



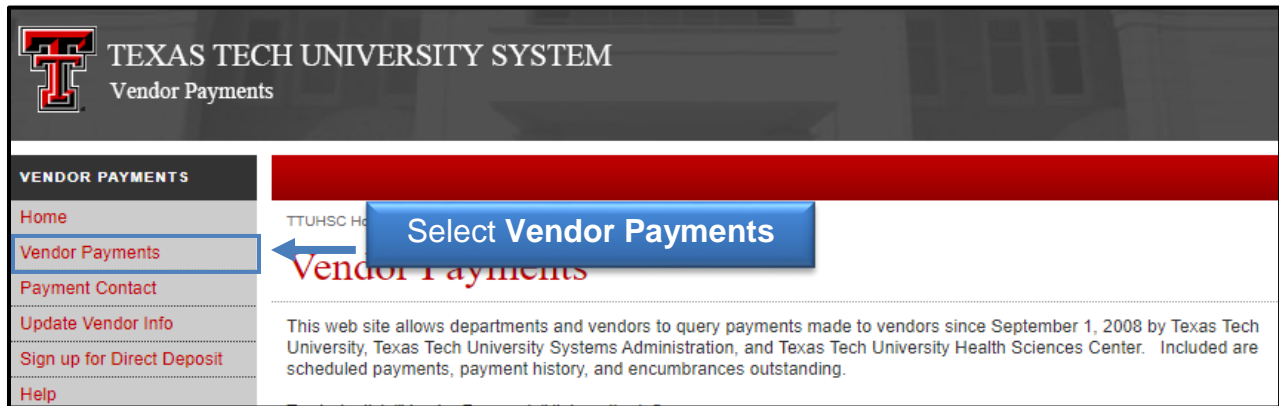
Reviewing the Travel Payment History

The Vendor Payments web site allows departments and vendors to search for payments information, including scheduled payments, payment history and encumbrances outstanding, made to vendors by TTUHSC.

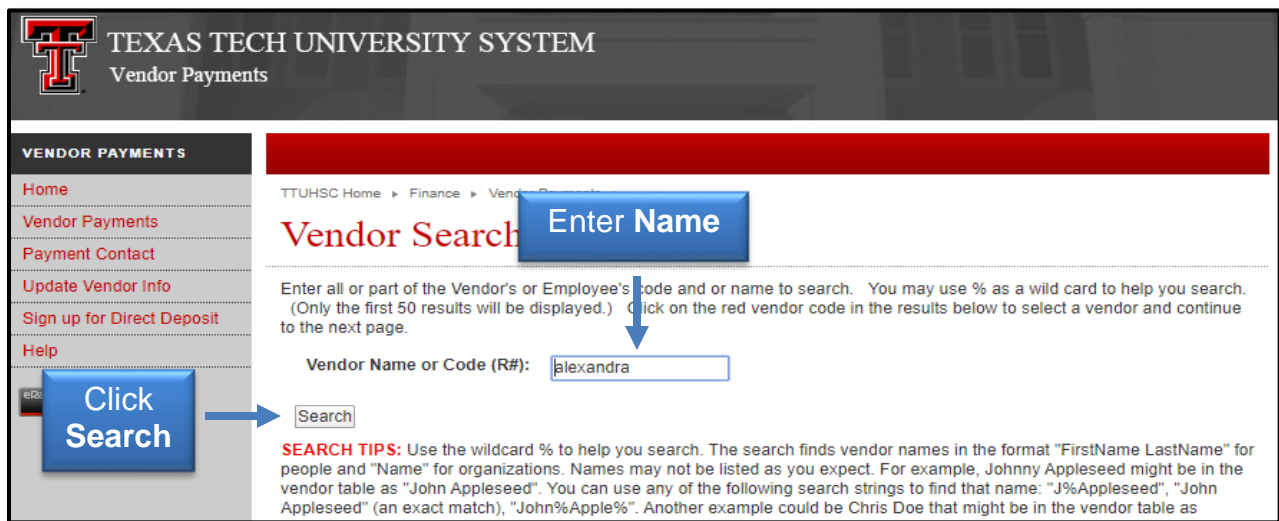
The Vendor Payments site is available at:
<https://www.fiscal.ttuhscc.edu/vendorpayments/>

The Vendor Payments application may also be accessed from the WebRaider portal > F & A Work Tools tab > Procurement Portlet > Payment Services > Vendor Payments.

