

Individual PO Invoice Search

Accessing the status of an individual PO invoice

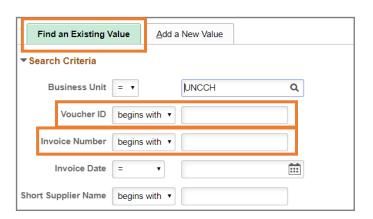
You can use the **Regular Entry** search page noted below to review an individual PO invoice, its status, as well as payment details

Note: You cannot use Campus Voucher entry to search for a PO invoice.

Finance WorkCenter> NavBar > Finance Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Regular Entry

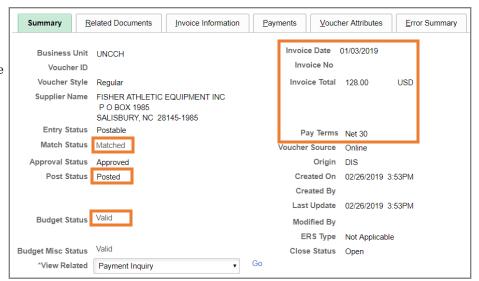
- 1. Click **Find and Existing Value** and then enter either your invoice **or** voucher number.
- 2. Click Search.



Voucher Entry

Summary tab: the resulting page is the voucher summary, Your focus points on this page will be the Invoice Date, Invoice Number, Invoice Total, Pay Terms and the Match, Post, and Budget Status. If your voucher is Matched with a Valid budget, then it can be Posted. Once it is posted, then it is ready for payment dependent on the payment terms.

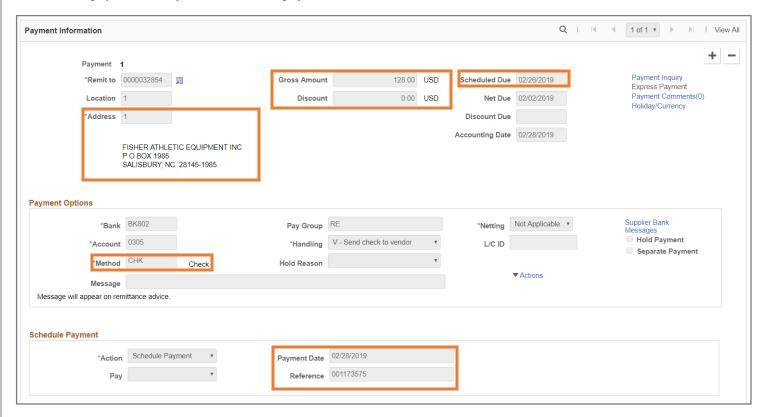
Note: Matched or Budget errors will be noted on this page as Exceptions. Click on the Exception for details.



Payment tab: Click on the payment tab at the top to check on the payment details.



Once on the payment tab, you can view the payment information or schedule due date.



- Address: the remit address used for payment. It should match that of the invoice
- Gross Amount: the amount that is being paid. If there are discount terms, the discount amount will be reflected under **Discount**
- Scheduled Due: the date the invoice should be paid by (this is dependent on the voucher being posted. If the Accounting Date is the same date as the scheduled due date, then payment will occur in two days once the voucher is posted)
- Method: CHK = paper check, ACH = direct deposit, WIR = foreign wire
- Payment Date: the date payment was made
- Reference: payment reference number. 6 digits indicates a paper check. 10 digits indicates an ACH or wire