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

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

5. Click on Details.
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6. Click on Extended PO History.

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.