Look Up a Payment

1. Click on the "Accounts" menu located on the Main Menu bar, and enter some or the entire Applicant Name in the white search bar (*if you represent multiple applicants*). Results will display dynamically as you type. Select the Applicant for the payment you are searching. If you represent a single applicant the applicant information will be displayed on your Home page. You can also look up payments by Project. Navigate to the Project and follow the steps below.



2. Select the *"Payments"* tab from the side menu to view a list of all payments for this Applicant.

Any Texas Tow	vn					REGAL
Create New Request	<u>.</u>	Submit New Reimbursement Re	quest			More •
Summary	>	Applicant Details			•	Apply for a Grant •
Accounts		Unique Applicant ID:	2501			There are currently 12 Grants open. If you
🎽 Projects 💦	5	FEIN #:	11111111			wish to apply, please click the Apply Now button below.
	<u></u>	DUNS #:	111222333			Apply Now
😸 Payments		Account Count:	2 Accounts Open			
31 Quarterly Reports		Project Count:	8 Projects 6 Unobligated 2 Obligated - Large (All Open)			
Contacts		Quarterly Report Count:	No Active QRs (View All) 1 Overdue Quarterly Repo	ort		
Notes		Eligible Obligated:	\$377,781.90			
Documents		Federal Obligated:	\$990,781.78 (262.26%) View Graph			
5 History		State Obligated:	\$24,192.84 (6.40%) View Graph			
		Local Share:	\$36,289.27 (-168.66%)			

3. Click on the payment line that you would like to view *(lines are hyperlinked),* to get more detailed information.

Any Texas Town											READ-ONLY
Create New Request	Submit	New Reimb	ursement R	equest							More •
Summary	6	Payments IN Payables									
Accounts	Qui	Quick Search: 0 results • 🍸 🖹 🖁								" 🔊 📇	
		▼ Pr	Grant #	Pay #	Proj #		Fed Amt	AY	Approved	Workflow Step	Days
🔏 Projects		PA	4332	1	464		\$492,563.51	2019	Feb 5, 2019	7) Complete	52
😹 Payments 💦											
 Payables 											
Receivables											
Payables & Receivables											
Payments by Transaction											
Ready to Pay											
Advance of Funds Requests											
Reimbursement Requests											
Expenses											

4. A screen will display with payment details. You can also view other details by clicking the tabs on the left.

Project #464: Pay Routing Complete	able #1	and MM - Call Bisson perform		
				More -
Summary >	Details		•	🧇 Grant 🔹
Transactions Advanced Edit	Total Funds: Federal Funds:	\$492,563.51 \$492,563.51 Voucher #. 94689203 (Feb 4, 2019)		9999 Public Assistance Test Grant Public Assistance Declared: January 18, 2017 Emergency Deadline: July 18, 2021
Notes	Project Count:	Payment #: 3895547 (Feb 4, 2019) 1 Project		Permanent Deadline. January 18, 2023
DocumentsWorkflow	Workflow Summar	y		Any Texas Town Sherman County (5 - Northwest Texas Region Region) FIPS #, 000-TEST0-00
S History	Current Step:	7) Complete Extended Description: Complete, Funds have been paid to subrecipi	State #: 90052 FEIN #: 11111111 Vendor #: DUNS #: 111222333 Type: City Physical/Mailing: 1 Lengthorp Drive	
	Last Advanced: Submission:	Feb 5, 2019 at 8:09 AM by System Admin Jan 31, 2019 at 10:04 AM by System Admin	52 days ago	Sherman, TX,
				🕌 Project 🔹
				F#464 CatB Issues performed during Hurrcane harvey B Emergency Protective Measures Work Deadine: February 25, 2018 Eligible: 5492,563 51 (10%) Federal: 342,563 51 (10%) Un-Expended Eligible: 50,00