

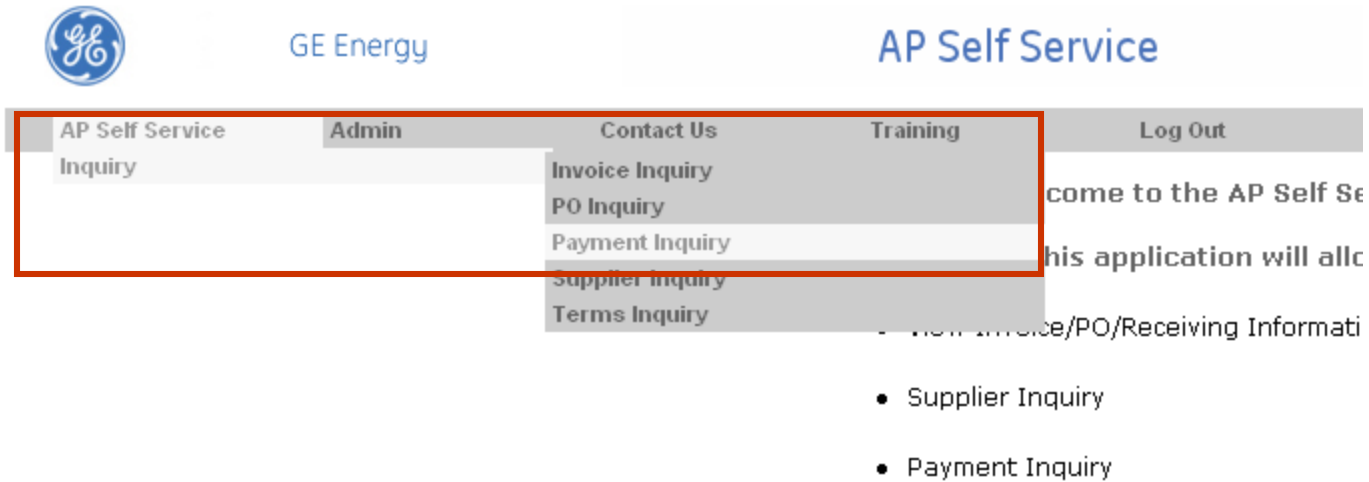
Payment Inquiry

V1.0 11/26/2007

Payment Inquiry

- The payment inquiry provides detailed information regarding the invoices which have been paid by a particular payment.

Payment Inquiry




The screenshot shows the GE Energy AP Self Service interface. At the top left is the GE logo and the text "GE Energy". To the right is the title "AP Self Service". Below this is a navigation menu with several items: "AP Self Service", "Admin", "Contact Us", "Training", and "Log Out". The "AP Self Service" item is expanded, showing a sub-menu with the following options: "Inquiry", "Invoice Inquiry", "PO Inquiry", "Payment Inquiry", "Supplier Inquiry", and "Terms Inquiry". The "Payment Inquiry" option is highlighted with a red rectangular border. To the right of the menu, there is a welcome message: "Welcome to the AP Self Service application. This application will allow you to view and manage your AP Self Service information. For more information, please contact your account manager." Below this message is a bulleted list of features:

- View Invoice/PO/Receiving Information
- Supplier Inquiry
- Payment Inquiry

Select AP Self Service Menu then Inquiry and Payment Inquiry

Search Parameters


Payment Inquiry


From Date:  To Date: 

GSL #:

Remit Site #:

Payment #:

Payment Method: All 

Last All  Payments

Enter search criteria then click submit to search for any matching results.



The inquiry was designed to fetch a few hundred results. If the search times or errors out restrict the search criteria.

The asterisks '*' character is a wildcard character. Enter '*' after at least three characters the application will return any partially matched value.

- For example: Entering 123* in the payment # field will return 1230000, 1234000, 1231000..etc.

Search Parameters


Payment Inquiry


From Date:  To Date: 

GSL #:

Remit Site #:

Payment #:

Payment Method: All 

Last All  Payments

- 1. From – To Date:** Date range between which payment was created.
- 2. GSL #:** Supplier number associated with payment.
- 3. Remit Site #:** Site number where payment was disbursed.
- 4. Payment #:** Number of payment.
- 5. Payment Method:** Method of payment
- 6. Last:** Drop down used to select the last 5, 10 or 15 payments made to the supplier #s the user has access to.

