

## **Viewing Payment Information**

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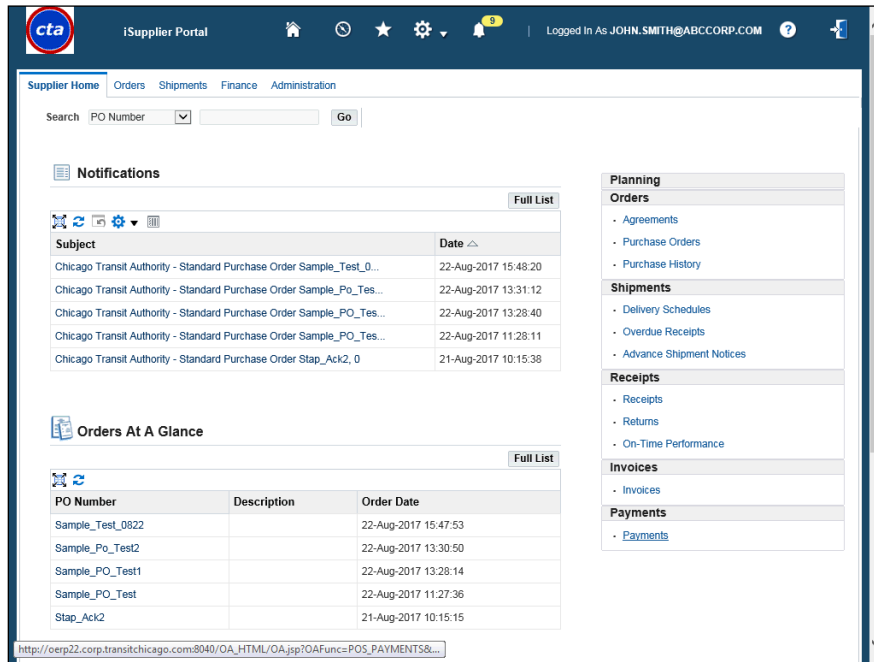
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## iSupplier

### Viewing Payment Information

This Topic demonstrates with process of Viewing Payments.

