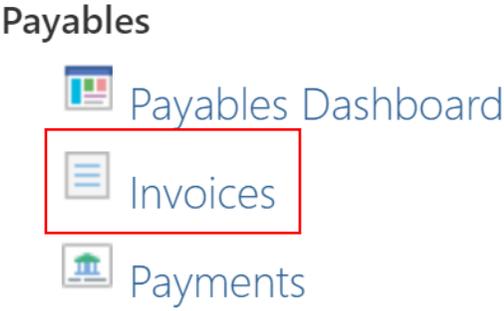
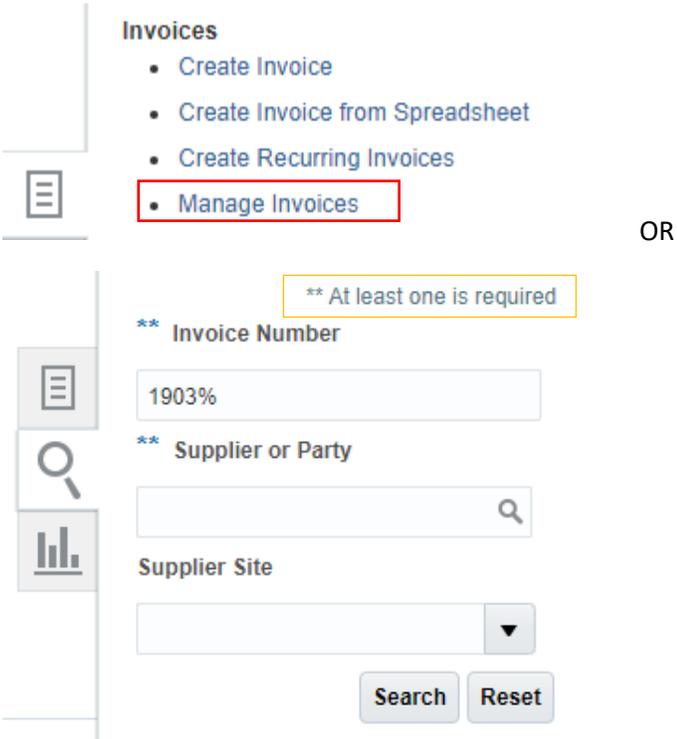
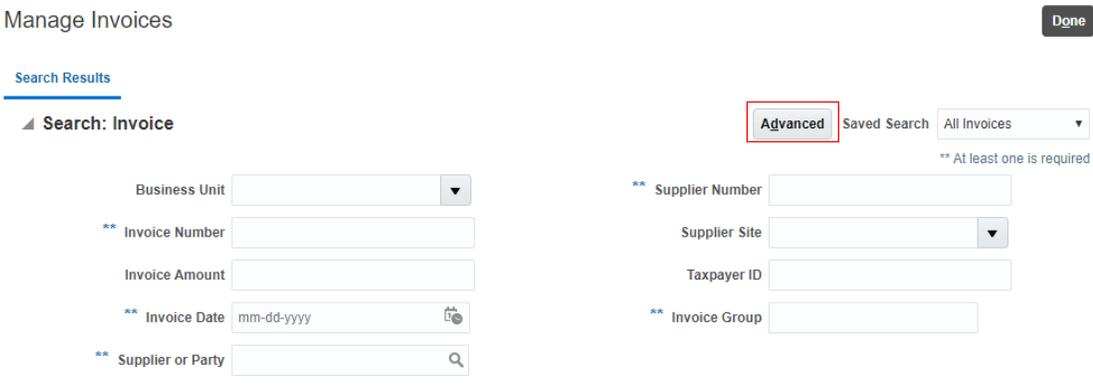
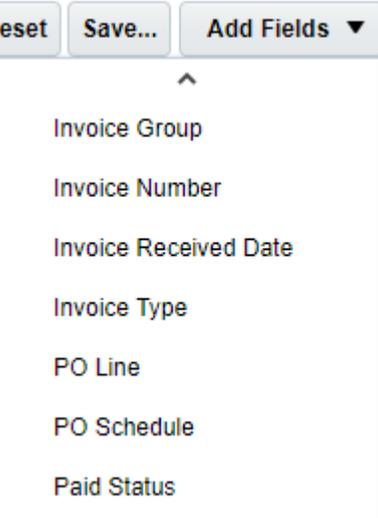
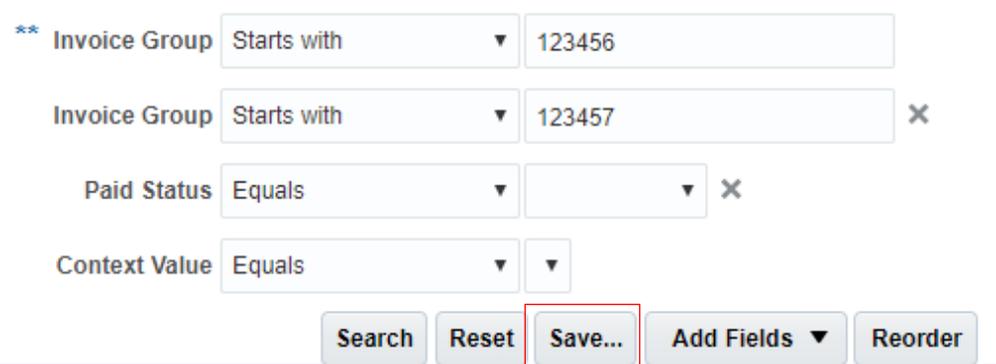


