



## Payments Dashboard Page

The Payments dashboard page is located on the purchasing tab in the OBI finance dashboards. It allows you to view payment information and track the status of a payment from the request to the actual payment.

Use the Payments Dashboard to:

- Review the payment status of an invoice
- Review the payment information for an invoice
- Drilldown on payments to view invoice information

## Dashboard Prompts

Several prompt options are available on this dashboard. Select Fiscal Year and at least one other prompt.

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Lookups General Ledger Grants **Purchasing** Equipment Inventory

PO Summary **Payments** Concur Defaults

**Prompts**

* Fiscal Year	2021 ▾	Inv #	--Select Value-- ▾	Supplier Name Contains	--Select Value-- ▾	Entity	--Select Value-- ▾	Proj #	--Select Value-- ▾
Period	--Select Value-- ▾	PO #	--Select Value-- ▾	Supplier #	--Select Value-- ▾	Source	--Select Value-- ▾	Task #	--Select Value-- ▾
		OU Ref #	--Select Value-- ▾	ORG Parent Level	--Select Value-- ▾	Organization	--Select Value-- ▾	Awd #	--Select Value-- ▾
		Inv Source	--Select Value-- ▾	ORG Parent #/Desc	--Select Value-- ▾	Activity	--Select Value-- ▾		
		Inv Type	--Select Value-- ▾			Function	--Select Value-- ▾		
		Pmt #	--Select Value-- ▾			Object	--Select Value-- ▾		

Apply Reset ▾

## Prompt Definitions

Term	Definition
<b>*Fiscal Year</b>	<i>* (Asterisk) indicates this is a required field.</i> The fiscal year when the payment was posted.
<b>Period</b>	The accounting period when the invoice was posted to GL.
<b>Inv #</b>	Invoice number assigned by the supplier or the Accounts Payable department if one is not available.
<b>PO #</b>	Six-digit number assigned by BobcatBUY for each purchase order (PO), or five-digit value assigned by Oracle for capital POs.
<b>OU Ref #</b>	Internal reference number entered with the transaction. See examples below: <ul style="list-style-type: none"> <li>• BobcatBUY Form Number</li> <li>• DP Number for Direct Payment Forms <ul style="list-style-type: none"> <li>○ Alpha-numeric 13-digit value (DPMMDYY.HHMM)</li> <li>○ MM is the two digits for the month, DD is the day and YY is the last two digits of the calendar year</li> <li>○ HH is the hour and MM is the minute the DP was created Example: DP07082020.0802</li> </ul> </li> <li>• PO Number with leading 'OU' (for operating POs) or 'OUP' (for capital POs) prefix</li> <li>• Report Name for Concur Transactions</li> </ul>
<b>OU Ref #</b>	

