

Frequently asked Questions: Purdue University Accounts Receivable OnLine Payment System

I need a receipt or payment details for a payment made online, what do I do?

Until there is a change to the emailed receipt format, there may be a need to review a single payment processed for multiple invoices.

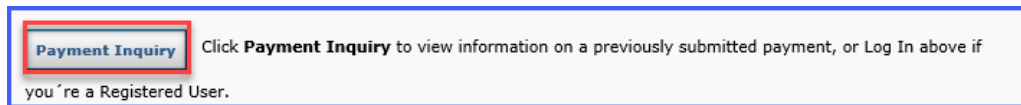
A. Registered User

1. Log in with your user ID and password

B. If you are not a registered user – made a payment by selecting Pay Without Registering

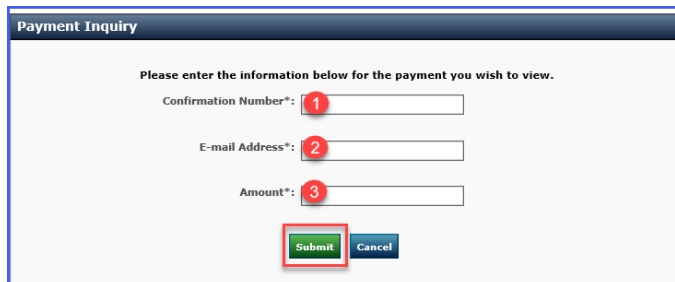
1. From the Welcome to the Electronic Payment System screen

- a. Scroll down and click **Payment Inquiry** to go to the Payment Inquiry log in screen

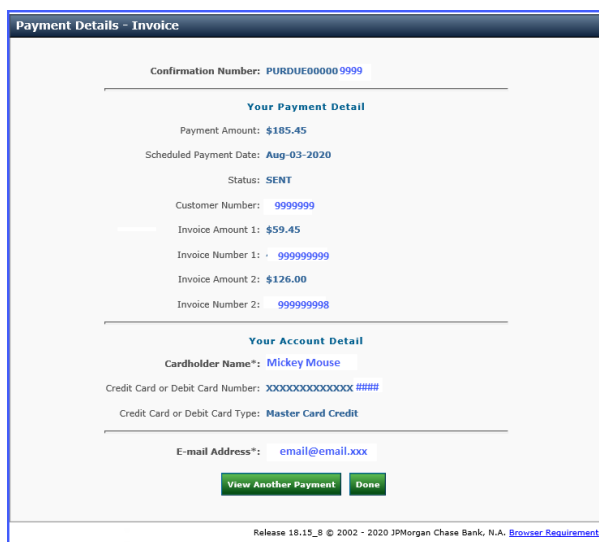


- b. Complete all fields and click **Submit**

- 1) All information may be found on the Payment confirmation email received at the time the payment was made on line

A screenshot of the "Payment Inquiry" form. The title is "Payment Inquiry". Below the title, it says "Please enter the information below for the payment you wish to view." There are three input fields: "Confirmation Number*" with a red circle containing the number 1, "E-mail Address*" with a red circle containing the number 2, and "Amount*" with a red circle containing the number 3. At the bottom, there are two buttons: "Submit" (highlighted with a red box) and "Cancel".

c. Results

A screenshot of the "Payment Details - Invoice" page. The title is "Payment Details - Invoice". It shows the following information: Confirmation Number: PURDUE000009999. Under "Your Payment Detail": Payment Amount: \$185.45, Scheduled Payment Date: Aug-03-2020, Status: SENT, Customer Number: 9999999, Invoice Amount 1: \$59.45, Invoice Number 1: 999999999, Invoice Amount 2: \$126.00, Invoice Number 2: 999999998. Under "Your Account Detail": Cardholder Name*: Mickey Mouse, Credit Card or Debit Card Number: XXXXXXXXXXXX ####, Credit Card or Debit Card Type: Master Card Credit, E-mail Address*: email@email.xxx. At the bottom, there are two buttons: "View Another Payment" and "Done". The footer text reads: "Release 18.15_8 © 2002 - 2020 JPMorgan Chase Bank, N.A. [Browser Requirements](#)".