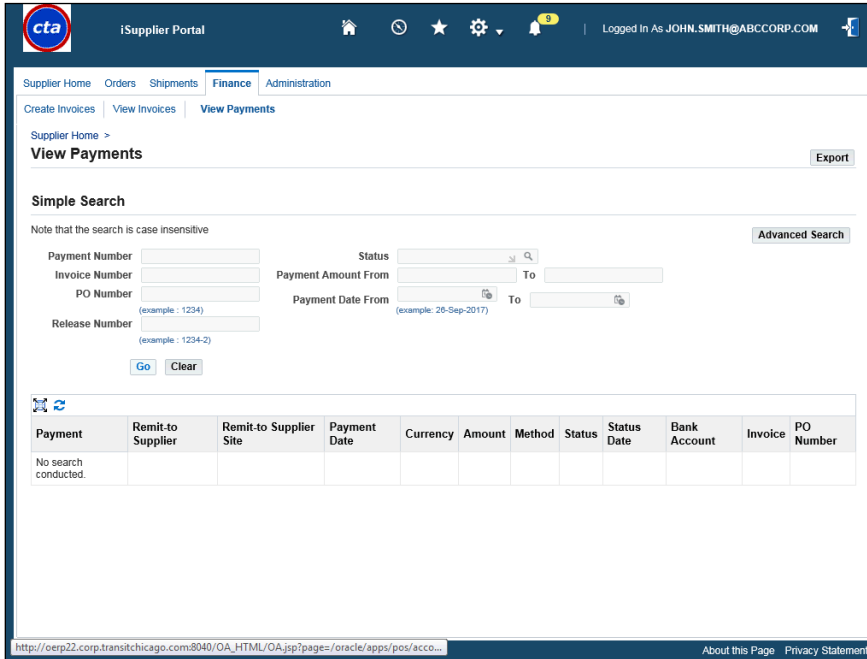
#### Procedure



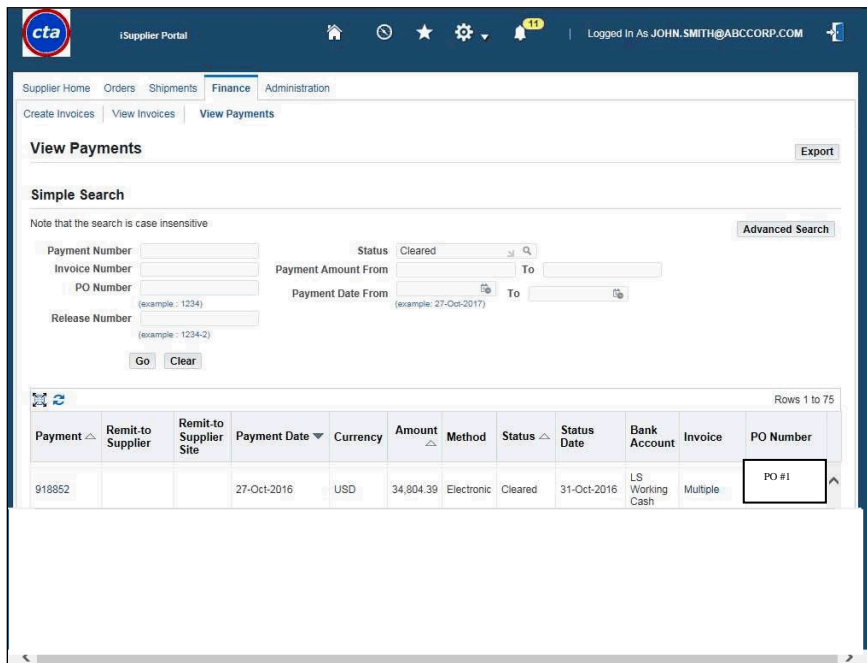
Step	Action
1.	To view payment information from the Supplier Home screen Click the <b>Payments</b> link. <a href="#">Payments</a>


# Training Guide

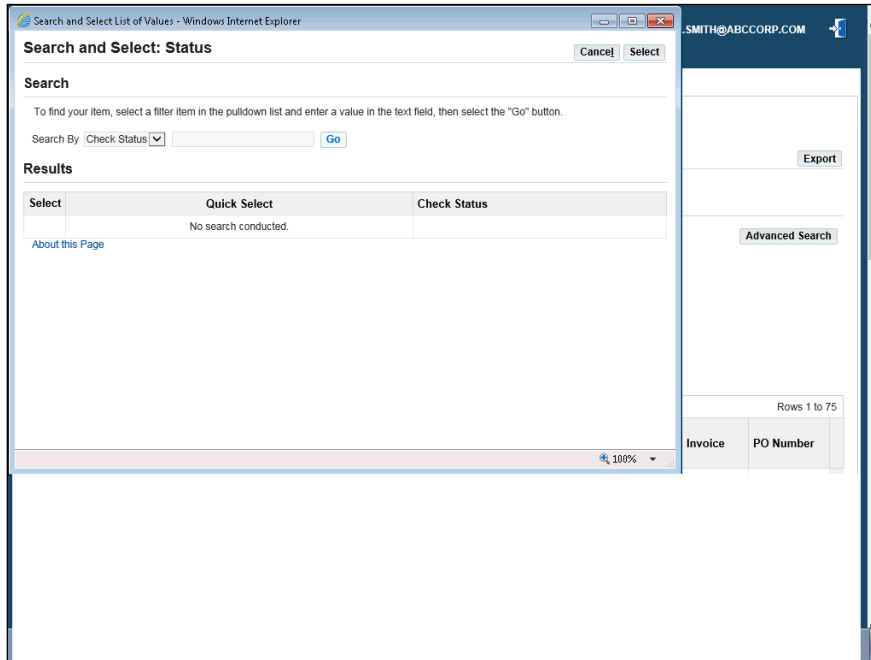
## Viewing Payment Information




Step	Action
2.	Click the <b>Go</b> button.



