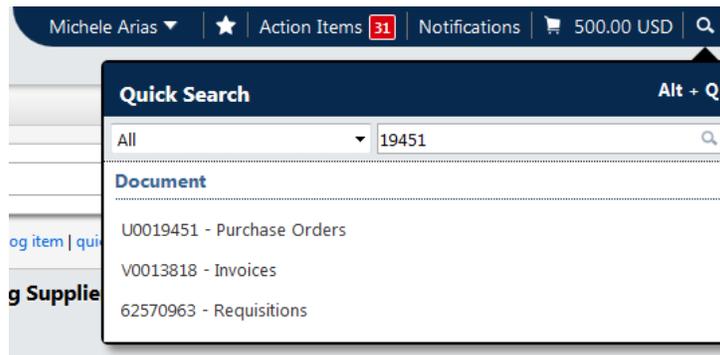


How To Check Your Invoice Payment Status

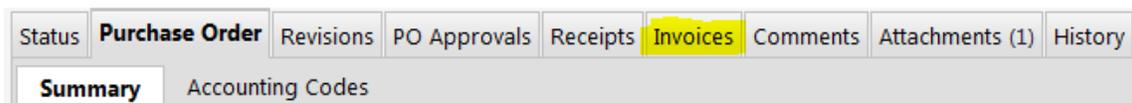
You will first need to locate your invoice document. You can easily search for your invoice by using the Quick Search function on the top, right hand corner in Smart Source:



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

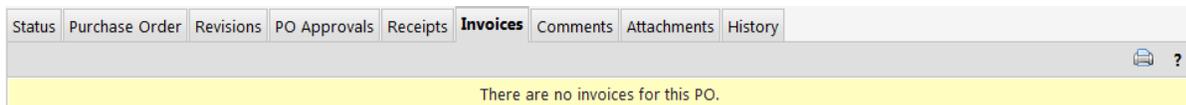


You can also find your invoice by clicking on the Invoices Tab in your Purchase Order:



Select the Invoices Tab and you will see invoices if they have been submitted:

No invoices submitted



Or

Invoices submitted

Invoice No	Supplier Invoice Number	Invoice Date	Due Date	Invoice Type	Payment Status	Invoice Total	Invoiced By
V00 [redacted]	05152015	5/13/2015	5/20/2015	Invoice	In Process	40.00 USD	[redacted]
						Total	40.00 USD

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:

Invoicing Summary							
Invoice No	Supplier Invoice Number	Invoice Date	Due Date	Invoice Type	Payment Status	Invoice Total	Invoiced By
V00 [redacted]	05152015	5/13/2015	5/20/2015	Invoice	In Process	40.00 USD	[redacted]
						Total	40.00 USD

This will take you to the Invoice document:

Invoice Number **V00 [redacted]** Supplier Account No. Available Actions Assign **Go**

Supplier Invoice No. **05152015**

Supplier Name [redacted]

Buyer Invoice Approvals Matching Comments Supplier Messages Attachments (1) History

Summary Discount, Tax, Shipping & Handling Codes

Hide header Hide value descriptions

General		Addresses		Note/Attachments	
Invoice Type	Invoice <input type="button" value="edit"/>	Remit To	<input type="button" value="edit"/>	External Note	no note <input type="button" value="edit"/>
Pay Status	In Process	[redacted]	[redacted]	Internal Note	no note
Invoice Number	V00 [redacted]	United States	[redacted]	External Attachments	<input type="button" value="Add Attachments"/>
Supplier Invoice No.	05152015	Email	[redacted]	Internal Attachments	<input type="button" value="Add Attachments"/>
Supplier Name	[redacted]	Phone	[redacted]		
Supplier No.	[redacted]	Bill To	<input type="button" value="edit"/>		
Accounting Date	6/17/2015 <input type="button" value="edit"/>	Accounts Payable			
Invoice Date	5/13/2015	3141 Chestnut St			
Discount Date	no value	PHILADELPHIA, PA 19104			
		United States			

Select the Approvals Tab to view the Invoice Approval Workflow:

Buyer Invoice **Approvals** Matching Comments Supplier Messages Attachments (1) History

Show skipped steps

Orientation: Horizontal

Submitted → **Payables Review** (Active) [view approvers](#) → **OK to Pay** (Future) [Expedite] → **Auto-Close-PO** (Future) [Expedite] → **Finish** [Expedite]

You can select [View Approvers](#) to view the assigned approvers for that particular queue:

Workflow Step Approvers (Payables Review) ? X

Approver Group : Payables Review

Lillian Clegg	lc36@drexel.edu	+1 (215) 895-125
Michele Sizemore	mar53@drexel.edu	+1 (215) 895-000
Tina Williams	tew32@drexel.edu	+1 (215) 895-146
Wendy Epps	we33@drexel.edu	+1 (215) 895-185

[Close]

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

Buyer Invoice **Approvals** Matching Comments Supplier Messages Attachments (4) History

Show skipped steps

Orientation: Horizontal

Submitted → **Payables Review** (Approved) ✓
✓ Lillian Clegg → **OK to Pay** (Completed) ✓ → **Auto-Close-PO** (Completed) ✓ → **Completed** ✓