**Quick Reference Card – PRD**

**PRD Payment Information Lookup**

**Process:** To obtain payment information for a PRD.

---

**PROCEDURES**

To obtain the payment information for a PRD, go to SAP screen FB03.

Click on the Document List button to open additional search criteria.
From the Document List screen, Company Code of UK00 is required.

Search Options:
Document Number = SAP document number from the PRD’s tracking tab

Reference Number = Vendor’s invoice number or the department’s assigned PRD number.

Reference Key = The PRD number (3XXXXXXXXX)

A listing of search results will be displayed. Double click on the document to be reviewed from the list.

**NOTE:** It is recommended that a date or a date range be included in the Entry Date field(s) to expedite the search especially when searching from the Reference Key (PRD number).
From the Display Document: Overview screen, double click on the Vendor Name.

The Display Document: Line Item 1 screen will provide additional information regarding the transaction including a Clearing date and document number if a payment has been processed.

If the Clearing Document begins with a “2” (2XXXXXXXXX), then a check has been issued for this PRD.

If the Clearing Document number begins with a “18” (18XXXXXXXX), the PRD was processed through Payment Plus.
CHECK INFORMATION:

To retrieve the actual check number, click on Environment and Check Information.

On the Display Check Information screen, all of the necessary check information is provided such as check number, payment date, check amount, and check encashment.
**PAYMENT PLUS INFORMATION:**

To retrieve the Payment Plus information, copy the Clearing document number from the Display Document: Line Item 001 screen and go to SAP Screen ZFI_EPAY_REGISTER.
On screen ZFI_EPAY_REGISTER paste the Clearing Document Number into the Payment Document No field.

If the Clearing Document Number was within the last 6 months, Execute the search.

If the Clearing Document number is older than 6 months, adjust the Run Date fields and Execute the search.

Note: It is required to have a date range in the Run Date fields to expedite the payment information search. The Run Date fields will default to the previous 6 months.

The search results will provide information about the payment.

Pymt Amt = Amount of payment issued to the vendor.

Payment Post Date = Date the payment was issued to the vendor.

Recon Post Date = Date the payment was processed by the vendor.