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Term	Definition
<i>(continued)</i>	<ul style="list-style-type: none"> <li>○ Alpha-numeric 14-digit value (XXNNNNMMDDYYYY)</li> <li>○ XX is 'PC' for university card reports, 'TR' for travel or 'RE' for non-travel reimbursements</li> <li>○ NNNN is the first four letters of the last name of the person who submitted the report</li> <li>○ MMDDYYYY is the oldest transaction date or the first date of travel</li> <li>○ Reports may also include the addition of a letter (A, B, C etc.) if expenses are added later for travel</li> <li>● Direct Payment FoodPro Number for FoodPro Transactions               <ul style="list-style-type: none"> <li>○ Alpha-numeric nine-digit value (DPF111111)</li> <li>○ 'DPF' which abbreviates 'Direct Payment FoodPro'</li> <li>○ Six digits provided by Culinary Services</li> </ul> </li> <li>● Direct Payment Library Number for Library System Transactions               <ul style="list-style-type: none"> <li>○ Alpha-numeric 12-digit value (DPLYBNNNNNN)</li> <li>○ 'DPL' which abbreviates 'Direct Payment Library'</li> <li>○ YY is the last two digits of the fiscal year</li> <li>○ B is a voucher number prefix provided by the Library</li> <li>○ NNNNNN is the voucher number provided by the Library</li> </ul> </li> <li>● Advance Number for Travel / Program / Research Advances               <ul style="list-style-type: none"> <li>○ Alpha-numeric 12-digit value (TADDMMYY.HHMM)</li> <li>○ 'TA' which abbreviates 'Travel Advance'</li> <li>○ DD is the day, MM is the first two digits of the month, and YY is the last two digits of the calendar year</li> <li>○ HH is the hour and MM is the minute the DP was created Example: TA080720.1247</li> </ul> </li> </ul>
<b>Inv Source</b>	<p>The invoice origin. See examples below:</p> <ul style="list-style-type: none"> <li>● Concur: an online system which allows submission of travel expense reports and updates to PCard transactions</li> <li>● EnergyCap: a utility bill management software used for tracking and reporting of energy expenses and for automated utility bill payment</li> <li>● FoodPro: a system used to manage the production, planning, and control of food service operations.</li> <li>● SciQuest: also known as BobcatBUY, is the application used by to automate eProcurement and payments to maximize savings and increase productivity</li> <li>● Manual Invoice Entry: invoices entered manually by AP</li> </ul> <p><i>The following Invoice Sources are only utilized by internal finance and therefore are not defined in this guide: PCARD, Generic, 1099 clearing, 1099CDFS2003, Data Load, Receivables, Withholding tax.</i></p>
<b>Inv Type</b>	<p>Type of invoice. See examples below:</p> <ul style="list-style-type: none"> <li>● Standard: Includes manually entered invoices and invoices synced from BobcatBUY or Concur (Excludes Payment Request Forms in BobcatBUY)</li> <li>● Credit Memo: credits received for goods or services purchased</li> <li>● BCB Payment Request: invoices from BobcatBUY that were submitted on a Payment Request Form and manually entered in Oracle</li> </ul> <p><i>The following Invoice Types are only utilized by internal finance and therefore are not defined in this guide: Prepayment, Mixed, Withholding Tax, Debit Memo, Expense Report</i></p>
<b>Pmt #</b>	Payment reference number which is assigned based on the Payment Method

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Term	Definition
	<ul style="list-style-type: none"> <li>Check: seven-digit numeric value that is assigned by Oracle when the check is produced (ex. 1335262)</li> <li>Electronic: eight-digit numeric value that is assigned by Oracle when the transfer occurs (ex. 10175786)</li> <li>Wire: 14-digit numeric value that is assigned by Oracle when the wire occurs (ex. 99900000013958)</li> </ul>
<b>Supplier Name Contains</b>	Name of the Supplier listed on the invoice. You may enter a partial name, full name, or select a supplier name from the drop-down menu. (This prompt is not case sensitive.)
<b>Supplier #</b>	Number assigned to the Supplier by Oracle.
<b>ORG Parent Level</b>	The parent level (letter) of the Organization hierarchy.
<b>ORG Parent #/Desc</b>	The Organization parent number with description.
<b>Entity Source Organization Activity Function</b>	If you would like to search transactions based upon the GL account, select one or more values in these GL segment prompts.
<b>Object</b>	Use this prompt if you would like to search for specific object codes.
<b>Proj # Task # Awd #</b>	If you would like to search transactions based upon the Grants Accounting account, select one or more values in these PTA segment prompts.

## Dashboard Results/Columns

**IMPORTANT:** The 'Supplier Name' and 'Supplier Number' should always be the first two columns in the results. **DO NOT** move these two columns or the results of the query will be summarized incorrectly.

### Default Columns

Shown below are the columns that will appear on the dashboard by default.