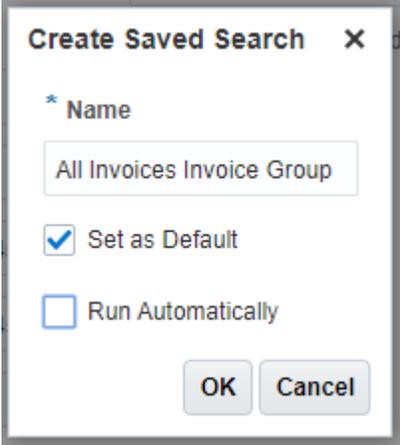
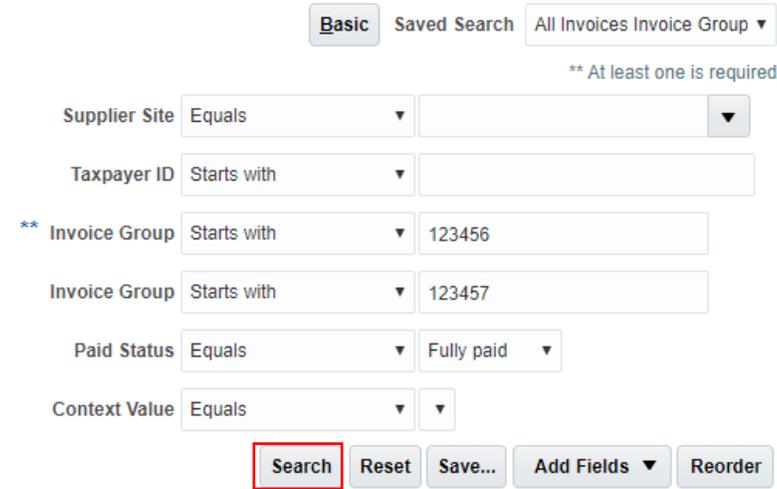
Inquire on Payment Status of an Invoice

Audience: Accounts Payable Specialist

Purpose: Check the payment status and payment information of an entered invoice.