To begin the verification of vendor payment information, select **Vendor Payments** from the menu on the left.



Enter all or part of the **Vendor's** or **Employee's** name or **R** number to search. R numbers are preferred to lead you instantly to the vendor or use % as a wild card to help your search with names. Only the first 50 results will be displayed.



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Click on the **red vendor code (R number)** in the results to select the employee or vendor.

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Vendor Search

Enter all or part of the Vendor's or Employee's code and or name to search. You may use % as a wild card to help you search. (Only the first 50 results will be displayed.) Click on the red vendor code in the results below to select a vendor and continue to the next page.

Vendor Name or Code (R#):

SEARCH TIPS: Use the wildcard % to help you search. The search finds vendor names in the format "FirstName LastName" for people and "Name" for organizations. Names may not be listed as you expect. For example, Johnny Appleseed might be in the vendor table as "John Appleseed". You can use any of the following search strings to find that name: "J%Appleseed", "John Appleseed" (an exact match), "John%Apple%". Another example could be Chris Doe that might be in the vendor table as "Christopher Doe". You can search by "Christopher Doe" (exact match), "Chris%Doe", "C%Doe", etc. Also keep in mind that vendor names for people are **LEGAL** first and last names.

Click Vendor Code (R Number)

R0	Name

The Vendor tables display schedule payments, payment history and encumbrance information for the fiscal year. To view payments for a specific date range, enter a **Begin Date** and **End Date** and/or choose a **COA**, then click **update**.

TEXAS TECH UNIVERSITY SYSTEM
Vendor Payments

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Vendor Payment Details

Vendor Code: Vendor Name: Alexandra

The following tables show schedule payments, payment history and encumbrance information for the fiscal year. To view payment information for a specific date range (defaults to Fiscal Year) and/or for a specific COA, enter a begin and end date and/or choose a COA and click update.

Begin Date: 09/01/2019 End Date: 12/31/2020 COA: All

Scheduled Payments

Invoice	Vend Inv	Address	Trans Date	Due Date	PO	Amount
No payments scheduled for this vendor.						

Payment History

Inv	Date	PO	Inv Cancel Date	Check Cancel Date	Net Amount
1033	2019				\$388.00
1033	2019				\$485.75
Total:					\$873.75

Encumbrance Information

Encl	Trans Date	Type	Address	Cancel Date	Original Amt	Current Adj.	Current Liq'd	Outstanding Amt
EV289734	11/8/2019	E			\$1,315.00	\$0.00	\$0.00	\$1,315.00
Total:					\$1,315.00	\$0.00	\$0.00	\$1,315.00

To change dates: Enter Begin Date & End Date, Choose COA, Click Update

The Vend Inv field will provide the Travel ID for reference. If the traveler received payment via Direct Deposit, the check number will begin with the symbol ! (exclamation mark). If the traveler received a paper check, the check will begin with 68XXXXXX.

Reviewing the Travel Payment History

The Vendor Payments details will also display if and when a check was cleared by the bank.

The screenshot shows the 'Vendor Payment Details' page for Vendor Name: Alexandra. The 'Payment History' table is highlighted with callouts:

- Provides Travel ID for reference:** Points to the 'Vend Inv' column.
- Direct Deposit Checks begin with !:** Points to the 'Check Number' column.
- Checks cleared by bank:** Points to the 'Cleared Date' column.

Invoice	Vend Inv	Address	Check Number	Check Date	Cleared Date	PO	Inv Cancel Date	Check Cancel Date	Net Amount
10332393	2007237A	3601 4th St Stop 6209 Lubbock, TX 79430-6209	!1123084	11/13/2019	11/14/2019				0
10330353	2000209R	3601 4th St Stop 6209 Lubbock, TX 79430-6209	!1117805	10/24/2019	10/25/2019				5
Total:									\$873.75

Encb	Trans Date	Type	Address	Cancel Date	Original Amt	Current Adj	Current Liq'd	Outstanding Amt
EV288734	11/8/2019	E			\$1,315.00	\$0.00	\$0.00	\$1,315.00
Total:					\$1,315.00	\$0.00	\$0.00	\$1,315.00

If you have additional questions, please contact the Travel Office at Travel@ttuhsc.edu.