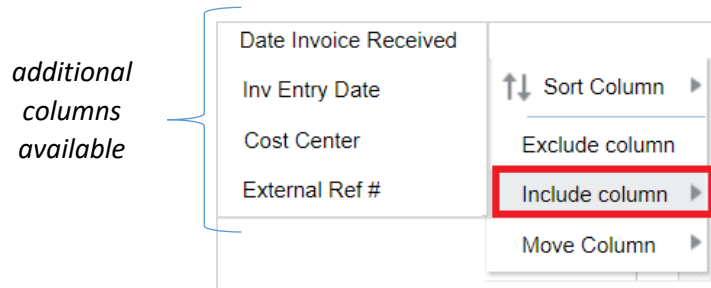
Supplier Name	Supplier #	OU Ref #	Inv #	PO #	Invoice Amount	Amount Paid	Pmt #	Pmt Date	Pmt Due Date	Pmt Method	Inv Date	Inv Description	Inv Amount	Inv Dist	Account	ORG #/Desc	OBJ #/Desc	Proj #	Task #	Awd #	GL Date	Period	Term Name	Pmt Status	Pmt Cleared Date	Inv Type	Inv Source	Address Line 1	Address Line 2	Address Line 3	Address Line 4	City	State	Postal Code	Supplier Code	Supplier Type	Income Tax Type
GREENE COUNTY TREASURER	73897	447440	0000025336-09/06/19	447440	109.46	109.46	1324336	10-Oct-19	09/06/2019	Check	09/06/2019	ACCT#0000025336 8/9/11/19	109.46	64-	421370-143000-0000-80-735600	143000 RUSSELL LLC	735600 WASTE R AND SEWAGE EXTERNAL				10/08/2019	OCT 2019-20	Immediate	Reconciled	16-Oct-19	Standard	SCICU EST	GREENE COUNTY SANITARY ENGINEER	PO BOX 340			IA	OH	45385		SciQuest Supplier	
			<b>Invoice Total</b>										109.46																								
		447440	0000025336-01/07/20	447440	109.46	109.46	1331958	11-Feb-20	01/07/2020	Check	01/07/2020	ACCT#0000025336 12/09/19-01/07/20	109.46	64-	421370-143000-0000-80-735600	143000 RUSSELL LLC	735600 WASTE R AND SEWAGE EXTERNAL				02/07/2020	FEB 2020-20	Immediate	Reconciled	14-Feb-20	Standard	SCICU EST	GREENE COUNTY SANITARY ENGINEER	PO BOX 340			IA	OH	45385		SciQuest Supplier	
			<b>Invoice Total</b>										109.46																								

*These columns also are listed below in the Column Definitions section.*

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## Additional Columns

The following additional columns are available for individual users to add to their results as needed. To add any of these columns to your results, right click on the header row, select **include column**, and select the columns that you would like to add.



## Column Definitions

Term	Definition
Supplier Name	See prompts definitions table above
Supplier #	See prompts definitions table above
OU Ref #	See prompts definitions table above
Inv #	See prompts definitions table above
PO #	See prompts definitions table above
Invoice Amount	The total amount of the invoice or credit memo
Amount Paid	The amount of the invoice that was paid or credit memo that was used
Pmt #	See prompts definitions table above
Pmt Date	The date the vendor received the payment
Pmt Due Date	The date the payment is due to the vendor
Pmt Method	The method in which the vendor received the payment (Electronic, Check or Wire as defined with 'Pmt #')
Inv Date	The date on the invoice or credit memo
Inv Description	A description of the invoice as defined by the invoice itself or entries into BCB
Inv Dist Amount	Distribution of the 'Amount Paid' to each 'Account'
Account	The Entity, Source, Organization, Activity, Function & Object Code the expense posted to or credit memo was applied to
ORG #/Desc	The organization number with a description
OBJ #/Desc	The object code with a description
Proj #	See prompts definitions table above
Task #	See prompts definitions table above
Awd #	See prompts definitions table above

