



Search by Payment Number quick reference guide

Introduction

This report allows users to look up payment details using a warrant (i.e., check) or EFT (Electronic Funds Transfer) number. It functions as a check number lookup tool. To use the report, enter the known portion of the warrant or EFT number. Wildcards or asterisks are not permitted, but partial entries are supported. The system uses a "contains" search logic—meaning it will return results for any payment numbers that include the sequence of digits you enter.

! This search is only effective if you **already have the warrant or EFT number**. If you do not have that number, you should search by payment transaction ID (e.g., PRC, GAX, etc) instead. To search by payment transaction ID use the **Search by Payment Number_Or_Document ID** report found here: Cognos / Content / Team content / Reports / Payment Tracking (NEW) FINET (After 09/11/2021)

Instructions

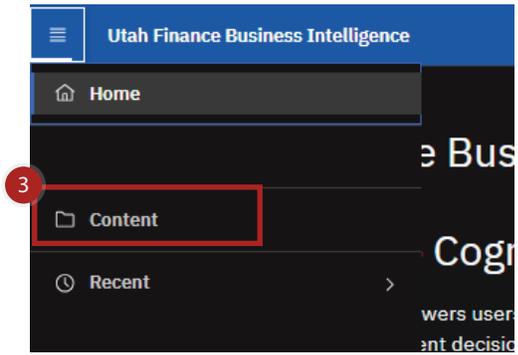
1. Open Cognos
 - Go to the **Data Warehouse** link on the finance.utah.gov site.
 - Click **COGNOS Finet reports**.



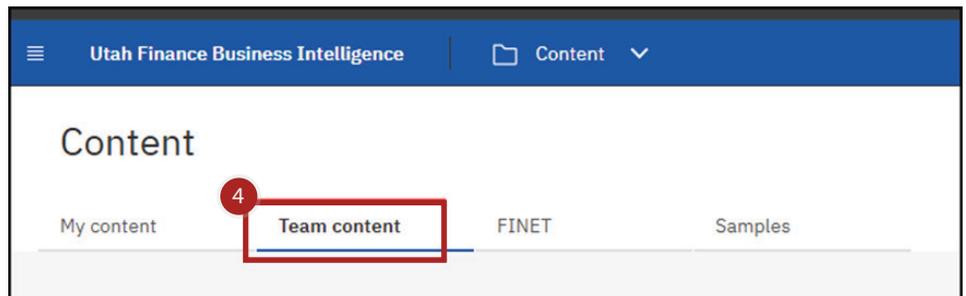
2. Click on the hamburger navigation (three bars top left) 



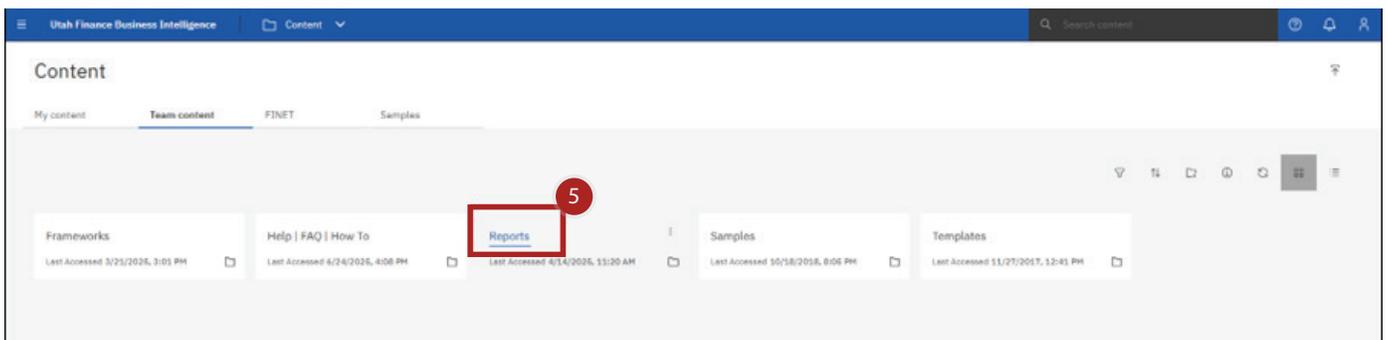
3. Click **Content**.



