

PAYMENT INFORMATION ON A VOUCHER

The Payments Tab contains significant data regarding vendor payments. This section will describe the key elements of the Payments Tab and their use in CUNYfirst. This sample uses a non-PO voucher for a Childcare entity.

The Payments Tab contains the following key elements:

Payment Information:

- Payment Terms
- Remit to Address
- Location (drives the payment method)
- Schedule Due Date

Payment Method:

- Bank
- Account
- Method

Payment Options:

- Hold Payment
- Separate Payment
- Payment Message

Business Unit: MEC04 **Invoice Number:** mec04 childcare
Voucher ID: 00000013 **Invoice Date:** 05/13/2019
Voucher Style: Regular **Action:**
Total: 79.90
Vendor: TOYS IN BABELAND LLC ***Pay Terms:** 30 Net 30
 707 E PIKE ST
 Seattle, WA 98122

Payment Information Find | View All First 1 of 1 Last

Scheduled Payment: 1

***Remit to:** 1000000375
Location: MAIN
***Address:** 1
 TOYS IN BABELAND LLC
 707 E PIKE ST
 Seattle, WA 98122

Gross Amount: 79.90 USD
Discount: 0.00 USD
Scheduled Due: 06/12/2019
Net Due: 06/12/2019
Discount Due:
Accounting Date:

Payment Method

***Bank:** CITI **Pay Group:**
***Account:** 5974 ***Handling:** RE
***Method:** CHK Check ***Netting:** N
Message: Messages
 Message will appear on remittance advice.

Schedule Payment **Payment Options**

***Action:** Schedule **Payment Date:**
Pay: **Reference:**
Hold Payment: **Separate Payment:**
Hold Reason:
Letter of Credit:

[Payment Inquiry](#) [Holiday/Currency Options](#) [Express Payment](#) [Vendor Bank Account](#)
[Payment Note](#)

Payment Terms: The invoice date plus the payment term will be used to calculate the payment due date. In this example the payment terms is Net 30 and the invoice date is 05-13-2019 so the payment date is set as 06-12-2019. The Payment terms can be selected from a drop down and the voucher creator can change the scheduled date on the voucher. If you want the payment to be made immediately, select "000" – Immediate as the payment term. The voucher will not get picked up for payment until the day of or after the schedule due date.

Payment Information: Payment information contains the information pertinent to the vendor being paid.

- Remit to: This is the vendor id for the vendor who will be paid. This vendor is entered on the Invoice Information tab and reflected here. If the voucher is a Single Pay voucher, please use the correct vendor ID for the type of payment being made.
- Location: This field indicates if the payee will be paid by check or ACH (EPAY). It will default to “MAIN” unless the vendor is set up for electronic payments (EPAY). If the vendor is set up for ACH in the vendor file, the Location can be changed here to check (MAIN) if necessary.
 - If the payment is being made by check, ensure the correct address is specified. Most vendors have only one address, but some have multiple addresses. Be sure to select the correct address for this payment. If it does not exist contact the Vendor Management Unit.
- Be sure to validate the gross amount of the payment here.

Payment Method: Payment information contained here includes:

- The Bank – Citibank (CITI) or TD Bank (TD)
- Account – These are the last 4 digits of the AP disbursement account established for a business unit. **THE BANK ACCOUNT MAY NOT BE CHANGED FOR THIS IMPLEMENTATION**
- Method is the payment method – in this sample, the payment method is “Check”. There are three choices for Method. However, to pay by ACH or by wire transfer, the bank account information must have been configured in the vendor file prior to the creation of the voucher.

Payment Message: For checks, a message to the payee may be entered here. It will appear on the **check advice form**.

Business Unit: MEC04
Voucher ID: 00000013
Voucher Style: Regular
Invoice Number: mec04 childcare
Invoice Date: 05/13/2019
Action: [Dropdown] [Run] [Print Invoice]
Total: 79.90
Vendor: TOYS IN BABELAND LLC
 707 E PIKE ST
 Seattle, WA 98122
***Pay Terms:** 30 Net 30 [Schedule Payment]

Payment Information Find | View All First 1 of 1 Last

Scheduled Payment: 1
***Remit to:** 1000000375
Location: MAIN
***Address:** 1
 TOYS IN BABELAND LLC
 707 E PIKE ST
 Seattle, WA 98122
Gross Amount: 79.90 USD
Discount: 0.00 USD
Scheduled Due: 06/12/2019

Payment Method
***Bank:** CITI
***Account:** 5974
***Method:** CHK Check
Message:
 Message will appear on remittance advice

Schedule Payment
***Action:** Schedule
Payment Date:
Pay:
Reference:

Payment Inquiry | [Holiday/Currency Options](#) | [Exp](#)
 Payment Note

Look Up Method [X] [Help](#)

Bank SetID: MEC01
Bank Code: CITI
Bank Account: 5974
Payment Method: [=] [Dropdown]

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results

View 100 First 1-3 of 3 Last

Payment Method	Description
ACH	Automated Clearing House
Check	System Check
Wire	Wire Transfer

Schedule Payment: There are several key capabilities of the Payments Tab

- Hold Payment – If the payment is to be held from processing for any reason, click here and select a Hold Reason from the drop down below. **If the Hold Payment is checked, the voucher will never be picked up by the Paycycle and paid to the vendor until the Hold Payment is unchecked on the voucher.**
- Separate Payment – If this box is checked, then each voucher will create a unique payment. If there are multiple payments to be made to a vendor at the same time, uncheck this box.

The screenshot displays the CUNYfirst system interface. The main window shows the 'Payments' tab for a voucher. The 'Look Up Hold Reason' dialog box is open, listing various reasons for holding a payment. The background form includes fields for Business Unit (MEC04), Voucher ID (00000013), Vendor (TOYS IN BABELAND LLC), and various payment options like 'Schedule Payment' and 'Hold Payment'. The 'Hold Payment' checkbox is checked, and the 'Separate Payment' checkbox is also checked.

Be sure to Save the Voucher if any changes have been made on the Payments tab.