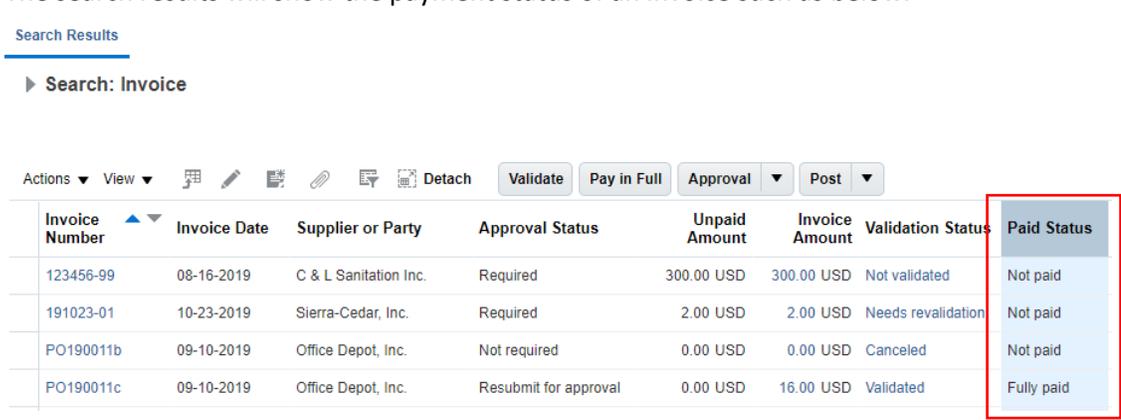
| Step | Action |
|------|--|
| 1 | Go to navigator and click on Payables . |
| 2 | <p>Click on Invoices.</p>  <p>The screenshot shows a 'Payables' section with three options: 'Payables Dashboard', 'Invoices', and 'Payments'. The 'Invoices' option is highlighted with a red rectangular box.</p> |
| 3 | <p>Click on the Task menu on the right side and select Manage Invoices OR click the Search Icon below the task menu.</p>  <p>The screenshot shows the 'Invoices' task menu with options: 'Create Invoice', 'Create Invoice from Spreadsheet', 'Create Recurring Invoices', and 'Manage Invoices'. The 'Manage Invoices' option is highlighted with a red box. To the right of the menu is the text 'OR'. Below the menu is a search form with the following fields: <ul style="list-style-type: none"> Invoice Number: A text input field containing '1903%'. A yellow box above it says '** At least one is required'. Supplier or Party: A search input field with a magnifying glass icon. Supplier Site: A dropdown menu. At the bottom of the form are 'Search' and 'Reset' buttons. </p> |

| | |
|----------|--|
| <p>4</p> | <p>If in Manage Invoices, to create a saved search, click Advanced</p>  |
| <p>5</p> | <p>Then, click Add Fields and select Paid Status and if you belong to more than one department, additionally select Invoice Group</p>  |
| <p>6</p> | <p>To track one or multiple invoice groups, enter the department numbers/invoice groups, and click Save...</p>  |

| | |
|----------|---|
| <p>7</p> | <p>In the popup window, enter a name for the search, select it as default, and optionally, set to run the search automatically when opening manage invoices then click OK</p>  |
| <p>8</p> | <p>Now invoice group selection is set as default, select Paid Status as Fully Paid and press Search</p>  |

The search results will show the payment status of an invoice such as below.

