

FIN How-to: Looking Up Payments in the Finance System

[1]

You can look up the status of Non-Employee Reimbursement-International (NRI) forms and Payment Authorization (PA) forms in the Finance System (FIN).

You'll also follow these procedures for Non-Employee Reimbursements processed for the old Non-Employee Reimbursement (NR) form.

NOTE - If the Non-Employee Reimbursement was processed in the Concur Travel & Expense System (Concur), you can look it up in Concur or FIN following some different procedures - [Looking Up Non-Employee Reimbursement Payments](#). - [Looking Up Non-Employee Reimbursement Payments](#). [2]

Watch the video

Read the procedures

1. Use the **Main Menu** dropdown to navigate to **Accounts Payable ? Vouchers ? Add/Update ? Regular Entry**.
2. **Note:** Vouchers are forms or supplier invoices that have been entered for payment.
3. Enter your search criteria – such as invoice number or supplier name – on the Voucher search page.
 - To search by **Invoice Number**, change the dropdown from *begins with* to *contains*. This is because the PSC adds an 'NR' prefix to every Non-employee Reimbursement invoice number, and a 'PA' or 'P' prefix to every Payment Authorization invoice number.
 - To search by payee, enter the person's last name as the **Supplier Name**. You can add a comma and first name/initial – without spaces – to narrow down the results (for example: chen,b).
4. Click the **Search** button.
5. Select the voucher from the resulting list. (If your search criteria produced only one result, you'll already be in the voucher.)
6. Click the **Payments** tab.
7. Under the **Payment Information** section you will find the Payee's remit address and payment amount.
8. Under the **Payment Options** section you will find how the payment was delivered.
 - ??Regular handling – payment was mailed to the payee's remittance address (see #7, above).
 - Campus Mail – payment was sent to the department for delivery. In this case, the department's campus box appears as the message.
9. Under the **Schedule Payment** section you will find the Check (reference) number and payment date.

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Links

[1] <https://www.cu.edu/controller/fin-how-looking-payments-finance-system>

[2] <https://www.cu.edu/psc/concurfin-how-looking-non-employee-reimbursement-payments>

[3] <https://www.cu.edu/controller/forms/questions-feedback-0>