

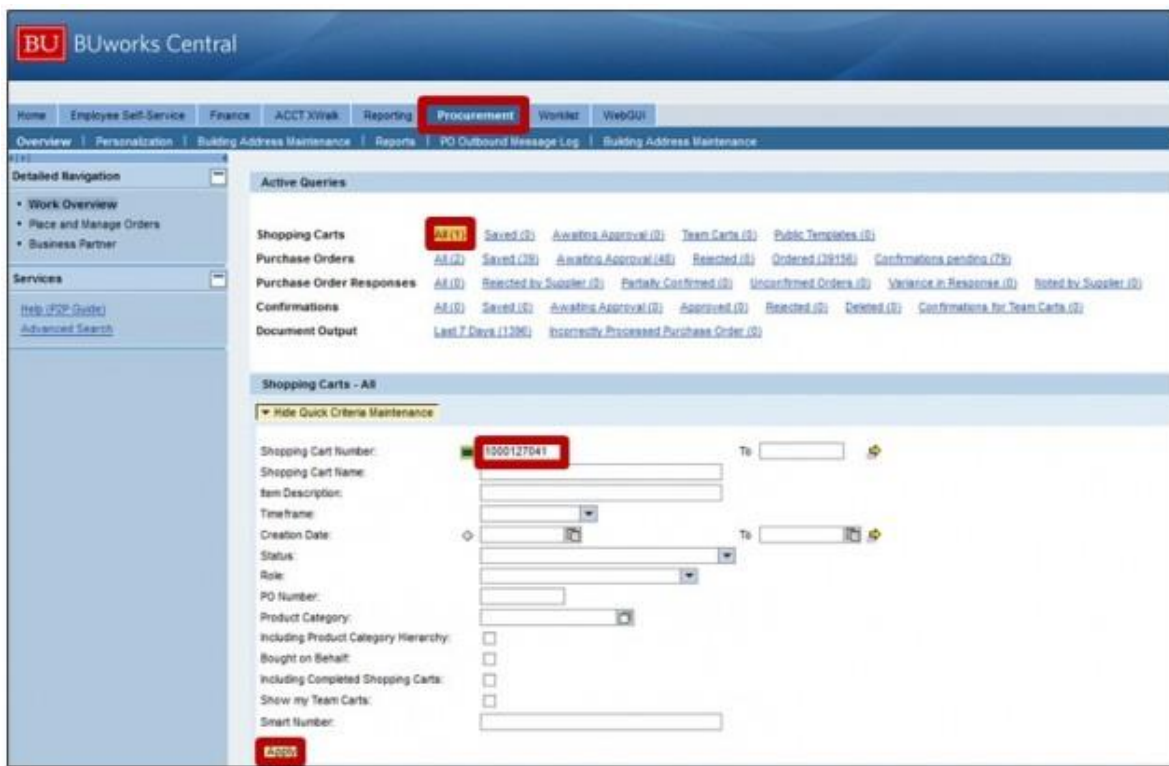
Checking if Your Invoice has Been Processed

This Quick Reference Guide will demonstrate how to determine whether your invoice has been entered (processed) by AP by searching your Shopping Carts, locating the desired PO, and identifying the accounting document status.

Shoppers can determine whether an invoice has been entered by accounts payable, and see whether payment will be issued to the supplier on time.

Instructions

1. Click Procurement, Shopping Carts – All, enter your search criteria, and then press Apply.



2. Click on the Follow-on Document Created link.

Shopping Carts [All \(5\)](#) [Saved \(0\)](#) [Awaiting Approval \(0\)](#) [Public Templates \(1\)](#)

Purchase Orders [All \(0\)](#) [Saved \(115\)](#) [Awaiting Approval \(0\)](#) [Rejected \(0\)](#) [Ordered \(23679\)](#) [Confirmations pending \(0\)](#)

Document Output [Last 7 Days \(1258\)](#) [Incorrectly processed \(212\)](#)

Shopping Carts - All

Show Quick Criteria Maintenance

View: [Standard View] [Create Shopping Cart](#) [Copy](#) [Display](#) [Edit](#) [Delete](#) [Order](#) [Create Confirmation](#) [Print Preview](#)