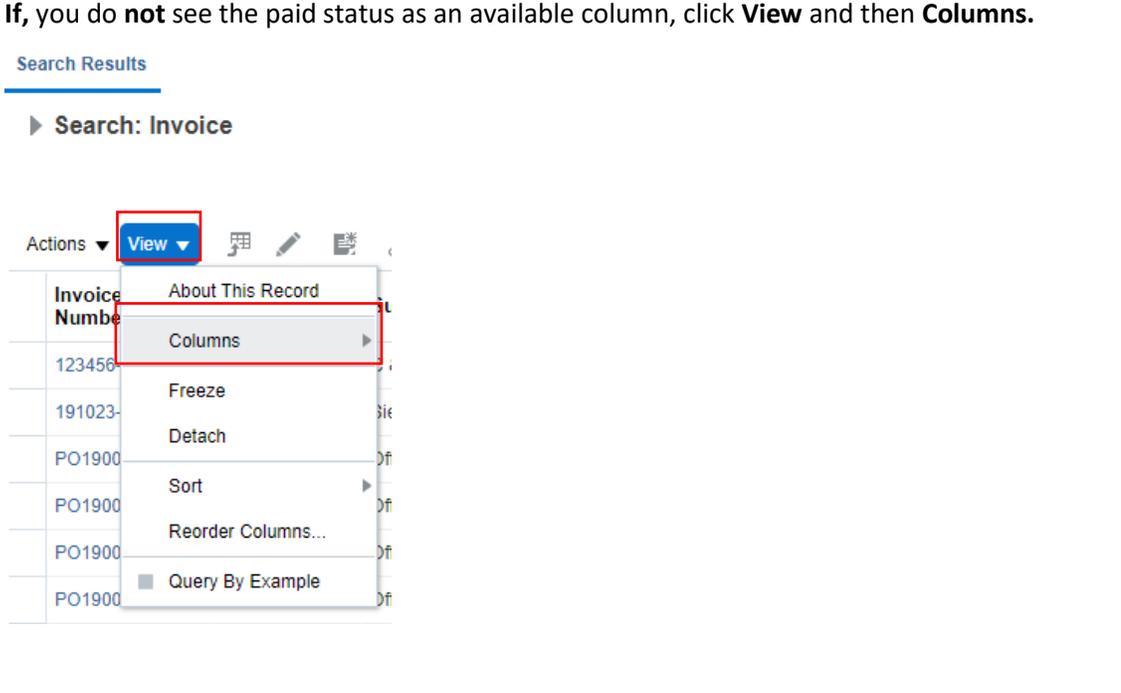
9



| Invoice Number | Invoice Date | Supplier or Party | Approval Status | Unpaid Amount | Invoice Amount | Validation Status | Paid Status |
|----------------|--------------|-----------------------|-----------------------|---------------|----------------|--------------------|-------------|
| 123456-99 | 08-16-2019 | C & L Sanitation Inc. | Required | 300.00 USD | 300.00 USD | Not validated | Not paid |
| 191023-01 | 10-23-2019 | Sierra-Cedar, Inc. | Required | 2.00 USD | 2.00 USD | Needs revalidation | Not paid |
| PO190011b | 09-10-2019 | Office Depot, Inc. | Not required | 0.00 USD | 0.00 USD | Canceled | Not paid |
| PO190011c | 09-10-2019 | Office Depot, Inc. | Resubmit for approval | 0.00 USD | 16.00 USD | Validated | Fully paid |

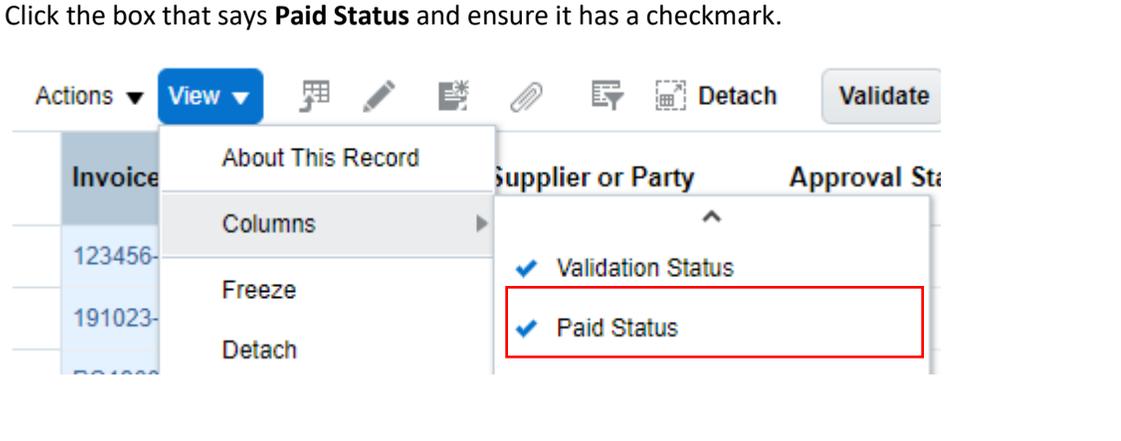
10

If, you do **not** see the paid status as an available column, click **View** and then **Columns**.