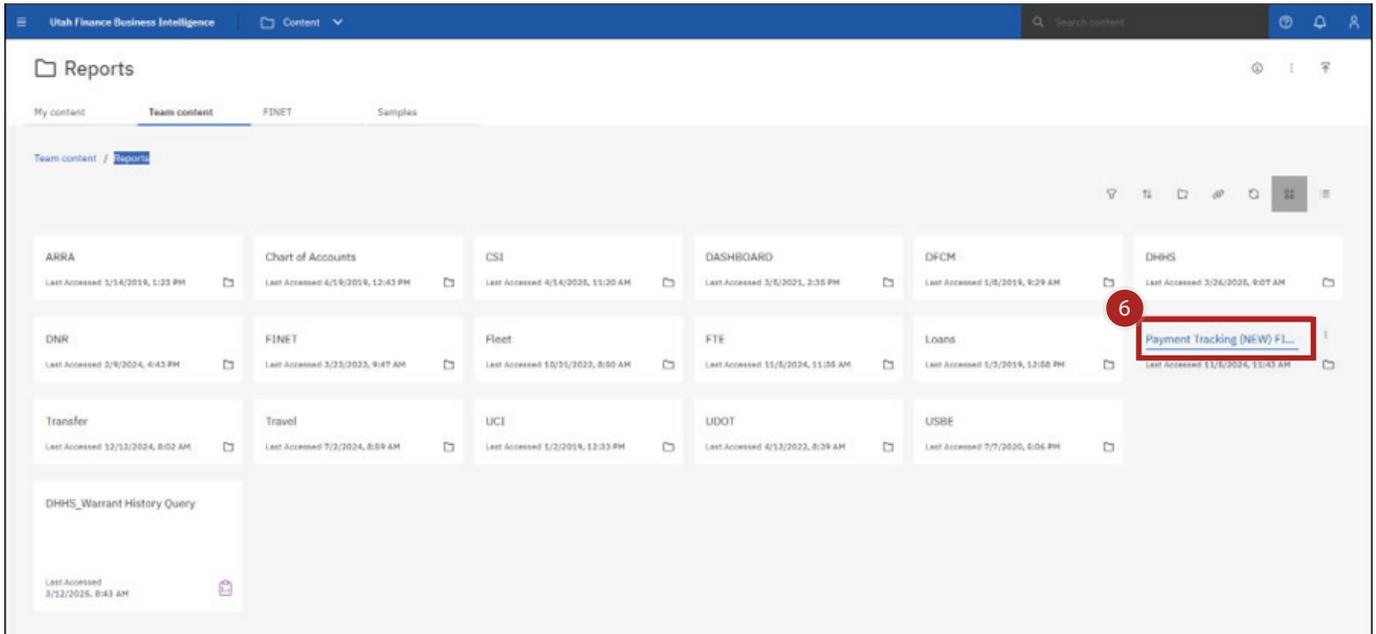
4. Select **Team content**.



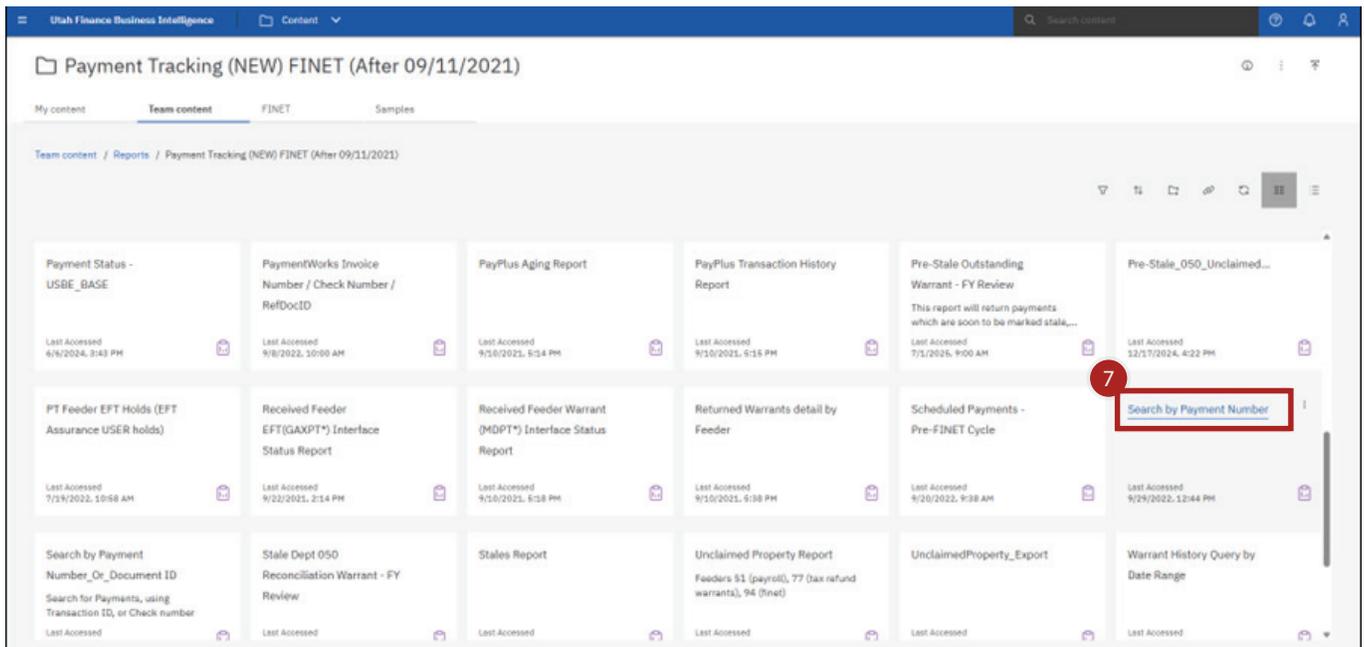
5. Select the folder **Reports** by clicking on the folder name.



