



Reviewing the Travel Payment History

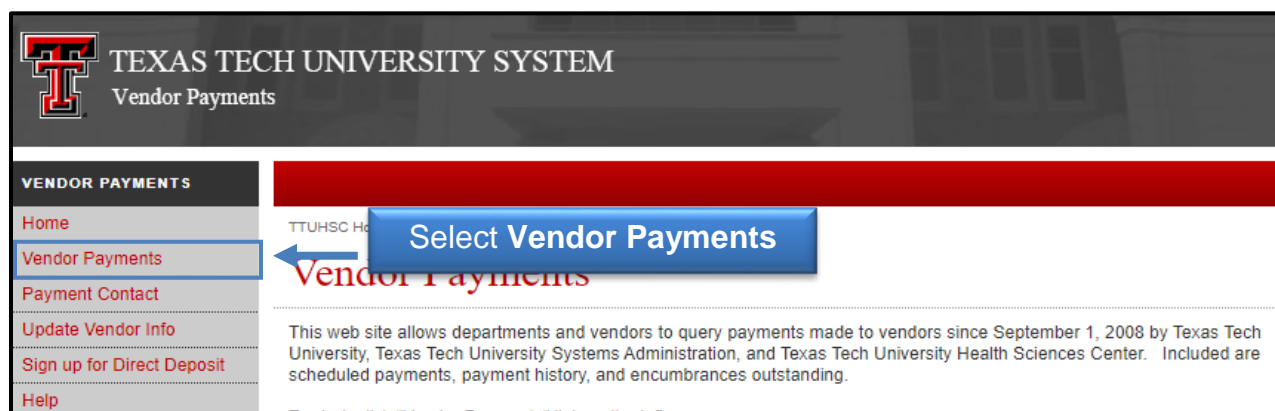
The Vendor Payments web site allows departments and vendors to search for payments information, including scheduled payments, payment history and encumbrances outstanding, made to vendors by TTUHSC.

The Vendor Payments site is available at:

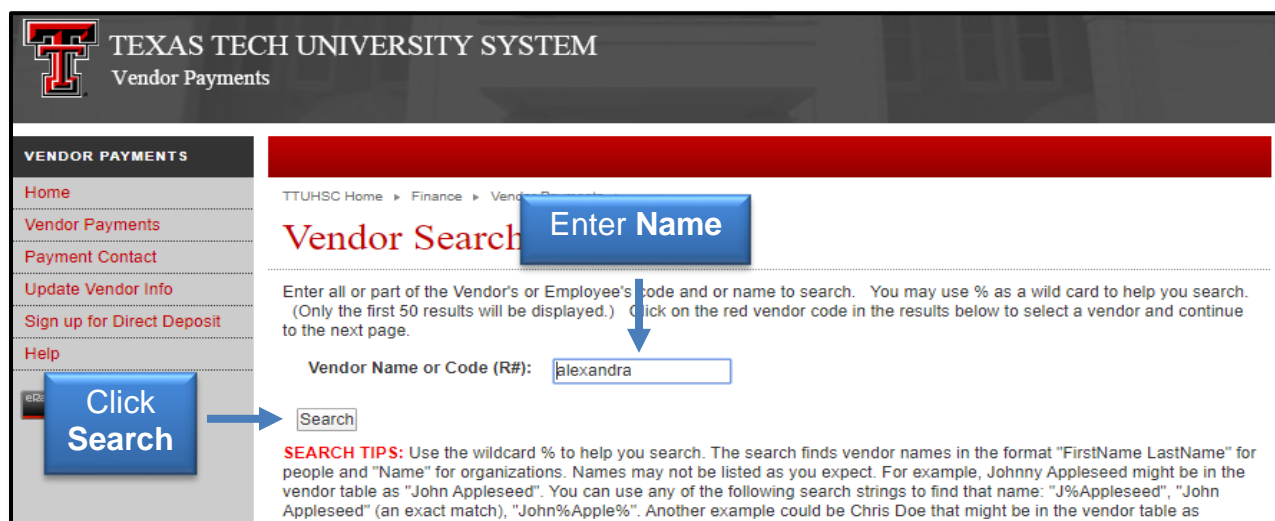
<https://www.fiscal.ttuhscc.edu/vendorpayments/>

The Vendor Payments application may also be accessed from the [WebRaider portal](#) > Business Affairs tab > Links to Financial Systems portlet > System Links > 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.



Reviewing the Travel Payment History

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

VENDOR PAYMENTS

Home
Vendor Payments
Payment Contact
Update Vendor Info
Sign up for Direct Deposit
Help

TTUHSC Home > Finance > Vendor Payments >

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.

R0	Name
R0	alexandra

Click Vendor Code (R Number)

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

VENDOR PAYMENTS

Home
Vendor Payments
Payment Contact
Update Vendor Info
Sign up for Direct Deposit
Help

TTUHSC Home > Finance > Vendor Payments >

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.						

Payments

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
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

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 page includes a sidebar with navigation links: Home, Vendor Payments, Payment Contact, Update Vendor Info, Sign up for Direct Deposit, Help, and a Sign Out button. The main content area displays the vendor's information and a table of payment history.

Annotations on the screenshot:

- A blue box labeled 'Provides Travel ID for reference' points to the 'Vend Inv' column in the Payment History table.
- A blue box labeled 'Direct Deposit Checks begin with !' points to the 'Check Number' column in the Payment History table.
- A blue box labeled 'Checks cleared by bank' points to the 'Cleared Date' column in the Payment History table.

Payment History Table:

Invoice	Vend Inv	Address	Check Number	Check Date	Cleared Date	PO	Inv Cancel Date	Check Cancel Date	Net Amount
I0332393	2007237A	3601 4th St Stop 6209 Lubbock, TX 79430-6209	I1123084	11/13/2019	11/14/2019				0
I0330353	2000209R	3601 4th St Stop 6209 Lubbock, TX 79430-6209	I1117805	10/24/2019	10/25/2019				5
Total:									\$873.75

Encumbrance Information Table:

Encl	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.