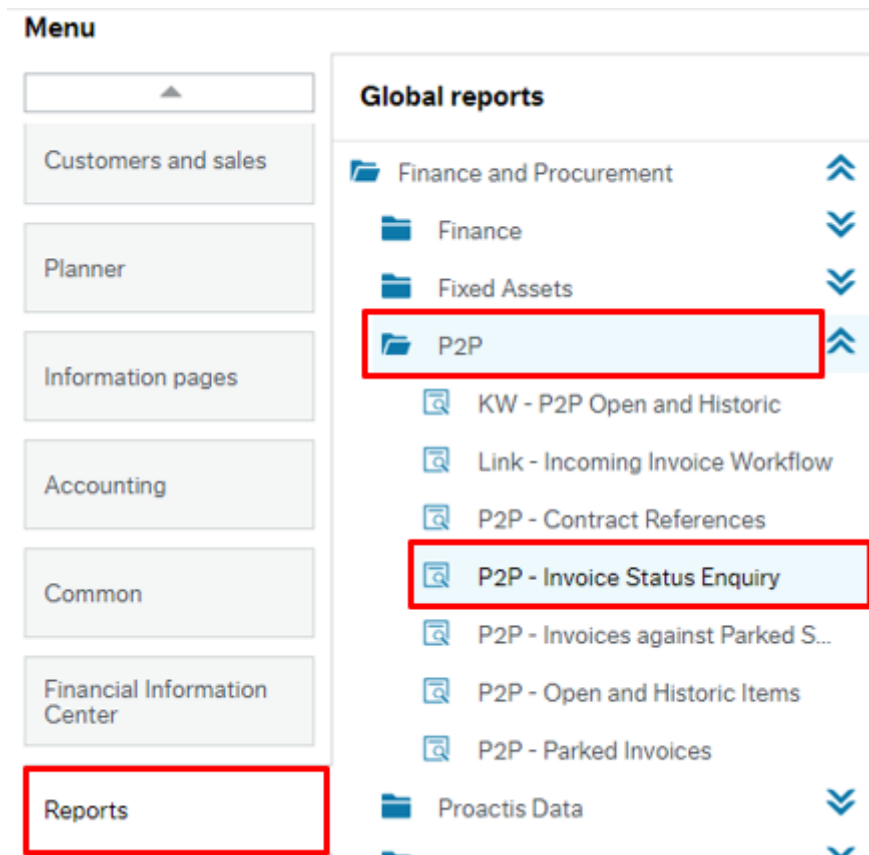**How do I view invoices in the system?**

To view the image and status of your invoice in Business World, once you log into the system you can go to Reports > P2P > P2P – Invoice Status Enquiry



This will direct you to an enquiry page in the system and you will then have a range of options by which you can search for your invoice.

In the example below I have typed in the invoice number and then clicked on the search button and all of the possible results have been returned. You could also search by Supplier ID, Supplier Name, transaction number, your Cost Centre or Account Code (subjective) if required.

## P2P - Invoice Status Enquiry

**⌄ Selection criteria**

**Results**

| Search | Detail level | All levels | Copy to clipboard | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| # | T | Process | Step | Task owner | Task owner (T) | Workflow status (T) | SuppID | SuppID (T) | InvoiceNo | Due date | Account | Account (T) | |
| | | | | | | | | | SCTESTC | | | | |
| 1 | A | Purchase Invoi... | Approve Purchase Inv... | 207334 | Deborah | Workflow in progr... | 1000387 | Vodafone Corporate ... | SCTESTC | 08/03/2019 | A25005 | Fire Safety Equipm... | 10 |
| Σ | | | | | | | | | | | | | |

**How do I view the Invoice Image?**

You can scroll to the right hand side of the page and then click on the transaction number of the invoice which is highlighted in blue

| Cost Centre (T) | Project | Project (T) | Description | Tax code | Tax code (T) | Currency | Curr. amount | TransNo | Trans.date | Links to reports |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | |
| missioning - Residential, Nursing, Domicili... | | | Fire Safety Equipm... | P2 | VAT Purchases (Exe... | GBP | 138.00 | 3004350 | 06/02/2019 | Select link ▼ |
| | | | | | | | 138.00 | | | |

Time executed 17/03/2019 10:36:17    Number of rows 1

☰  |  Transaction details  ✕

◀  P2P - Invoice Status Enquiry  ›  Transaction details          ▢▭ 📎 💡 ♡ ❓

## Transaction

**Fiscal year**
2018

**Period**
201806

**Transaction date**
06/02/2019

**Valuedate**
06/02/2019

## Invoice

**InvoiceNo**
SCTESTC

**AP/AR ID**
1000387
Vodafone Corporate Ltd

**AP/AR Type**
P

## Amounts

**Curr. amount (GBP)**
138.00

Export

## ⌃ Image

📤

6 Salendine
SY1 3XJ

**To: Shropshire Council**
*The Shirehall*
*Abbey Foregate*
*Shrewsbury*
*Shropshire*

Invoice Date:    06/02/2019
Invoice Number:
Client Reference:
Purchase Order:    20000394

**DUE DATE:**    06/02/2019

**Invoice**

Test

| Description | Quantity | Unit | Unit Price | VAT % | VAT | Total |
|---|---|---|---|---|---|---|
| Fire Safety | 1 | each | 115 | 0 | 0 | 115 |

| | | |
|---|---|---|
| **Sub Total** | | £115 |

➕

## How do I know if my Invoice has been paid to the Supplier?

The key to understanding the status of your invoice is shown in the T column on the enquiry page.

If the Status is **A** – This means that the invoice is in workflow and requires further action before it will be paid

If the Status is **B** – This means the invoice is ready for payment and will be paid on the due date

If the Status is **C** – This means the Invoice has been paid to the supplier

### P2P - Invoice Status Enquiry

⌄ Selection criteria

### Results

Search | Detail level | All levels | Copy to clipboard

| # | T | Process | Step | Task owner | Task owner (T) | Workflow status (T) | SuppID | SuppID (T) | InvoiceNo | Due date | Account | Account (T) | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | SCTESTC | | | | |
| 1 | A | Purchase Invoi... | Approve Purchase Inv... | 207334 | Deborah | Workflow in progr... | 1000387 | Vodafone Corporate ... | SCTESTC | 08/03/2019 | A25005 | Fire Safety Equipm... | 10 |
| Σ | | | | | | | | | | | | | |

In the example above, because the Status is A, you can click on the 'Workflow in Progress' section and this will display a workflow map and show you who the invoice is with to complete further action.

After reviewing the workflow map, you will then be able to liaise with the person that the invoice is with and ask them to take appropriate action to get the invoice paid.

P2P - Invoice Status Enquiry > Map

No extra lines

Invoice Control Exceeded

APPROVE PURCHASE INVOICE

administrator (SYSTEM) (*)

Deborah