6. Select the folder **Payment Tracking (NEW) FINET (After 09/11/2021)** by clicking on the folder name.



7. The reports are listed in alphabetical order. Scroll down and select the report **Search by Payment Number** by clicking on the report name.



8. Enter a warrant or EFT number.

The screenshot shows the 'SEARCH BY PAYMENT NUMBER' search interface. The page has a dark blue header with the text 'SEARCH BY PAYMENT NUMBER' in white. Below the header, there is a light blue background with the text 'Enter Warrant or EFT number:' followed by a white input field with a red border. A red circle with the number 8 is positioned next to the input field. At the bottom of the page, there is a note: 'Wildcards and Asterisk are not allowed, if you only know part of the number, enter what you know. This Search uses logic 'Contains' so the warrant or eft number contains the sequence of numbers you enter.'

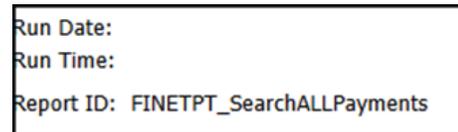
9. Click **Finish** at the bottom of the screen.



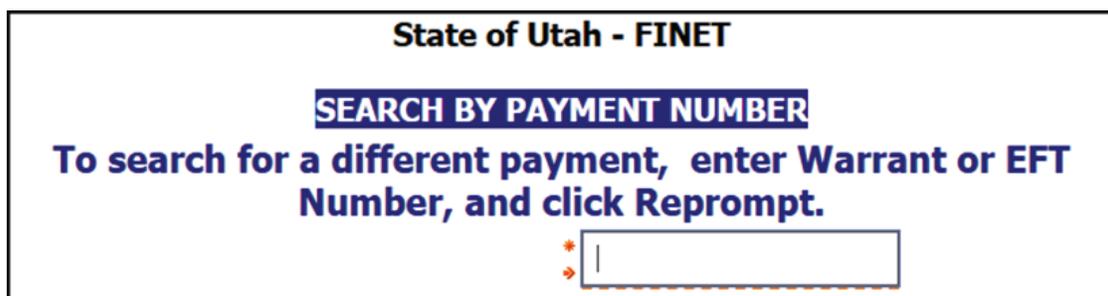
10. You can:

- a. View the report in this screen
 - Click the **Top**, **Page up**, **Page down**, or **Bottom** buttons at the bottom of the screen.
- b. Return to the previous screen
 - Click the Run link ()
- c. Download the report
 - Click the Select a format link ()

11. In the top left corner you'll see the report name and the date and time you ran the report.



12. In the top center of the screen you will see the report heading and an option to enter a different warrant or EFT number.



13. The table will show the Warrant / or EFT Number, Feeder System Code, Feeder / Bank Code, Status Code, Issue Date, Change Date, Clear Date, Payment Amount, and DOC_ID.

Warrant / or EFT Number	Feeder System Code	Feeder/ Bank Code	Status Code	Issue Date	Change Date	Clear Date	Payment Amount	DOC_ID
-------------------------	--------------------	-------------------	-------------	------------	-------------	------------	----------------	--------