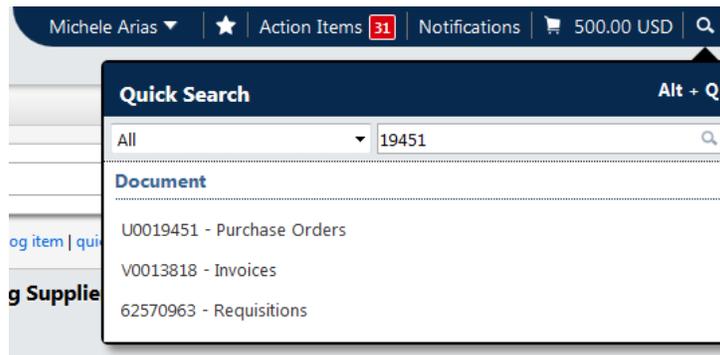# How To Check Your Invoice Payment Status

You will first need to locate your invoice document. You can easily search for your invoice by using the Quick Search function on the top, right hand corner in Smart Source:

Click on the magnifying glass icon and enter a full or partial requisition, purchase order or invoice number:
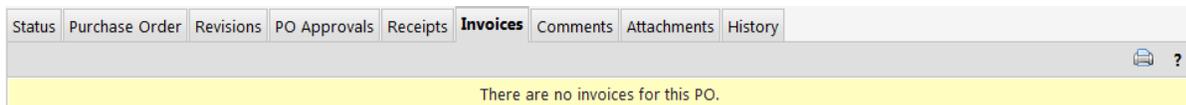

You can also find your invoice by clicking on the Invoices Tab in your Purchase Order:
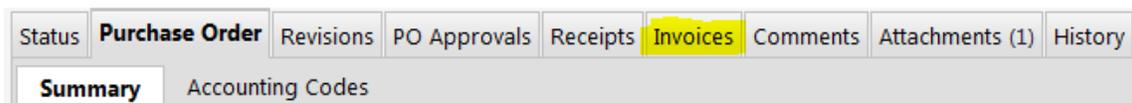
Select the Invoices Tab and you will see invoices if they have been submitted:

No invoices submitted

Or

Invoices submitted

The Invoicing Summary will indicate what the payment status is for the invoice:

- In Process- Invoicing approvals are in process
- Payable- Approvals are complete and invoices is in queue for payment
- Paid-Payment has been issued
- Cancelled-Invoice has been cancelled

To check on the status of your In Process invoice, click on the invoice number in the Invoicing Summary:

This will take you to the Invoice document:

Select the Approvals Tab to view the Invoice Approval Workflow:

You can select _View Approvers_ to view the assigned approvers for that particular queue:

Once the approvals are completed, the Invoice will move into Payable status.