like to see detailed information.</p> <div data-bbox="310 611 1203 1159" style="border: 1px solid black; padding: 5px;"> <p>Actuals DataMart - Detailed</p> <p style="text-align: right;">Close Print</p> <p>Line Num: 12</p> <p>Journal ID: PAY0150834 Vendor Name/Customer Name/Journal Header Desc: CARDINAL HEALTH</p> <table border="0"> <tr> <td>Fiscal Year: 2015</td> <td>Document LineNum: 00202</td> </tr> <tr> <td>Accounting Period: 4</td> <td>Line Desc: Cash Distribution</td> </tr> <tr> <td>Transaction Date: 10/02/2014</td> <td>PO/Invoice/Item Number:</td> </tr> <tr> <td>Budget Period: 2015</td> <td>Distribution Line: 0</td> </tr> <tr> <td>Transaction Type: ACTUALS</td> <td>Vendor ID/Customer Id: 0000001213</td> </tr> <tr> <td>Record Type: AP</td> <td>Invoice/Deposit: po291532-133664</td> </tr> <tr> <td>Account Type: Assets</td> <td>Voucher Number/Contract Number: 01054890</td> </tr> <tr> <td>Amount: -678.94</td> <td>Check Date/Payment Date: 10/02/2014</td> </tr> <tr> <td></td> <td>Check Number/Payment Id: 0000805939</td> </tr> </table> <p>Department Number: 03420304 - SDES-HEALTH CTR CLINIC Account: 112000 - CASH IN BANK Alternate Account: 112000 Fund: 10022 - HEALTH SERVICES Program: ZZ Budget Reference: Activity ID: Analysis Type: Resource Category:</p> </div>	Fiscal Year: 2015	Document LineNum: 00202	Accounting Period: 4	Line Desc: Cash Distribution	Transaction Date: 10/02/2014	PO/Invoice/Item Number:	Budget Period: 2015	Distribution Line: 0	Transaction Type: ACTUALS	Vendor ID/Customer Id: 0000001213	Record Type: AP	Invoice/Deposit: po291532-133664	Account Type: Assets	Voucher Number/Contract Number: 01054890	Amount: -678.94	Check Date/Payment Date: 10/02/2014		Check Number/Payment Id: 0000805939
Fiscal Year: 2015	Document LineNum: 00202																		
Accounting Period: 4	Line Desc: Cash Distribution																		
Transaction Date: 10/02/2014	PO/Invoice/Item Number:																		
Budget Period: 2015	Distribution Line: 0																		
Transaction Type: ACTUALS	Vendor ID/Customer Id: 0000001213																		
Record Type: AP	Invoice/Deposit: po291532-133664																		
Account Type: Assets	Voucher Number/Contract Number: 01054890																		
Amount: -678.94	Check Date/Payment Date: 10/02/2014																		
	Check Number/Payment Id: 0000805939																		