View Invoice Status
Work Instruction

View Invoice Status

Purpose:

This procedure is used to view an invoice status.

Prerequisites:

Supplier has entered an invoice through eSettlements.
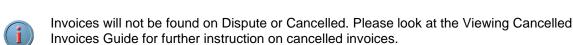
Menu Path:

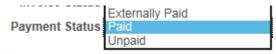**Oracle > Main Menu > eSettlements > Invoices > Manage Bills**

On the *Manage Bills* page complete the following actions

1. **Select** *Buyer* [   ] S0000 is required.
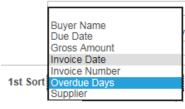
2. **Select All** in Invoice Status field.

Invoice Status
All
Cancelled
Dispute
Late Due
No Dispute

Invoices will not be found on Dispute or Cancelled. Please look at the Viewing Cancelled Invoices Guide for further instruction on cancelled invoices.

3. **Select** Payment Status that will be inquired on

Payment Status
Externally Paid
Paid
Unpaid

Invoices will not be found on Externally Paid

4. Various sorts are available to inquiry on.

1st Sort
Buyer Name
Due Date
Gross Amount
Invoice Date
Invoice Number
Overdue Days
Supplier

5. **Click** [Search] when complete.
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Results

Supplier can view invoice statuses.