Shopping Cart Number	Shopping Cart Name	Created On	Status	Item Status
1000127041	IBABBITT 11/24/2012 09:07	11/24/2012 09:18:05	Approved	Follow-on Document Created
1000126996	OD XML SP TEST	11/21/2012 14:36:44	Approved	Follow-on Document Created
1000111857	IBABBITT 09/18/2012 11:44	09/18/2012 11:51:31	Approved	Follow-on Document Created
1000111857	IBABBITT 09/18/2012 11:44	09/18/2012 11:51:31	Approved	Follow-on Document Created
1000111857	IBABBITT 09/18/2012 11:44	09/18/2012 11:51:31	Approved	Follow-on Document Created

3. View the invoice and invoice number in the related documents tab.

Item Data	Account Assignment	Notes and Attachments	Delivery Address/Performance Location	Sources of Supply / Service Agents	Approval Process O
▼ History					
View: United States Dollar					
Document	Name	Document Number	Backend Document Number	Status	Date
Shopping Cart	[2956780:1] Kingston DataTravel	1000127041/1		Follow-on Document Created	11/24/2012
	Total				
Purchase Order	IBABBITT 11/24/2012 09:07	8500063421/1	8500063421/1	Ordered	11/24/2012
	Total				
Invoice			2013/5105617514/1		12/11/2012
	Total				

4. Click on the PO number to open the PO.

Item Data	Account Assignment	Notes and Attachments	Delivery Address/Performance Location	Sources of Supply / Service Agents	Approval Process O
▼ History					
View: United States Dollar					
Document	Name	Document Number	Backend Document Number	Status	Date
Shopping Cart	[2956780:1] Kingston DataTravel	1000127041/1		Follow-on Document Created	11/24/2012
	Total				
Purchase Order	IBABBITT 11/24/2012 09:07	8500063421/1	8500063421/1	Ordered	11/24/2012
	Total				
Invoice			2013/5105617514/1		12/11/2012
	Total				

5. Click on Details.

The screenshot shows a web interface for a purchase order. At the top, there are tabs for Overview, Header, Items, Notes and Attachments, Approval, and Tracking. The 'Overview' tab is selected. Below the tabs is the 'General Header Data' section, which contains the following information:

- Purchase Order Number: 8500063421
- Purchase Order Name: IBABBTT 11/24/2012 09:0
- Supplier: 10000326 [SHI International Corp.](#)
- Requester: 31735 [JOHN BABBTT](#)
- Recipient: 31735 [JOHN BABBTT](#)
- Location: 102 [General Plant](#)
- Ship-To Address: 1219 [Boston University](#)
- Purch. Organization: * Local Purchasing Organization
- Purchasing Group: * Purchasing Group 110 [Show Members](#)
- Total Value (Net): 7.00 USD

Below the header data is an 'Item Overview' section with a dropdown arrow. Underneath, there is a row of buttons: 'Details', 'Add Item', 'Copy', 'Paste', 'Duplicate', 'Delete', 'Undelete', and 'Propose Sources of S'. The 'Details' button is highlighted with a red rectangular box.

6. Click on Extended PO History.

The screenshot shows the 'Extended PO History' tab selected in the top navigation bar. Below the navigation bar is a table with the following columns: Item/Description, ObjectID in Back-End, Document Date, Quantity, Base Unit, Value in FM area, Currency in FM area, Value, Currency, Accounting Document, and Clearing Document. The table contains the following data:

Item/Description	ObjectID in Back-End	Document Date	Quantity	Base Unit	Value in FM area	Currency in FM area	Value	Currency	Accounting Document	Clearing Document
Item 1 / (2954780-1) Kingston DataTravel										
Total Value in Purchase Order			1	EA			7.00	USD		
Value in Purchase Order			1	EA			7.00	USD		
Total Invoice - Gross			1	EA			7.00	USD		
Invoice - Gross	3105817314	11/28/2012	1	EA			7.00	USD	3105817314	2008431200

The 'Accounting Document' and 'Clearing Document' columns for the last row are highlighted with a red rectangular box.

Summary

If an Accounting Document number appears, an invoice has been entered into the BUworks and Accounts Payable will remit payment based on the negotiated payment term. If a Clearing Document number appears, payment has been remitted to the supplier.