

## 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)



3. Click <b>Content</b> .	Utah Finance Business Intelligence Home BUS Content Cogr Wers user ant decisio
4. Select <b>Team content</b> .	Utah Finance Business Intelligence     Content     My content     Team content   FINET Samples

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

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

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