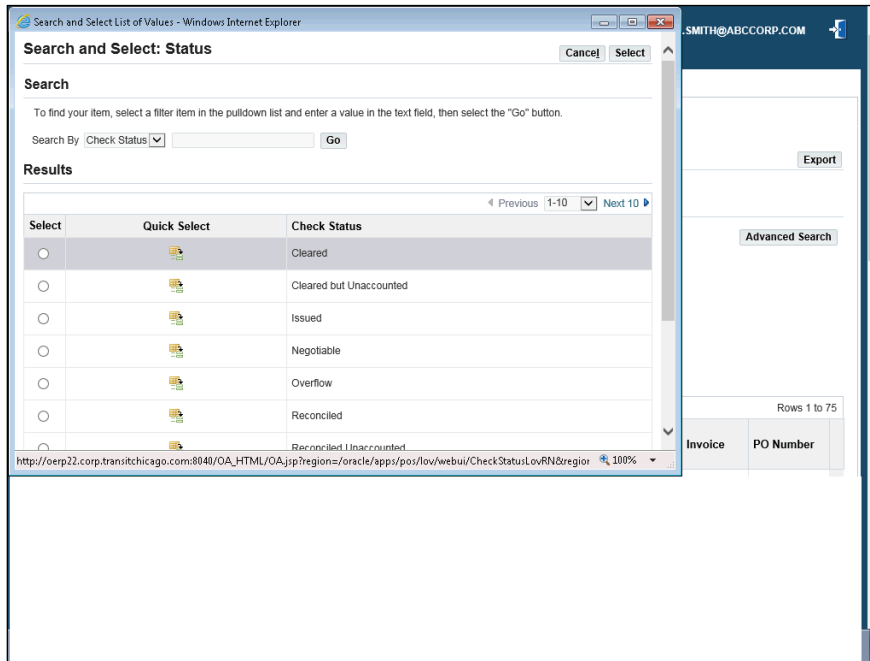
Step	Action
3.	Your payments will be retrieved to the screen. Click the <b>Search: Status</b> button. 



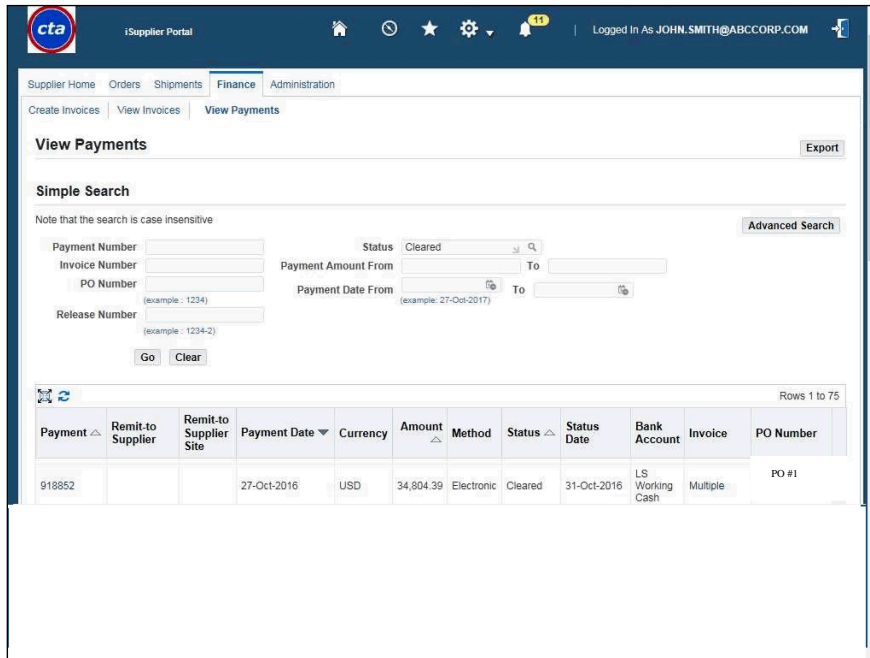
Step	Action
4.	In this example we will search by check status. In the Search By field, select Check Status in the drop down list. Click the <b>Go</b> button. 


