

Find a Payment Transaction

Search GAX Transactions by Vendor Name

To find a witness payment transaction, select “Vendor Name” from the drop down. Enter the name of the Witness you are looking for in the Vendor Name box. **The spelling doesn’t need to be exactly in the form it was entered, you can put in a partial name.** You could choose to enter in the first name only and the query will display all entries with the first name for witness payments statewide.

You can also search by transaction number by entering the full Transaction ID number only.

Example: Enter the Witness name.

Online Accounting Journal Query

Select filters

Fiscal Year: 2016 AND

Vendor Name equal CHEYANNE WOHLRABE

Available to Select

Currently Selected

Show 10 entries

account type	Check/Eft Number	Date of Record	Department	Dollar Amount	Fiscal Month	Fiscal Year	Fiscal Year Month	Line Description	Line Number	Object	Transaction
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Select **Search**. You will receive the requested information.

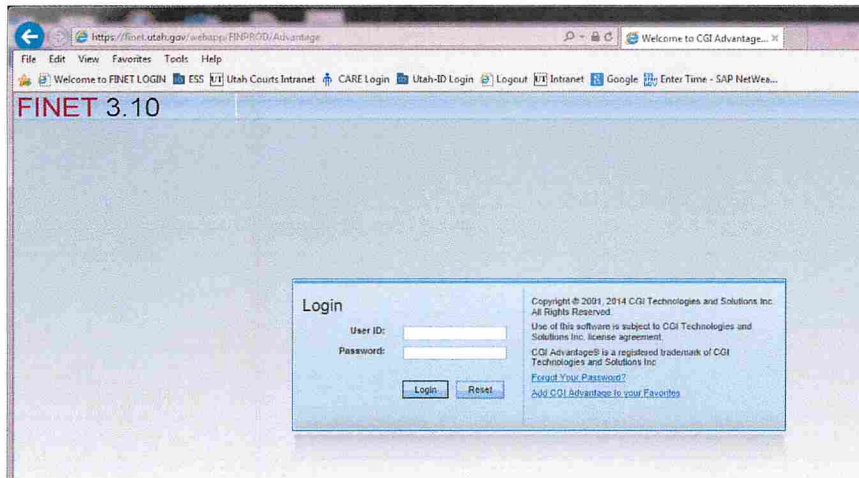
Search GAX Transactions by User ID

When you cannot locate a witness payment, there is a possibility that the payment clerk entered the wrong Prefix Code, typed the vendor's name incorrectly, wrote the wrong GAX number on the subpoena, or typed the name using a different "font or case type" making it difficult to find the payment.

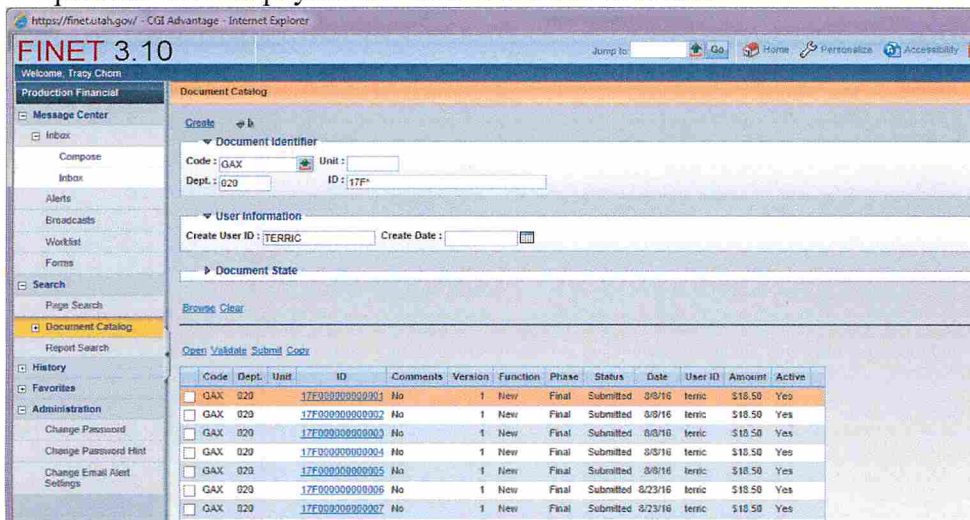
1. Open Internet Explorer and go to <https://finet.utah.gov/webapp/FINPROD/Advantage>

Enter your user name and password. Select Enter:

FYI: If you don't use FINET often, you may need to call the FINET Help Desk (801) 538-9690 or AOC Finance Liaison to request your password be reset.



2. Select Search ⇒ Document Catalog. Next, under Document Identifier, enter:
Code: GAX
Dept: 020
ID: Fiscal Year, Prefix Code, and an asterisk (for example, 17f* would be entered to search witness payments for fiscal year 2017 for West Jordan Juvenile Court. Refer to the Prefix Codes located in the reconciliation procedures section of these instructions.
3. Under the User Information, Create User ID, enter the FINET User ID of the employee(s) that process witness payments. Select Browse or Enter.



This display lists all payments entered by the User. If there are more payments than the OLAJPlus query for the same time period, chances are a payment processing error was made or the supporting documentation is not complete.

All the GAX payments issued by the User will display. Examine the numerical sequence of the GAX numbers to determine if there is a gap. This indicates that the payment was not processed or an incorrect Prefix Code was entered.

Next, examine the GAX numbers to identify any that are issued using a Prefix Code other than the court's number(s). If there are payments with the incorrect Prefix Code, select the payment number and the payee information will be displayed. Compare the information to the court's supporting documentation to determine if an error was made and if this is the missing payment.

This search tool can be used to identify payments made to a vendor when the name was entered in FINET differently than what is listed on the subpoena, including letter "font or case type."

Document the results of this search.