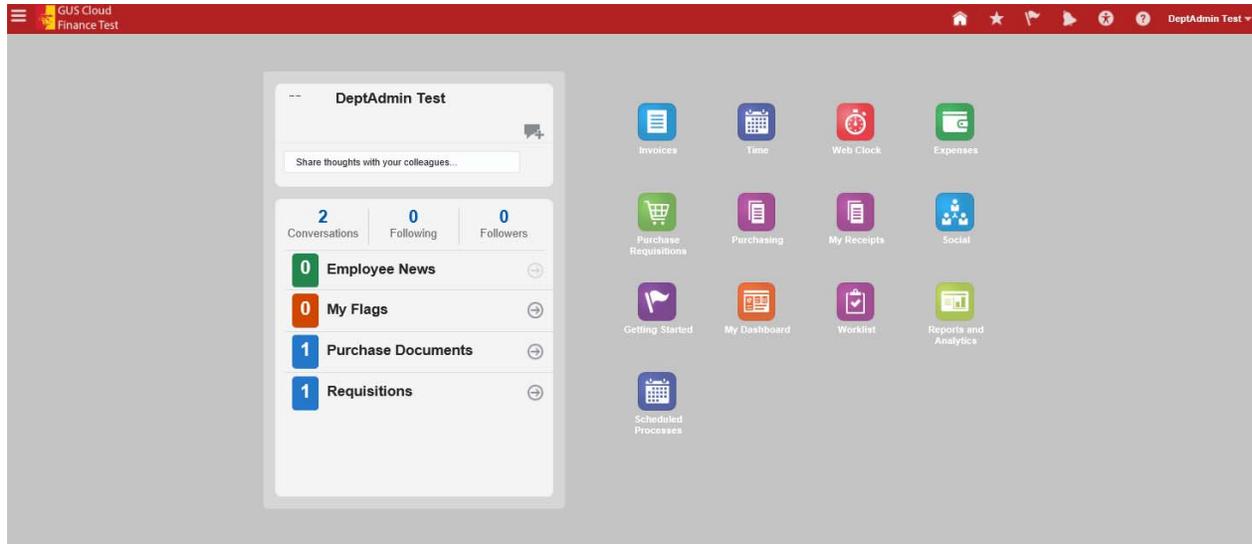


Job Aid

Reviewing Status of an Invoice

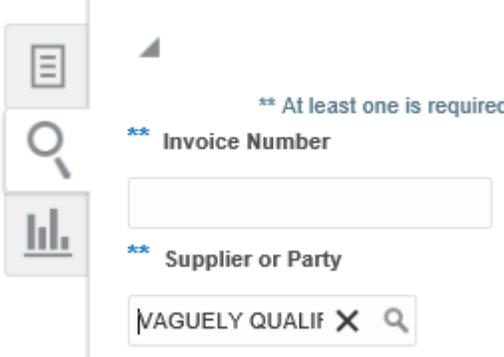
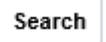


Step	Action
1.	Click the Home icon at the top right of the screen to access the Gus Cloud Springboard . 
2.	Click the 'Invoices' icon to access the Invoices work area. 
3.	Click on the magnifying glass icon to search for an invoice 

Job Aid

Reviewing Status of an Invoice



Step	Action														
4.	Enter the invoice number or supplier name 														
5.	Click on Search 														
6.	Locate the desired invoice in the search results. If the invoice has been paid, the amount in the 'Unpaid Amount' column will be 0.00. <table border="1" data-bbox="365 1102 1404 1186"> <tr> <td>R996633</td> <td>6/7/16</td> <td>6/7/16</td> <td>VAGUELY QUALIFI...</td> <td>CHECK1099...</td> <td>200.36 USD</td> <td>200.36 USD</td> </tr> <tr> <td>RC ACH</td> <td>7/1/16</td> <td>7/1/16</td> <td>VAGUELY QUALIFI...</td> <td>CHECK1099...</td> <td>0.00 USD</td> <td>265.00 USD</td> </tr> </table>	R996633	6/7/16	6/7/16	VAGUELY QUALIFI...	CHECK1099...	200.36 USD	200.36 USD	RC ACH	7/1/16	7/1/16	VAGUELY QUALIFI...	CHECK1099...	0.00 USD	265.00 USD
R996633	6/7/16	6/7/16	VAGUELY QUALIFI...	CHECK1099...	200.36 USD	200.36 USD									
RC ACH	7/1/16	7/1/16	VAGUELY QUALIFI...	CHECK1099...	0.00 USD	265.00 USD									
7.	Click on the invoice number to see more details about the invoice <table border="1" data-bbox="365 1270 1404 1344"> <tr> <td>R996633</td> <td>6/7/16</td> <td>6/7/16</td> <td>VAGUELY QUALIFI...</td> <td>CHECK1099...</td> <td>200.36 USD</td> <td>200.36 USD</td> </tr> <tr> <td>RC ACH</td> <td>7/1/16</td> <td>7/1/16</td> <td>VAGUELY QUALIFI...</td> <td>CHECK1099...</td> <td>0.00 USD</td> <td>265.00 USD</td> </tr> </table>	R996633	6/7/16	6/7/16	VAGUELY QUALIFI...	CHECK1099...	200.36 USD	200.36 USD	RC ACH	7/1/16	7/1/16	VAGUELY QUALIFI...	CHECK1099...	0.00 USD	265.00 USD
R996633	6/7/16	6/7/16	VAGUELY QUALIFI...	CHECK1099...	200.36 USD	200.36 USD									
RC ACH	7/1/16	7/1/16	VAGUELY QUALIFI...	CHECK1099...	0.00 USD	265.00 USD									