# Training Guide

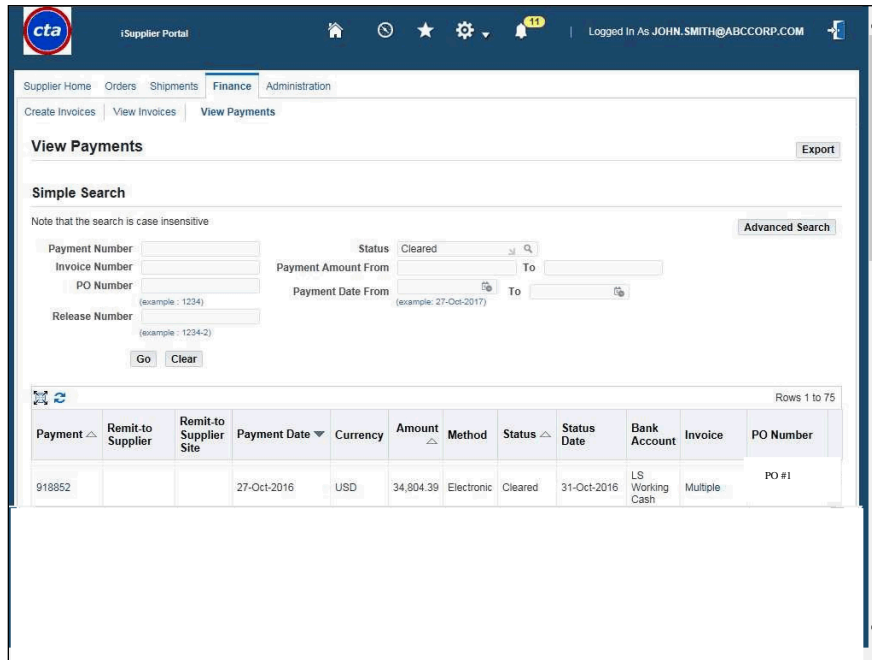
## Viewing Payment Information




Step	Action
5.	In this example, on the "Cleared" check status row: Click the <b>Quick Select</b> button.



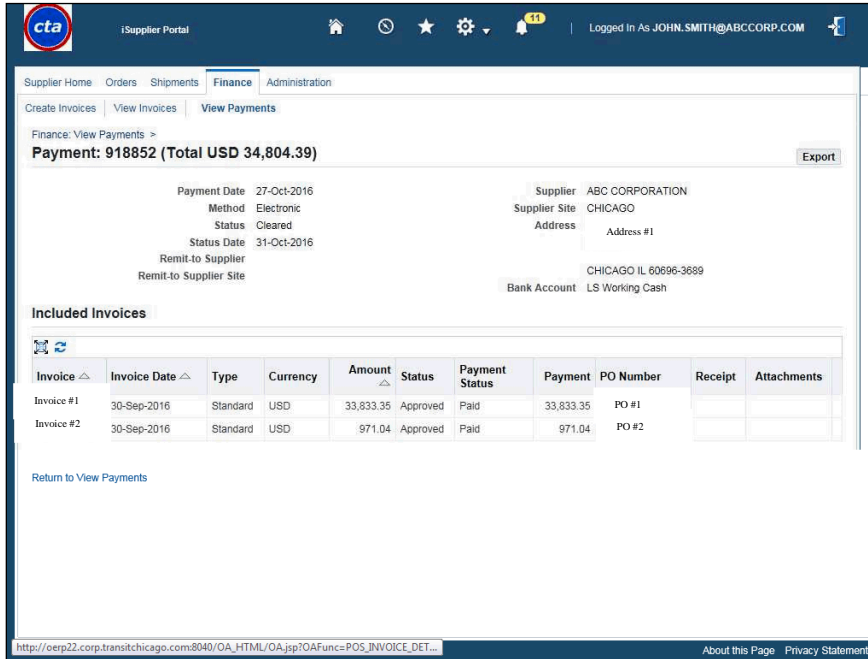
Step	Action
6.	To execute the query: Click the <b>Go</b> button. 



