



Finding Invoices, Invoice Overview and Balance Owed

Finding Invoices

- a. You can enter multiple search criteria by entering information in one or more fields

Find Invoices

Trading Partner
Name: Supplier Number:
Supplier Site: Taxpayer ID:
PO Num: PO Shipment:

Invoice
Number: Terms:
Type: Pay Group:
Amounts: - Invoice Batch:
Dates: - Currency:

Invoice Status
Status: Accounting:
Approval: Payment:

Voucher Audit
Category: Holds:
Name: Status:
Numbers: Name:
Reason:

Calculate Balance Owed... Clear New Find

- b. Click on the **Find** button You will be provided with a list of invoices that match the criteria.

Invoice Workbench (CAPSA LB: AP Invoice Manager)

Batch Control Total: Batch Actual Total:

CUFS INVOICES

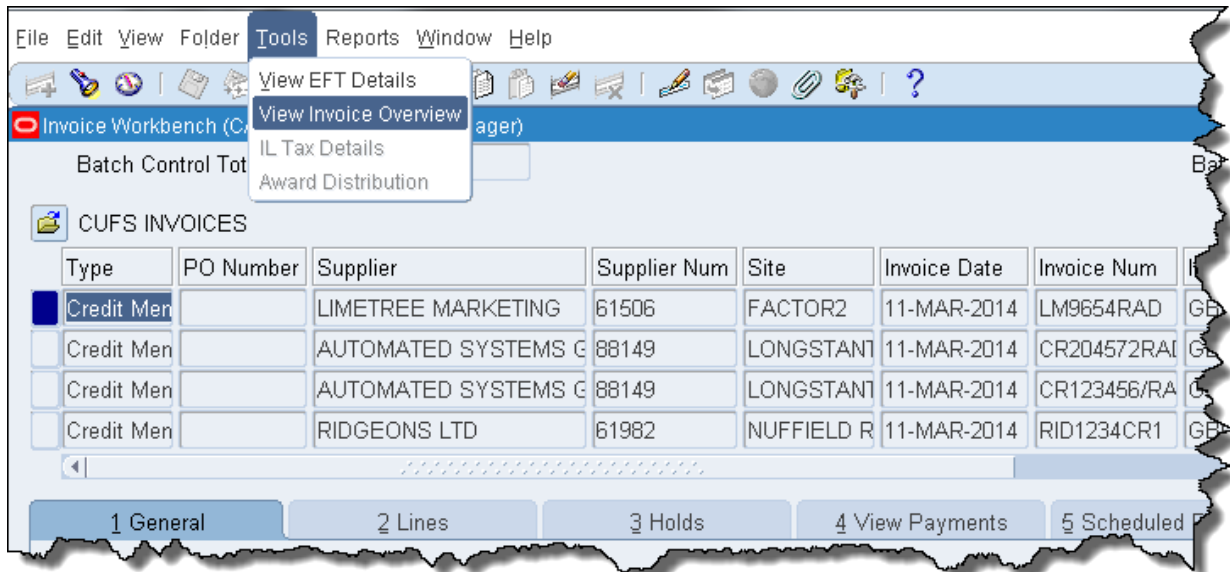
Type	PO Number	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount	VAT Control Amount	VAT Amount	Discountable Amount
Credit Men		LIMETREE MARKETING	61506	FACTOR2	11-MAR-2014	LM9654RAD	GBP	(16.74)	(2.79)	(2.79)	(16.74)
Credit Men		AUTOMATED SYSTEMS G	88149	LONGSTAN	11-MAR-2014	CR204572RAI	GBP	(203.72)	(33.95)	(33.95)	(169.77)
Credit Men		AUTOMATED SYSTEMS G	88149	LONGSTAN	11-MAR-2014	CR123456/RA	GBP	(203.72)	(33.95)	(33.95)	(169.77)
Credit Men		RIDGEONS LTD	61982	NUFFIELD R	11-MAR-2014	RID1234CR1	GBP	(60.00)	(10.00)	(10.00)	(50.00)