11

Click the box that says **Paid Status** and ensure it has a checkmark.



| 12 | To move the column, click to highlight, and drag to the position desired | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-------------------|---|---------------------|---|--------------------|--------------|--------------|--|---------------------|--|-------------------|--------------------|---------------|--|---------------|------|-------|---|---------|--|-------|---|--------|------------------|--------|------------|--------------------|--------------|-------------|---------|----------|----------|--------|----|--------------------|------------|-----------|--|----------|----------|------------|----|--------------------|------------|-----------|--|
| 13 | <p>Click on the Invoice Number from the search results to view the invoice information in depth.</p>  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | <p>Click on the Payments tab to view Check number, Payment Status, Payment Date, and other information.</p> <p>Manage Invoices</p> <p>Search Results PO190011c</p> <p>Invoice Details</p> <table border="0"> <tr> <td>Invoice Date</td> <td>09-10-2019</td> <td>Invoice Amount</td> <td></td> </tr> <tr> <td>Invoice Type</td> <td>Standard</td> <td>Applied Prepayments</td> <td></td> </tr> <tr> <td>Supplier or Party</td> <td>Office Depot, Inc.</td> <td>Unpaid Amount</td> <td></td> </tr> <tr> <td>Supplier Site</td> <td>MAIN</td> <td>Holds</td> <td>0</td> </tr> <tr> <td>Address</td> <td>P.O. Box 630813, Cincinnati, OH-45263-0813</td> <td>Notes</td> <td></td> </tr> </table> <p>Lines Holds and Approvals Payments Installments</p> <p>Payments</p> <table border="1"> <thead> <tr> <th>Number</th> <th>Payment Document</th> <th>Status</th> <th>Reconciled</th> <th>Current Payee Name</th> <th>Payment Date</th> <th>Paid Amount</th> <th>Address</th> </tr> </thead> <tbody> <tr> <td>60000041</td> <td>Checking</td> <td>Voided</td> <td>No</td> <td>Office Depot, Inc.</td> <td>09-11-2019</td> <td>16.00 USD</td> <td>P.O. Box 630813, CINCINNATI, OH 45263-0813</td> </tr> <tr> <td>60000088</td> <td>Checking</td> <td>Negotiable</td> <td>No</td> <td>Office Depot, Inc.</td> <td>11-06-2019</td> <td>16.00 USD</td> <td>P.O. Box 630813, CINCINNATI, OH 45263-0813</td> </tr> </tbody> </table> | Invoice Date | 09-10-2019 | Invoice Amount | | Invoice Type | Standard | Applied Prepayments | | Supplier or Party | Office Depot, Inc. | Unpaid Amount | | Supplier Site | MAIN | Holds | 0 | Address | P.O. Box 630813, Cincinnati, OH-45263-0813 | Notes |  | Number | Payment Document | Status | Reconciled | Current Payee Name | Payment Date | Paid Amount | Address | 60000041 | Checking | Voided | No | Office Depot, Inc. | 09-11-2019 | 16.00 USD | P.O. Box 630813, CINCINNATI, OH 45263-0813 | 60000088 | Checking | Negotiable | No | Office Depot, Inc. | 11-06-2019 | 16.00 USD | P.O. Box 630813, CINCINNATI, OH 45263-0813 |
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| Invoice Type | Standard | Applied Prepayments | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Supplier or Party | Office Depot, Inc. | Unpaid Amount | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Supplier Site | MAIN | Holds | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Address | P.O. Box 630813, Cincinnati, OH-45263-0813 | Notes |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Number | Payment Document | Status | Reconciled | Current Payee Name | Payment Date | Paid Amount | Address | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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