Job Aid

Reviewing Status of an Invoice



Step	Action												
8.	<p>Most important details can be found under 'Status' in the Invoice Summary</p> <div data-bbox="381 436 820 913"><p>▲ Invoice Summary</p><hr/><p>▲ Status</p><hr/><table><tr><td>Validation</td><td>Validated</td></tr><tr><td>Funds</td><td>⚠ Reserved with warn...</td></tr><tr><td>Approval</td><td>Workflow approved</td></tr><tr><td>Accounting</td><td>Accounted</td></tr><tr><td>Paid</td><td>Unpaid</td></tr><tr><td>Canceled</td><td>No</td></tr></table></div> <p>Tip: Once the invoice is Validated, Workflow Approved, and not Canceled, expect the payment to be made soon.</p>	Validation	Validated	Funds	⚠ Reserved with warn...	Approval	Workflow approved	Accounting	Accounted	Paid	Unpaid	Canceled	No
Validation	Validated												
Funds	⚠ Reserved with warn...												
Approval	Workflow approved												
Accounting	Accounted												
Paid	Unpaid												
Canceled	No												
9.	<p>Due Date information can be viewed in the Invoice Summary as well.</p> <div data-bbox="373 1155 812 1375"><p>▲ Payments</p><hr/><table><tr><td>Due Date</td><td>6/7/16</td></tr><tr><td>Payments</td><td>0.00 USD</td></tr></table></div> <p>Remember: In most cases, payments to suppliers will not occur until 10 days before the invoice is due.</p>	Due Date	6/7/16	Payments	0.00 USD								
Due Date	6/7/16												
Payments	0.00 USD												

Job Aid

Reviewing Status of an Invoice



Step	Action																		
10.	<p>Once a payment has been made, the payment number and date can be seen in the Invoice Details.</p> <p>Lines Holds and Approvals Payments Installments</p> <p>Payments</p> <table border="1"><thead><tr><th>Number</th><th>Payment Document</th><th>Status</th><th>Reconciled</th><th>Current Payee Name</th><th>Payment Date</th><th>Paid Amount</th><th>Address</th><th>Remit-to Account</th></tr></thead><tbody><tr><td>5</td><td>PSU ACH</td><td>Negotiable</td><td>No</td><td>VAGUELY QUALIFIED P...</td><td>7/1/16</td><td>265.00 USD</td><td>141 E 3Rd ST Apt...</td><td>XXX4567</td></tr></tbody></table> <p>Tip: The process for submitting payments through the State of Kansas has not changed. For state funded payments, the payment date will be the date that we sent the information and not the date that the state actually makes the payment.</p>	Number	Payment Document	Status	Reconciled	Current Payee Name	Payment Date	Paid Amount	Address	Remit-to Account	5	PSU ACH	Negotiable	No	VAGUELY QUALIFIED P...	7/1/16	265.00 USD	141 E 3Rd ST Apt...	XXX4567
Number	Payment Document	Status	Reconciled	Current Payee Name	Payment Date	Paid Amount	Address	Remit-to Account											
5	PSU ACH	Negotiable	No	VAGUELY QUALIFIED P...	7/1/16	265.00 USD	141 E 3Rd ST Apt...	XXX4567											
11.	You have reached the end of the Reviewing Status of an Invoice Job Aid.																		