

## Step-by-Step Guide

### Invoice Search and Payment Validation

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#### In This Guide

The guide demonstrates how to search for invoices against Purchase Orders and validate the payment status of an invoice. The guide also provides descriptions on payment statuses and where to find dispatch information for Purchase Orders.

This guide discusses:

- ✓ Locating invoices
- ✓ Reviewing payment status
- ✓ Purchase Order dispatch information

#### Procedure

1. To locate an invoice you can search all documents by clicking on **Orders & Documents » Search Documents** from the main navigation screen. Click the hyperlink under the main searching toolbar called **My Purchase Orders** and select the appropriate document. Alternatively, if you know the Purchase Order number, use the **Quick Search** on the top panel to locate your document.
2. On the Status tab for the Purchase Order, you can view the order status under the Document Status section.
3. This section shows when and how the order was sent to the supplier.
4. The line item status below will show whether each line is received and/or invoiced.
5. The Receipts tab shows receipt details by line and provides access to your PO receipts.
6. The Invoices page shows invoice details by line and provides access to your PO invoices.
7. To check the pay status of an invoice, select the invoice number.
8. From the Summary tab of the invoice under the General section you will be able to view the Pay Status and see if the invoice has been paid, if the invoice is in process or if the invoice is ready to be paid and in a payable status.
  - a. **Paid** status indicates that payment has been issued to the supplier. More information regarding the payment can be viewed under the Payment Information section such as the Reference number and Payment Method.
  - b. **In Process** indicates that workflow approval steps still need to be completed for the invoice to be paid. To view the workflow approval steps of an invoice, click on the Approvals tab.
    - i. **Payment Specialist Review, State Code Review, State Code Approval** or **AP Manager Review** indicates that Financial Services has the invoice under review for compliance.
    - ii. **Closed PO Exception** indicates that the Purchase Order has been closed and the invoice

received against it is under review by Financial Services.

- iii. **Buyer Invoice Review** indicates that the invoice is related to a Purchase Order processed by the Purchasing Department. That invoice falls outside of tolerance and a buyer in Purchasing is researching the issue.
  - iv. **Financial Catch All** indicates that a match exception approver is not setup for the department number the Purchase Order is allocated to and Financial Services is researching the issue.
  - v. **Matching Exceptions** indicates that the invoice falls outside of tolerance and the department is researching the issue.
  - vi. **Finance Review** indicates that the match exception is being reviewed by Financial Services after action from the department.
- c. **Payable** indicates that the invoice is ready to pay and is usually waiting something, such as the due date, to be paid.
  - d. **Cancelled** indicates that the invoice has been cancelled and will not be paid.