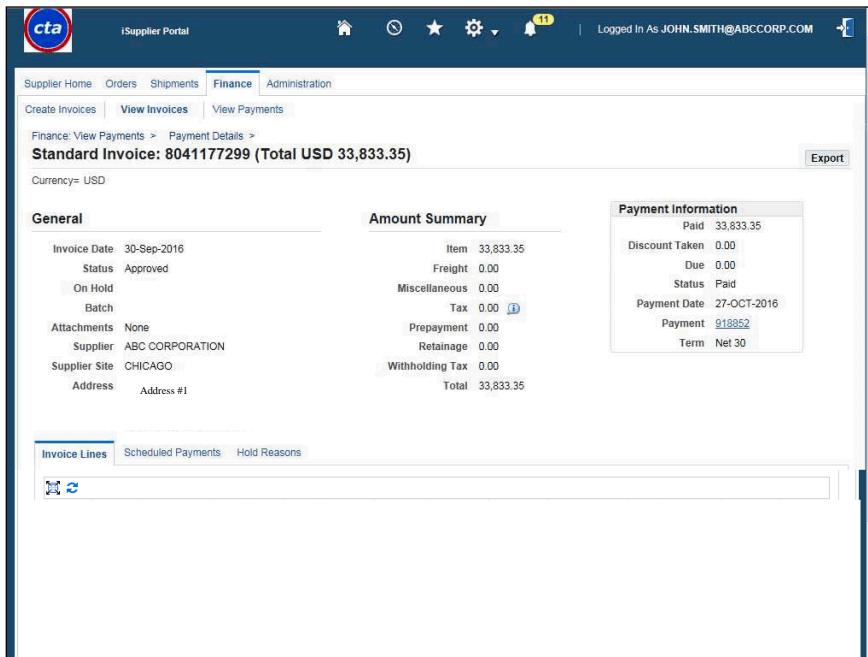
Step	Action
7.	To view the details of a payment, click on the payment number of the payment you want to review. Click the <b>918852</b> link. 

# Training Guide

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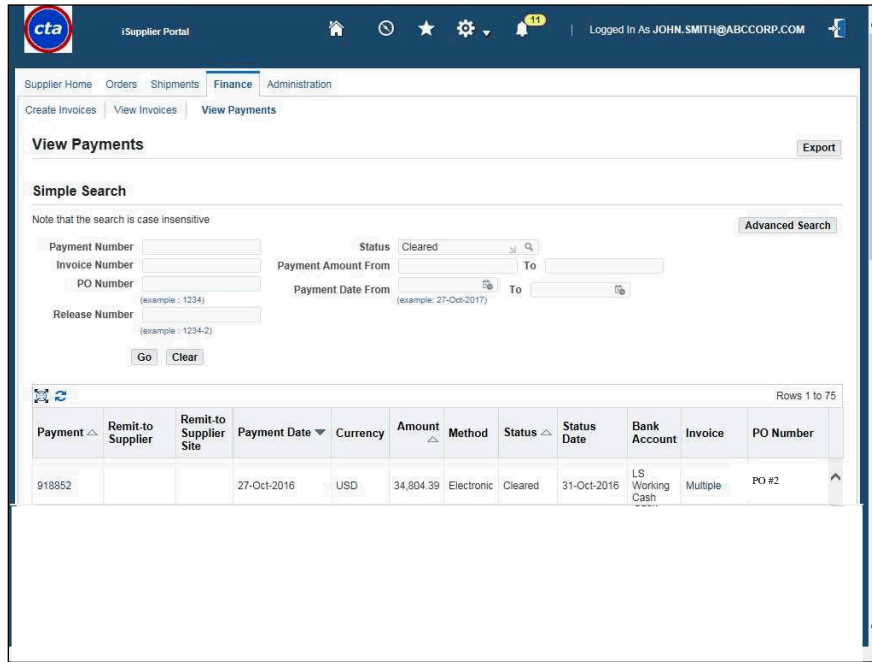


Step	Action
8.	<p>The payment details will appear on the screen.</p> <p>Next, we will review one of the invoices on this payment. Click the <b>8041177299</b> link.</p> <p><b>8041177299</b></p>





Step	Action
9.	The invoice details will appear on the screen.



Step	Action
10.	<b>End of Procedure.</b>