Finding Invoices, Invoice Overview and Balance Owed

Finding Invoices

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

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

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