

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.

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit	UNCCH				
Voucher ID					
Voucher Style	Regular				
Supplier Name	FISHER ATHLETIC EQUIPMENT INC P O BOX 1985 SALISBURY, NC 28145-1985				
Entry Status	Postable				
Match Status	Matched				
Approval Status	Approved				
Post Status	Posted				
Budget Status	Valid				
Budget Misc Status	Valid				
*View Related	Payment Inquiry				
	Go				
	Invoice Date	01/03/2019			
	Invoice No				
	Invoice Total	128.00	USD		
	Pay Terms	Net 30			
	Voucher Source	Online			
	Origin	DIS			
	Created On	02/26/2019 3:53PM			
	Created By				
	Last Update	02/26/2019 3:53PM			
	Modified By				
	ERS Type	Not Applicable			
	Close Status	Open			

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

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
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Once on the payment tab, you can view the payment information or schedule due date.

Payment Information 1 of 1 | View All

Payment 1 + -

*Remit to 0000032854	Gross Amount 128.00 USD	Scheduled Due 02/26/2019	Payment Inquiry
Location 1	Discount 0.00 USD	Net Due 02/02/2019	Express Payment
*Address 1		Discount Due	Payment Comments(0)
FISHER ATHLETIC EQUIPMENT INC P O BOX 1985 SALISBURY, NC 28145-1985		Accounting Date 02/28/2019	Holiday/Currency

Payment Options

*Bank BK802	Pay Group RE	*Netting Not Applicable	Supplier Bank Messages
*Account 0305	*Handling V - Send check to vendor	L/C ID	<input type="checkbox"/> Hold Payment
Method CHK Check	Hold Reason		<input type="checkbox"/> Separate Payment

Message
Message will appear on remittance advice.

Schedule Payment

*Action Schedule Payment	Payment Date 02/28/2019
Pay	Reference 001173575

- **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