Checking Invoice Payment Status

Purpose:

      Financial Secretaries can check invoice status and check information.

Go to:

- ⭐ Y_OKD_48000114 - A/P invoice status overview

At this screen, enter the PO number and click 🕐 .

A/P invoice overview

Selection criteria

Vendor account number		to	
Invoice number		to	
Invoice date		to	
Purchase order	4918001413	to	

☑ include HELD items
☑ include OPEN items
☑ include CLEARED items

This example is an invoice where a check has been issued:

```
I089                                    Oklahoma City Public Schools                        10/24/2017
ZPFIR010_AP_INVOICE_STATUS                   A/P invoice overview                            16:25:11
AMCHAMPION                                                                                          1


  Inv.number      Inv.date  Entry Date PO number    Inv.amount  B  Check.no   Issue dt    Check amt  Cash dt    Item text


Vendor# 308535  SAM'S CLUB
5510 SW 5TH
OKLAHOMA CITY, OK 73128

 10042017SAMS    10/04/17  10/04/17  4918001804      419.08       18601009   10/05/17       419.08  10/16/17  *(765) NWC - Cross Country - football concess

* Total for vendor 308535                            419.08                                 419.08
```

PO number

Check number

Check amount

Date IR was entered

Invoice amount

Date check was printed

Cashed date (if already cashed)

If the check amount is larger than the invoice amount, it just means other items were paid on the same check

This example has not been issued a check.

```
I089                                          Oklahoma City Public Schools                            10/24/2017
ZPFIR010_AP_INVOICE_STATUS                         A/P invoice overview                                16:28:07
AMCHAMPION                                                                                                    1

   Inv.number      Inv.date  Entry Date PO number      Inv.amount  B  Check.no    Issue dt     Check amt   Cash dt    Item text


Vendor# 308463  CUSTOMINK, LLC
2910 DISTRICT AVE
FAIRFAX, VA 22031

  15144780         10/10/17  10/23/17  4918001413        652.20  R

* Total for vendor 308463                               652.20                                0.00
```

Date IR was entered

Invoice Amount

Invoice number

Invoice date

PO number

If there is an R here, the PO may not be GRd.

If no data is displayed, the IR has not been entered. Contact accounts payable.