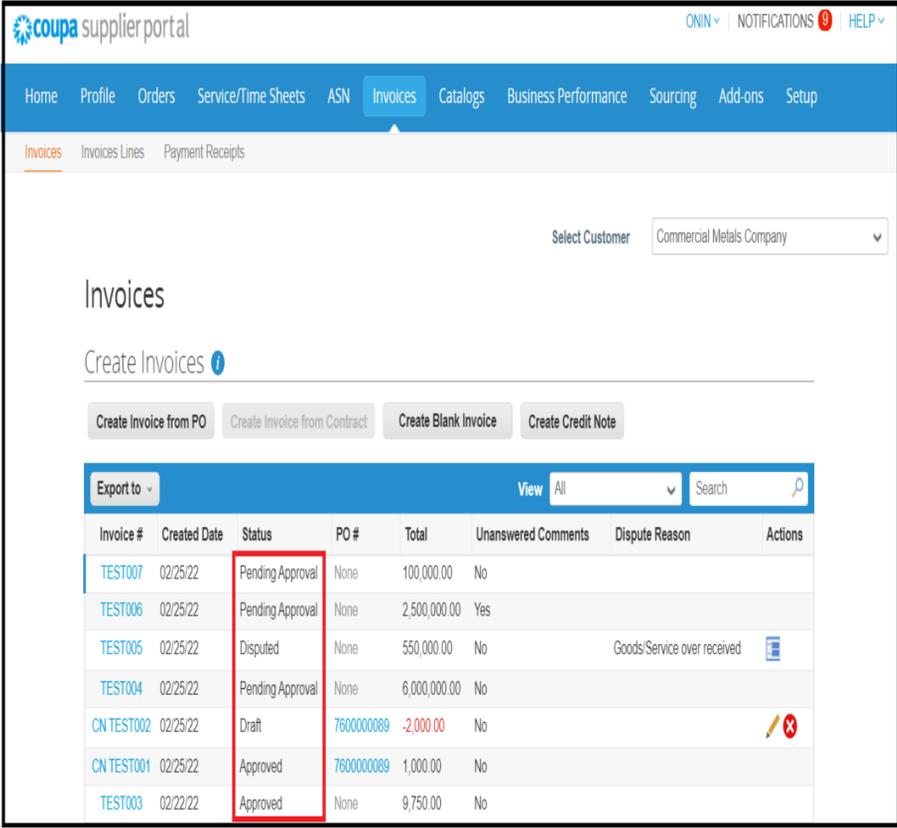


Quick Reference Guide – Checking Invoice Status

How to Check Invoice Status

1. To view all invoices, click Invoices tab. Status of each invoice is displayed.



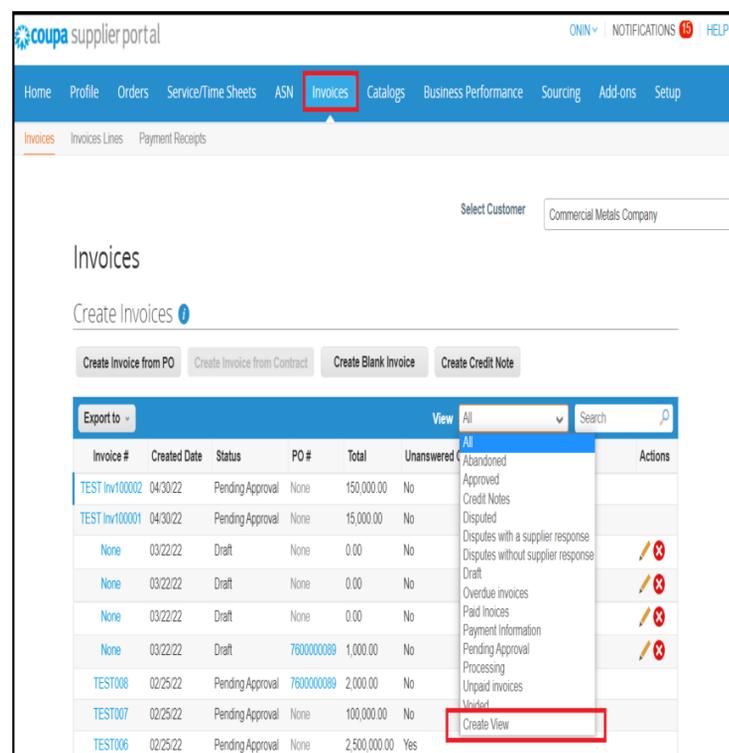
Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Dispute Reason	Actions
TEST007	02/25/22	Pending Approval	None	100,000.00	No		
TEST006	02/25/22	Pending Approval	None	2,500,000.00	Yes		
TEST005	02/25/22	Disputed	None	550,000.00	No	Goods/Service over received	
TEST004	02/25/22	Pending Approval	None	6,000,000.00	No		
CN TEST002	02/25/22	Draft	7600000089	-2,000.00	No		
CN TEST001	02/25/22	Approved	7600000089	1,000.00	No		
TEST003	02/22/22	Approved	None	9,750.00	No		

3. Fill out the relevant information of your company. Click Next.

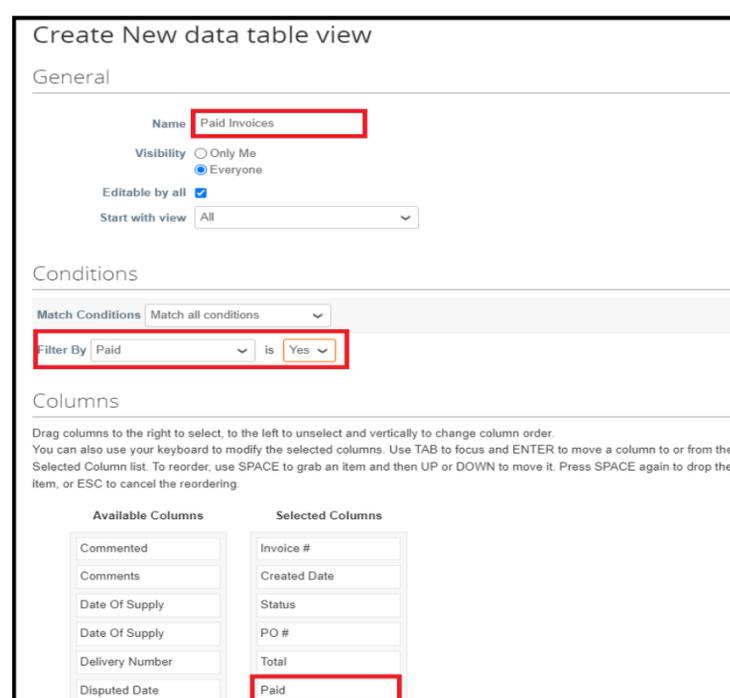
Quick Reference Guide – Checking Invoice Status

How to Check Paid Invoices

1. To view all invoices, click Invoices tab. Status of each invoice is displayed.
2. Click Create View on the View dropdown.



3. Enter the name of the report. Then, Add condition: Paid=Yes.
4. Drag the information that you need in your report. Then, click Save.



4. Paid invoices are displayed.