Search Results

Currently You Are Viewing Records: 1 to 20

[Modify Search](#) [New Search](#) [Download](#)

1 2 3

Last Payments

O.U.	GSL #	Site #	Supplier Site Name	Pymt #	Pymt Date	Pymt Method	Pymt Amt
38	19XXXXX	106	HOUSTXXXX	20000XXXX	10/13/2006	CHECK	82595.42
38	19XXXXX	106	HOUSTXXXX	20000XXXX	10/12/2006	CHECK	1224.06

The results will display in pages of twenty. Use the page numbers to navigate through each page.

Each page contains three buttons;

- > **Modify Search:** Return to original search screen in order to input additional values.
- > **New Search :** Return to blank search screen.
- > **Download:** Download all results to excel.

Search Results

Currently You Are Viewing Records: 1 to 20

[Modify Search](#)

[New Search](#)

[Download](#)

1 2 3

Last Payments

O.U.	GSL #	Site #	Supplier Site Name	Pymt #	Pymt Date	Pymt Method	Pymt Amt
38	19XXXXX	106	HOUSTXXXX	20000XXXX	10/13/2006	CHECK	82595.42
38	19XXXXX	106	HOUSTXXXX	20000XXXX	10/12/2006	CHECK	1224.06

O.U. #: Short name of GE operating unit of the site that was billed.

GSL #: Six digit GE Supplier Number.

Site #: Three digit site number where payment is disbursed.

Supplier Site Name: Name of supplier site where the payment was sent.

Payment # Number of payment.

Payment Date: Date payment was generated.

Payment Method: Method by which the payment was made.

Payment Amt: Total amount of the payment.

Each blue value when selected, will display a details page. The remainder of this training will cover the payment # details screen. The Invoice, Supplier and Payment Detail pages are explained in their respective training documents.

Payment # Details

The details screen contains two sections. The top section summarizes the total payment. The bottom section lists the invoices which were paid by the payment.

Payment Details

Payment # : 4200XXXXX	Payment Date : 10-OCT-06	
Payment Method : CHECK	Payment Amount : 20551.62	Currency Code : USD
Operating Unit : OU_OG_US_CSE	Supplier : ADXXXXXX	Payment Description :
Supplier GSL # : 1XXXXXX	Site # : 126	Status :

Inv.#	PO# (Release #)	Voucher#	Gross Amt	Discount Amt	Paid Invoice Amt
623XXXXX	188CXXXXX	2400XXXXX	819.20	12.29	806.91
623XXXXX	188CXXXXX	2400XXXXX	819.20	12.29	806.91
623XXXXX	188CXXXXX	2400XXXXX	778.24	11.67	766.57
623XXXXX	188CXXXXX	2400XXXXX	655.36	9.83	645.53
624XXXXX	188CXXXXX	2400XXXXX	819.20	12.29	806.91
624XXXXX	188CXXXXX	2400XXXXX	819.20	12.29	806.91
624XXXXX	188CXXXXX	2400XXXXX	819.20	12.29	806.91
624XXXXX	188CXXXXX	2400XXXXX	819.20	12.29	806.91
624XXXXX	188CXXXXX	2400XXXXX	655.36	9.83	645.53

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Payment # Details

Payment Details		
Payment # : 4200 XXXXX	Payment Date : 10-OCT-06	
Payment Method : CHECK	Payment Amount : 20551.62	Currency Code : USD
Operating Unit : OU_OG_US_CSE	Supplier : ADXXXXX	Payment Description :
Supplier GSL # : 1 XXXXX	Site # : 126	Status :

- Payment #** Number of payment.
- Payment Date:** Date payment was generated.
- Payment Method:** Method by which the payment was made.
- Payment Amount:** Total amount of the payment.
- Currency Code:** Currency of payment
- Operating Unit:** Short name of GE operating unit of the site that was billed.
- Supplier:** Supplier name.
- Payment Description:** Description entered in payment transaction.
- GSL #:** Six digit GE Supplier Number.
- Site #:** Three digit site number where payment is disbursed.
- Status:** Status of payment.

Payment # Details

Inv.#	PO# (Release #)	Voucher#	Gross Amt	Discount Amt	Paid Invoice Amt
623XXXXX	188CXXXXX	2400XXXXX	819.20	12.29	806.91
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624XXXXX	188CXXXXX	2400XXXXX	819.20	12.29	806.91
624XXXXX	188CXXXXX	2400XXXXX	655.36	9.83	645.53

Close

Download

Print

The bottom portion lists the individual invoices that were paid by this payment.

- Invoice #** Reference number from invoice document. Click the number to open the invoice details.
- PO #:** Purchase order number the invoice was billed to. Click the number to open the PO details.
- Voucher #:** Internal identification number.
- Gross Amount:** Total amount of the invoice.
- Discount Amount:** Discount amount taken.
- Paid Invoice Amount:** Total amount paid for each invoice.