

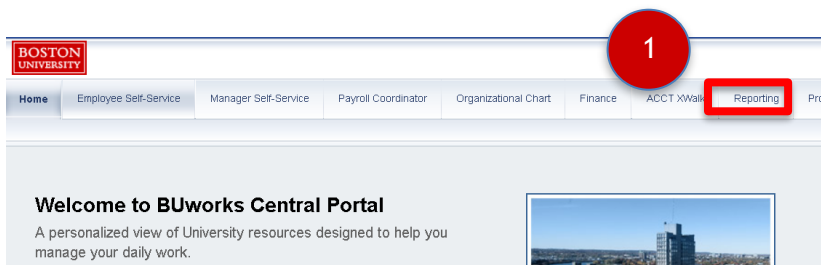
Checking if Your Invoice has Been Processed Using the PDL Report in SRM Reporting

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.

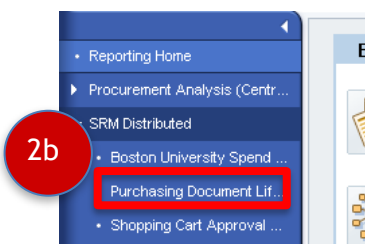
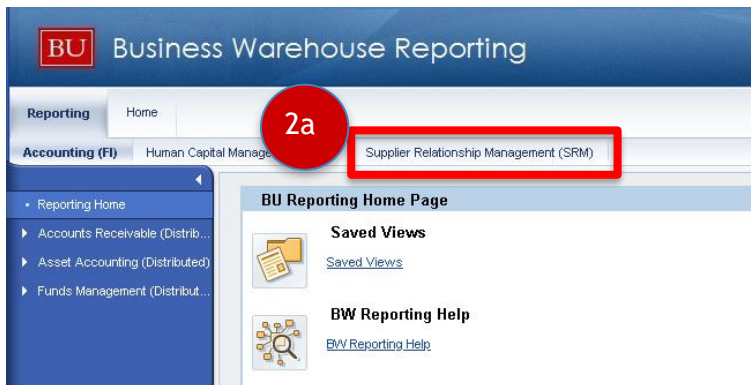
Shoppers can determine whether an invoice has been processed by Accounts Payable, and see whether payment will be issued to the supplier on time by running the PDL (Purchasing Document Lifecycle) report in the SRM Reporting section of the Business Warehouse.

Instructions

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



2. Select the SRM (Supplier Relationship Management) tab and open the PDL report:



3. Check the status of an invoice/PO by entering the PO or shopping cart number:

Variable Entry

Available Variants: Save Save As... Delete [Show Variable Personalization](#)

| General Variables | | |
|--------------------------|-------------------------|-------------------------|
| Variable | Current Selection | Description |
| * Process Start Date | 07/01/2017 - 05/09/2018 | 07/01/2017 - 05/09/2018 |
| SC # | | |
| PO # | 8500453900 | |
| FI Doc # (SAP Invoice #) | | |
| Funds Center | | |
| Asset Sub-Number | | |
| Internal Order | | |
| WBVS Element | | |
| SC Parked Indicator | | |
| PO Parked Indicator | | |
| PO Cancelled Indicator | | |

OK Check

4. If Vendor Invoice # and FI Doc # are blank- no invoice has been processed against that PO:

BOSTON UNIVERSITY
 PDL, process start date 07/01/2017 - 05/09/2018

Variable Screen Open Save As... Display As Table Info Print Version Export to Microsoft Excel Exp Settings

| SC # | SC Name | PO # | PO Name | Vendor Invoice # | FI Doc # (SAP Invoice #) | Shopping Cart Value | Shopping Cart Quantity | Purchase order Value |
|-----------------------|---|------------|---|------------------|--------------------------|---------------------|------------------------|----------------------|
| 1000629065 | Anteby/Truax; Transcription + editing 5/8 | 8500453900 | Anteby/Truax; Transcription + editing 5/8 | | | 129.62 | 1.00 | 129.62 |
| Overall Result | | | | | | 129.62 | 1.00 | 129.62 |

Columns: Key Figures, Rows: SC #, SC Name, PO #, PO Name, Vendor Invoice #, FI Doc # (SAP Invoice #), Free characteristics: Asset Sub-Number, Basis of Award, Buyer, Campus, Catalog, Clearing #, Clearing date, Cost Center, Expected Payment Date, FI Doc (SAP Invoice) Posting Date, Final Invoice Ind, Fire Code, FM Posting Date, Payment Terms

(* Tip: select Expected Payment Date and Payment Terms and drag them above the Free Characteristics Line to add them to your report)

Quick Reference Guide
Checking if Your Invoice has Been Processed : PDL Report
Administrators Toolkit

5. If you see numbers in the Vendor Invoice and FI Doc # fields, AP has processed an invoice against your PO:

BOSTON UNIVERSITY
PDL, process start date 07/01/2017 -05/09/2018

Variable Screen | Open | Save As... | drpa: All | Table | Info | Print Version | Export to Microsoft Excel | Export to PDF | Filter | Settings

| SC # | SC Name | PO # | PO Name | Expected Payment Date | Payment Terms | Vendor Invoice # | FI Doc # (SAP Invoice) | Shopping Cart Value | Shopping Cart Quantity | Purchase order Value | Purchase order Quantity | Invoiced Value |
|-----------------------|-----------------|------------|-----------------|-----------------------|---------------------|------------------|------------------------|---------------------|------------------------|----------------------|-------------------------|----------------|
| 1000817516 | Nestle/Suslo BC | 8500447495 | Nestle/Suslo BC | 05/02/2018 | Z110 4% 3 days, Net | 18C0011172277 | 5110643424 | \$ 32.92 | 1.00 | \$ 32.92 | 1.00 | \$ 32.92 |
| Overall Result | | | | | | | | 32.92 | 1.00 | 32.92 | 1.00 | 32.92 |

Columns:
• Key Figures
• SC #
• SC Name
• PO #
• PO Name
• Expected Payment Date
• Payment Terms
• Vendor Invoice #
• FI Doc # (SAP Invoice)
• Free characteristics
• Asset Sub-Number
• Basis of Award
• Buyer
• Campus
• Category