PAS Guide

How to Locate Payment Details in PAS
Login to the PAS Main Menu

PURCHASING/ACCOUNTS PAYABLE SYSTEM
REQUISITION ENTRY MAIN MENU

JUSTIFY PRE-TAX TOTALS BELOW THE PAS LIMIT BEFORE ENCUMBERING

1. REQUISITION ENTRY
2. REQUISITION APPROVAL
3. REQUISITION CORRECTION
4. REQUISITION INQUIRY
5. ENCUMBRANCE INQUIRY
6. PAYMENT INQUIRY BY BUDGET NUMBER
7. PAYMENT INQUIRY BY CHECK NO. OR DOC SEQ INV NO.
8. VENDOR SEARCH
9. ORDER/PAYMENT INQUIRY
10. DEPARTMENT CONTACT UPDATE

ACTION
Select #6 – Payment Inquiry by Budget Number

Add 6 to the Action box and click Enter
Enter Budget Number

Enter the budget number

The Requisition Number and Latest Invoice Date Requested fields are not required

Leave the Action box blank and click Enter
Locate Payment

Payments are sorted by date

Invoice numbers and Requisition/PO numbers are also listed

The Action box will automatically have 09 listed. Click Enter to scroll through pages until you locate the payment.
View Payment Details

Locate the payment number and date.
The Disbursement is the Amount paid to the Supplier.
Any Use Tax is listed.
The Expenditure is the amount charged to the budget.
Bank Clear Dates

<table>
<thead>
<tr>
<th>Payment Type</th>
<th>Code</th>
<th>CLR DT Updates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checks</td>
<td>(A)</td>
<td>Once a month</td>
</tr>
<tr>
<td>ACH</td>
<td>(T)</td>
<td>2-5 business days</td>
</tr>
<tr>
<td>Credit Card</td>
<td>(R)</td>
<td>Does not update</td>
</tr>
</tbody>
</table>

The Bank CLR DT field is updated at different times, depending on payment type.