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Term	Definition
<b>GL Date</b>	The date the transaction posted to the General Ledger
<b>Period</b>	The accounting period when the invoice is posted to GL.
<b>Term Name</b>	The terms in which the payment occurred, or the credit memo was applied (Net30, Net15 or Immediate)
<b>Pmt Status</b>	<p>The status of the payment.</p> <ul style="list-style-type: none"> <li>• A <b>Negotiable</b> status means the check is printed and can be cashed by the supplier.</li> <li>• The payment status will show as <b>Cleared</b> when the payment is disbursed by the bank and the payment has been cleared, but not matched to a bank statement within Cash Management.</li> <li>• The payment status will show as <b>Reconciled</b> when the payment is disbursed by the bank and the payment has been reconciled and matched to a bank statement in Cash Management. This typically takes two days after the payment enters the <b>Cleared</b> status.</li> <li>• The payment status will show as <b>Voided</b> when the payment has been voided.</li> </ul>
<b>Pmt Cleared Date</b>	The date the payment cleared our cash account
<b>Inv Type</b>	<i>See prompts definitions table above</i>
<b>Inv Source</b>	<i>See prompts definitions table above</i>
<b>Address Line 1</b> <b>Address Line 2</b> <b>Address Line 3</b> <b>Address Line 4</b> <b>City</b> <b>State</b> <b>Postal Code</b>	The address listed on the Supplier record for the site selected during invoice entry
<b>Date Invoice Received</b>	The date the invoice was received by the Supplier.
<b>Inv Entry Date</b>	The date the invoice was entered in Oracle
<b>Cost Center</b>	The Entity, Source & Organization the expense was posted to or the credit memo was applied to
<b>External Ref #</b>	Reference number captured in Oracle for third-party system the transaction interfaced from (EX. FoodPro, EnergyCap, etc.)

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## Invoice Drilldown

If a payment was applied to multiple invoices, the payment number listed in the Pmt # column will contain a link (shown in blue text) that will allow you to drill down to view all of the invoices paid in the payment.

Payments							
Supplier Name	Supplier #	OU Ref #	Inv #	PO #	Invoice Amount	Amount Paid	Pmt #
GREENE COUNTY TREASURER	73897	447440	0000025336-09/06/19	447440	109.46	109.46	<a href="#">1324336</a>

## Invoice Drilldown Results

The invoice drilldown page will display all invoices paid on that payment to the supplier, not just invoices related to your filtered search criteria.

Invoice Drill Down									
Pmt #: 1324336									
Inv #	PO #	Inv Date	GL Date	Inv Description	Inv Type	Invoice Amount	Inv Pmt Amount	Remaining Amount	
0000025336-09/06/19	447440	09/06/2019	10/08/2019	ACCT #0000025336 8/8-9/11/19	Standard	109.46	109.46	0.00	
0000025337-09/06/19	447439	09/06/2019	10/08/2019	ACCT #0000025337 8/8-9/11/19	Standard	166.80	166.80	0.00	
0000025340-09/06/19	447438	10/08/2019	10/08/2019	ACCT #0000025341 8/7-9/6/19	Standard	215.16	215.16	0.00	
0000025341-09/06/19	447437	09/06/2019	10/08/2019	ACCT #0000025341 8/7-9/06/19	Standard	142.62	142.62	0.00	
0000025342-09/06/19	447436	09/06/2019	10/08/2019	ACCT #0000025342 8/07-09/11/19	Standard	109.46	109.46	0.00	
0000067677-09/06/19	447168	09/06/2019	10/08/2019	ACCT #0000067677 8/07-09/06/19	Standard	109.46	109.46	0.00	
<b>Grand Total</b>							<b>852.96</b>		

Edit - Refresh - Print - Export - Add to Briefing Book - Copy

[Finance: Payments](#) > Invoice Drill Down

**Tip:** To return to your report from a drilldown page, click the breadcrumbs (blue text) at the bottom left side of the page. For additional OBI navigation tips, please refer to OBI Navigation and OBI Reporting Fundamentals courses available through Professional Development Program: <https://www.ohio.edu/hr/professional-development/courses>