

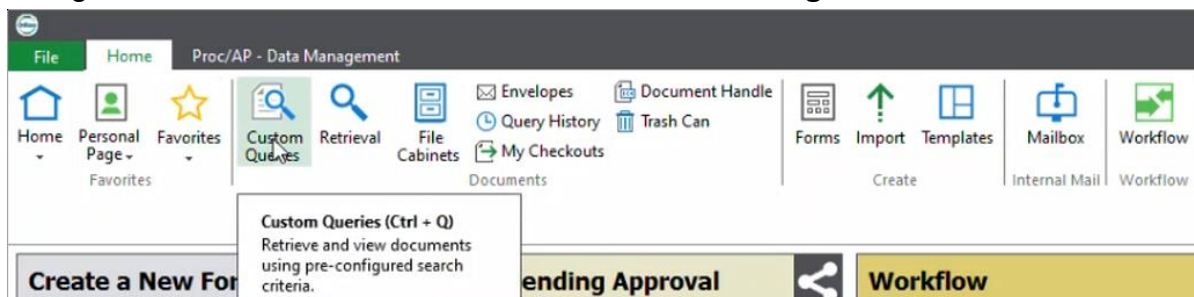
Searching for Accounts Payable Payment in the OnBase Unity Client

Purpose

Use this guide to quickly locate and understand the status of a **Payment Request eForm** in **OnBase Unity Client** — and to know when payments are processed and issued.

1. Accessing OnBase

1. **Connect to Global**  **Protect.**
2. **Launch the OnBase Unity**  **Client.**
3. Navigate to the **Custom Queries** tab on the **Home Navigation Bar**.



4. Choose one of the **Accounts Payable Payment Request** custom queries, such as:
 - *AP Payment Request and Related Docs Search*
 - *AP Payment Request Payment Search*

Search Options

- Search by **Payment Request ID** or **Vendor Name**.
- When searching by vendor, use **asterisks (*)** if you're unsure of the exact vendor name.

Vendor Name
Performance*

AP Payment Request and Related Docs Search

This is for locating Payment Requests and related documents

Date Options
From: 09/15/2025 To: 09/19/2025

FC Request ID
Submitter
Date Submitted
Vendor Name
Finance Status
Finance Center
AP Contract Number
Department

Custom Queries

- AP Expense Report And Related Documents
- AP Payment Request and Invoice GL Search
- AP Payment Request and Invoice Payment Type Search
- AP Payment Request and Invoice PTAE Search
- AP Payment Request and Invoice WO/AR Search
- AP Payment Request and Related Docs Search
- AP Payment Request for Multiple Payments
- AP Payment Request GL Search
- AP Payment Request Payment Search

2. Reviewing Your Payment Request

Once you’ve opened your eForm, look for these key details:

What to Check	Where to Look	What It Means
Status of the eForm	Upper right-hand corner	Indicates whether the form is in progress or complete

Double Click Anywhere On This Form To Start Editing

PAYMENT REQUEST

Request 1554754 Complete

Date Submitted

Submitter

Department

Finance Center

Payment details	Bottom of eForm	Appears when payment has been made
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Payments

Check #	ACH ID	Check Date	Payment Method	Amount	Status	Cleared Date	Vendor Name Pay To	Vendor Site Code
48480		10/6/2025	PW-ACH	300427.6	NEGOTIABLE		Performance Food Group, Performance Food Group,	

Attachments

View Documents

Anticipated Payment Date	Above the Chart String section	Explains timing when payment is not yet issued
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Payment Amount

33,627.28

Anticipated Pay Date

9/30/2025

Understanding the Anticipated Payment Date

Scenario	Explanation
No anticipated payment date	Request was just entered in Accounts Payable; record updates overnight.
Anticipated date is in the future	Payment will be issued based on vendor terms and processing cycle.
Anticipated date has passed, but no payment shown	Request was likely submitted after the due date; payment will process in the next cycle.

3. Dartmouth Payment Processing Cycles

Payment Type	Processing Schedule	Issued / Deposited	Notes
ACH Payments	Mondays & Wednesdays	Deposited Wednesday (from Monday file) and Friday (from Wednesday file)	Issued 5–6 days before due date
Check Payments	Tuesdays	Printed & mailed Wednesdays	Issued 10 days before due date
SUA / Virtual Card, Employee EFT, JPM Student Payments	Tuesdays & Thursdays	Notification email sent same afternoon	
Wire Payments	Tuesdays & Thursdays	Processed by Accounts Payable	Not handled by Finance Center

4. Understanding Vendor Payment Terms

Vendor terms are set up in **PaymentWorks** based on the vendor's payment method. If special terms are negotiated with **Procurement**, those override the standard terms.

Payment Method	Standard Terms
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Virtual Card (SUA)	Pay upon receipt
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ACH (Electronic)	Net 30
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Paper Check	Net 45
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Need Help?

If you've checked your eForm and still have questions, please contact your **Finance Center**.