

## SEARCH PAYMENTS

### Introduction

This section describes how to search for and view all payments, the payment status, and details associated with the Employer account.

**NOTE:** Any payment made by an Employer will appear in the search results when an Employer searches payments. If an Employer uses a TPA and the TPA includes the Employer's payment in a bulk payment to the DUA, then the Employer's payment does not appear in the search results when an Employer searches payments. However, an Employer can view all payment information for a specific Statement Period from the **Payment Account Summary** page by clicking the **Received Payments** link.

1. Follow the steps in the section, *Navigating to Payment Information*.
2. Click **Search Payments**.

The screenshot shows the Commonwealth of Massachusetts Employer User Guide interface. The page title is "Commonwealth of Massachusetts" and the date is "Tuesday, July 19, 2011". The navigation menu on the left includes "Employer Home", "FAQ", "Workflow - My Inbox", "Account Maintenance", "Benefit Charge Activities", "Correspondence", "Employment and Wage Detail Reporting", "Payment Information", "Cancel Payments", "Payment Account Summary", "Search Payments", "Request for 940 Certification", "Request Payment Plan", and "User Maintenance". The "Search Payments" link is circled in red. The main content area has sections for "Employer Information", "Payment Information", and "Request Payment Plan".

3. The **Search Payments** page appears. Select a **Status** and a **Method**. Enter other search criteria, or leave fields blank to return all applicable payments. Click **Search**.

The screenshot shows the Search Payments page. The form has the following fields:

- Employer Information: Employer Account Number: [redacted], Employer Name: [redacted]
- Search Payments: Confirmation Number: [text input], Method: [Select One dropdown], Min \$: [text input], Max \$: [text input], Status: [Select One dropdown], Transaction Date From: [text input] (mm/dd/yyyy) To: [text input] (mm/dd/yyyy)

Buttons: Search, Reset

- The search results appear below the search grid. Click on the **Confirmation Number** of a submitted payment to view the payment details.

Employer Information					
Employer Account Number: [REDACTED]		Employer Name: [REDACTED]			
Search Payments					
Confirmation Number:	<input type="text"/>	Method:	Select One <input type="button" value="v"/>		
Min \$:	<input type="text"/>	Max \$:	<input type="text"/>		
Status:	Select One <input type="button" value="v"/>				
Transaction Date: From:	<input type="text" value="8/16/2011"/>	(mm/dd/yyyy)	To:	<input type="text" value="8/16/2011"/>	(mm/dd/yyyy)
<input type="button" value="Search"/> <input type="button" value="Reset"/>					
Search Results					
Confirmation Number	Deposit Number	Transaction Date	Method	Status	Amount
<a href="#">101414585</a>		8/16/2011	ACH Debit	Submitted	\$2,892.07

- The **Payment Detail** page displays. Click on an **Employer Account Number** in the **Employer Payment Items** area to view the payment distribution.

Payment Detail		
Confirmation Number:	Transaction Date: <b>7/18/2011</b>	
Payer ID: [REDACTED]	Payer Type: <b>Employer</b>	
Payment Method: <b>ACH Debit</b>	Status: <b>Submitted</b>	
Payment Amount: <b>\$2,892.07</b>	Items in Payment: <b>1</b>	
Search Employer Payments		
EAN: <input type="text"/>	Name: <input type="text"/> Amount: <input type="text"/>	
<input type="button" value="Search"/> <input type="button" value="Reset"/>		
Employer Payment Items		
Employer Account Number	Employer Name	Amount
<a href="#">00000000</a>	[REDACTED]	\$2,892.07
<input type="button" value="Previous"/>		

6. The **Payment Distribution** area displays the Debt Posting Date, Sub-Account, Period, and Amount Applied for the payment.

Employer Information					
Employer Account Number: [REDACTED]		Employer Name: [REDACTED]			
Payment Detail					
Confirmation Number	Receipt Date	Posting Date	Method	Description	Amount
101414585	8/16/2011		ACH Debit	Account XXXX45 Paid by Employer	\$2,892.07
Payment Distribution					
<a href="#">View Redistribution History</a>					
Debt Posting Date	Sub-Account	Period	Amount Applied		
8/16/2011	UI Contributions Principal	2011 - Quarter 3 Wage Detail Report Filing			\$2,892.07
			Total:		\$2,892.07
<input type="button" value="Previous"/>					