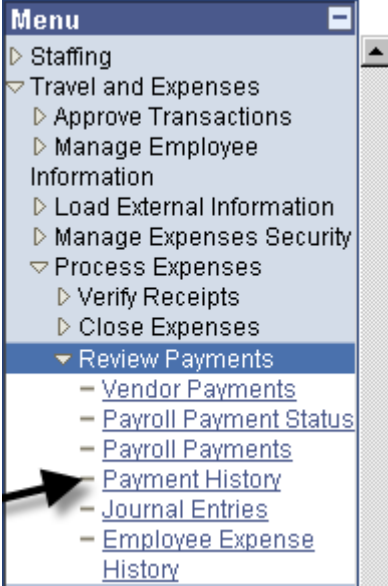


Viewing Employee Payment History – payments through Accounts Payable

1.	<p>Use the Employee Payment History page to view, by check number, payments to employees through Accounts Payable for cash advances and expense report reimbursements. Payments made to the Corporate Card will not appear here. Use the Employee Expense History or Vendor Payments to view those. To view Payments to an employee through payroll, use Payroll Payments.</p>
2.	<p>Begin by navigating to the Employee Expense History page.</p> <p>Travel and Expenses → Process Expenses → Review Payments → Payment History</p>  <p>The screenshot shows a 'Menu' window with the following structure:</p> <ul style="list-style-type: none"> ▷ Staffing ▽ Travel and Expenses <ul style="list-style-type: none"> ▷ Approve Transactions ▷ Manage Employee Information ▷ Load External Information ▷ Manage Expenses Security ▽ Process Expenses <ul style="list-style-type: none"> ▷ Verify Receipts ▷ Close Expenses ▼ Review Payments <ul style="list-style-type: none"> - Vendor Payments - Payroll Payment Status - Payroll Payments - Payment History (indicated by an arrow) - Journal Entries - Employee Expense History


Job Aid

3. Enter the Employee id into the **EmplID** field. (Or you can search by Name) and click **Search**

Employee Payment History


Enter any information you have and click Search. Leave fields blank for a list of all values.


Find an Existing Value


EmplID: begins with  ←

Name: begins with

Payment Number: begins with

SetID: = 

Bank Code: begins with 

Bank Account: begins with 

Payment Reference: begins with

Case Sensitive

Search

Clear

[Basic Search](#)





[Save Search Criteria](#)

4. **NOTE:** Leave the **SetID** field at 'UMASS'

- 5.

Search Results

View All First  1-5 of 5  Last

EmplID	Name	Payment Number	SetID	Bank Code	Bank Account	Creation Date	Payment Reference
	Kapinos,Angela J.	0001444027	UMASS	FB	CHCK	04/13/2009	1878720
	Kapinos,Angela J.	0001443914	UMASS	FB	CHCK	03/19/2009	1878607
	Kapinos,Angela J.	0001443853	UMASS	FB	CHCK	03/12/2009	1878546
	Kapinos,Angela J.	0001443849	UMASS	FB	CHCK	03/11/2009	1878542
	Kapinos,Angela J.	0001439960	UMASS	FB	CHCK	02/19/2009	1875533

<p>6.</p>	<p>Review the expense report.</p> <p>Employee Payment History Angela Kapinos</p> <p>Payment Info</p> <p>Check Number: 1865691 Bank Code: Bank of America Checking Bank Account: Checking Account Payment Amount: 128.00 USD Pay Status: Paid Status: Posted Payment Method: Check Check Date: 02/09/2009</p> <p>Payee Address</p> <table border="1"> <thead> <tr> <th>Type</th> <th>ID</th> <th>Descr</th> <th>Status</th> <th>Created</th> <th>Amount</th> <th></th> </tr> </thead> <tbody> <tr> <td>Expense Report</td> <td>0000000071</td> <td>TEC-TAH2 Adv. Board Meeting</td> <td>Paid</td> <td>02/06/2009</td> <td>128.00 USD</td> <td></td> </tr> </tbody> </table> <p>Save Return to Search Previous in List Next in List</p>	Type	ID	Descr	Status	Created	Amount		Expense Report	0000000071	TEC-TAH2 Adv. Board Meeting	Paid	02/06/2009	128.00 USD	
Type	ID	Descr	Status	Created	Amount										
Expense Report	0000000071	TEC-TAH2 Adv. Board Meeting	Paid	02/06/2009	128.00 USD										
<p>7.</p>	<p>Click the Payee Address link to access the Payee Address Information - Employee Payment History page and view the employee's address information.</p>														
<p>8.</p>	<p>Click the OK button to return to the Payment History page.</p> <p>OK</p>														
<p>9.</p>	<p>Click the ID link to view the View Expense Report - Expense Report Detail page or the Cash Advance - View Cash Advance page.</p>														
<p>10.</p>	<p>Click Return to Search or Next in List to find another expense report.</p>														
<p>11.</p>	<p>End of Procedure.</p>														