Invoice Status Quick Guide

A

PO/Reference No. **S219593 Revision 0**
Supplier **FHEG UT DALLAS BOOKSTORE**

Available Actions [Add Comment ▾] [Go]

Status | Purchase Order | Revisions | PO Approvals | Shipments | Receipts | **Invoices** | Comments | Attachments (1) | History

Invoicing Summary

Invoice No	Supplier Invoice Number	Invoice Date	Due Date	Invoice Type	Payment Status	Invoice Total	Invoiced By
74810002	1163-074011-Richardson-Jan19	3/1/2019	3/1/2019	Invoice	**D** Payable	6,063.54 USD	Smith, Brittany
						Total	**6,063.54 USD**

B

PO/Reference No. **S212811 Revision 0**
Supplier **SUMMUS/STAPLES**

Available Actions [Add Comment ▾] [Go]

Status | Purchase Order | Revisions | PO Approvals | Shipments | Receipts | **Invoices** | Comments | Attachments | History

Invoicing Summary

Invoice No	Supplier Invoice Number	Invoice Date	Due Date	Invoice Type	Payment Status	Invoice Total	Invoiced By
74812213	3406733813	3/1/2019	3/1/2019	Invoice	Payable	25.98 USD	System
72826432	3402183372	1/16/2019	1/16/2019	Invoice	**E** Paid	26.06 USD	System

C

PO/Reference No. **S217697 Revision 0**
Supplier **PK PROMOTIONS LLC**

Available Actions [Add Comment ▾] [Go]

Status | Purchase Order | Revisions | PO Approvals | Shipments | Receipts | **Invoices** | Comments | Attachments (1) | History

Invoicing Summary

Invoice No	Supplier Invoice Number	Invoice Date	Due Date	Invoice Type	Payment Status	Invoice Total	Invoiced By
74810616	16174	2/27/2019	3/29/2019	Invoice	**F** In Process	1,339.56 USD	Ramos, Evalisa
						Total	**1,339.56 USD**

Getting Started

Anyone with access to eProcurement can view invoices. Procurement Management are the only staff that can create invoices. There are two types of invoices, manual and System.

Logging in:

1. Go to Gemini Portal.
2. Enter Net ID and password.
3. Click eProcurement.

Automatic Invoices

1. Automatic invoices normally appear in purchase orders are created by "punch out" or catalog suppliers.
2. After the supplier received a purchase order, the vendor will electronically,

"flip" the order into an invoice format, and send it back to eProcurement. This can happen over-night or the next day. The invoice is marked as being **invoiced by the system.** On the **Invoice tab**, it is seen on **B** above.

3. Automated invoices created by forms look similar. The system automatically flips the PO after it is approved and creates an invoice. The **Invoiced by** name is the name of the PO owner (requisition prepared by). See **A** above.

Manual Invoices:

Manual invoices are created by Accounts Payable. When supplier invoices are mailed or emailed, they are stored in Onbase. The Payable Specialist matches them up with a purchase order and adds the invoice. See **C** above. The name of the Payable Special appears as creating the invoice.

Credit Memos:

Credit memos will not appear in ePro. This is because when they are entered directly to Peoplesoft so the encumbrances will be affected. There will always be a comment on the comment tab to direct to the appropriate voucher number.

Invoice Status

These are the **Payment Statuses** you will see on the invoice tab:

Payable – the invoice has been sent to Peoplesoft for payment. See **D** above. The encumbrance should be still outstanding. Note: this does not mean the invoice will be paid immediately. Peoplesoft will hold the payment until the terms are met – net 20 or net 03.

Paid - the invoice has been paid. See **E** above. The encumbrance should be cancelled.

In Process – the invoice is waiting for a receipt to move to payable status. The encumbrance is still outstanding. See **F** above.

Cancelled – the invoice is cancelled and will not be paid. The encumbrance is still outstanding.

Remember - **Receipts are required** for all invoices $500 and greater. (See receiving job aids)

Pay Cycles

Pay cycle is on Tuesday, Thursday, and Friday at 10 AM.

Supplier are paid net20. Employees are paid net03.

As required by the State of Texas Prompt Pay Act of 1987, suppliers are paid Net 20 after the latter of the following:

> ➢ The day the department receives the goods
> ➢ The day the services were completed by the vendor
> ➢ The day the Accounts Payable department receives the invoices

Payment Number and Date

1. When the invoice is paid, click on the Invoice tab to see a status of paid.
2. In the middle of the upper page there is a section titled "**Payment Information**".
3. The day after pay cycle this information is added. The accounting Date, payment method, payment number, and the pay cycle date.

Payment Information		?
Accounting Date	2/28/2019	edit
F.O.B.	Origin	
Payment Method	EFT	
Record No.	119065	
Record Date	3/1/2019	
Payment Handling Code	no value	

4. For all EFT (Direct Deposit) with a remit email, an email will go out to the supplier with a remit email address about the payment.