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

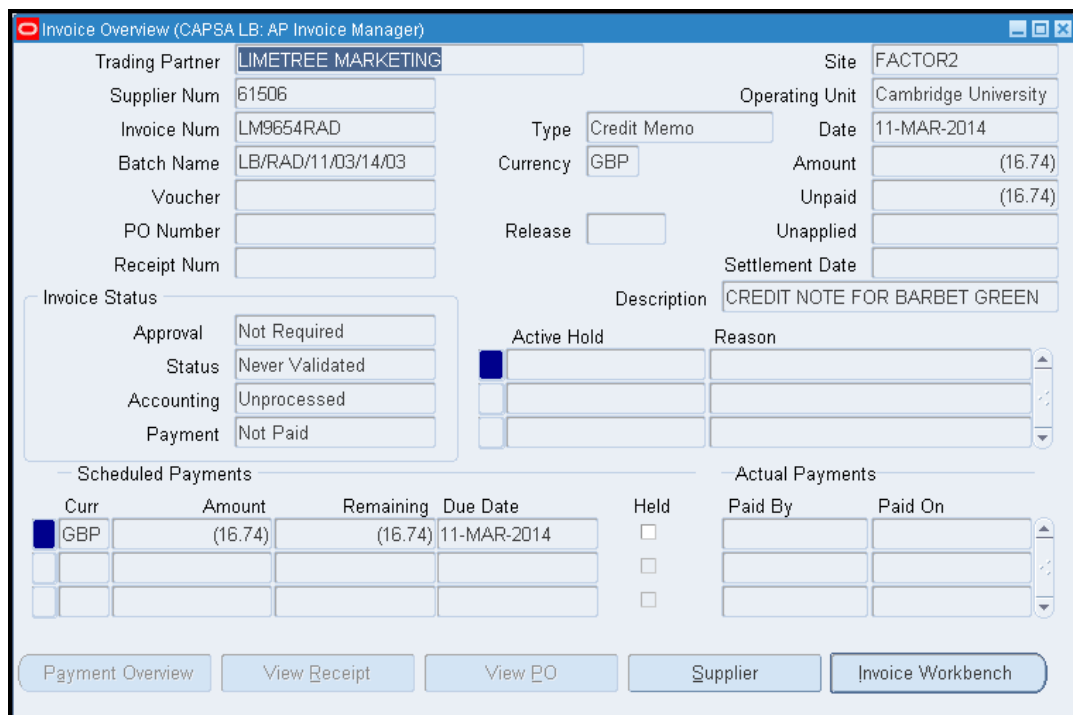
Summary
Items: (13.95)
Retainage:
Amount Paid: GBP 0.00
Status: Never Validated
Accounted: No

Invoice Overview

Once you have navigated and found an invoice, an overview is available.



From the Invoice Workbench screen, ensure you are in the relevant invoice line and navigate to **Tools, View Invoice Overview**. An overview of the transaction displays. It will detail information such as *Batch Number*, whether there are any *Holds*, *PO Number* (if it was matched), *Due Date* of payment and when the *Actual Payment* has been made.



How to calculate the amount that your department currently owes to a supplier

- a. **Enquiry>Invoices** Complete the **Name** field for the relevant supplier.
- b. Click on **Calculate Balance Owed**.

- c. Click on **Calculate**

The system will calculate the amount owing to the supplier and provide you with the number of invoices that make up this amount.

Calculate Balance Owed

Operating Unit **Cambridge University**

Default Exchange Rate

Take Discount

Include Outstanding Future Dated Payments

Invoice Count and Balance

GBP

Unpaid Amount

Future Dated Payments

Less Available Prepayments

Balance Owed

Number of Invoices

Number of Prepayments

- d. To view the unpaid invoices click on the **Invoices** button.