

05 - Show Me Invoice Details

Assumption: You have queried specific invoice(s).

1. Left click the TVA Voucher Number

TVA Voucher Number	Supplier Invoice Number	PO	Status	Invoice Total	Invoice Date	Receipt Date	Due Date
456789	INV858	98765	APPR	50,000.00	05/01/2022	05/02/2022	06/16/2022

2. Review the invoice details below. When you are ready, left click the Payments tab to see how payments are displayed.

Note: If the below address is no longer valid, please contact the buyer who issued the purchase order for this invoice. The buyer will be able to assist you in updating your information.

Invoice 456789

Invoice Details | **Payments** | Enquires

Details

PO: 98765
 Voucher Number: 456789
 Supplier Invoice Number: INV858
 Description: Widgets for block
 Status: APPR
 Invoice Receipt Date: 05/02/22
 Invoice Date: 05/01/22
 Dock Date:
 Due Date: 06/16/22
 Invoice Total: 50,000.00
 Total PO Cost: 50,000.00
 Uninvoiced PO Total: 0.00
 Receipts: Complete
 Entered By: 12345678 Accounts Payable
 Entered Date: 05/02/22

Remit To

Company: 123456789-00 Vendor Company
 Address 1: 100 Friendly St
 Address 2:
 Address 3:
 Address 4:
 City: Happy Town
 State/Province: TN
 ZIP/Postal Code: 37902
 Contact: Awesome Vendor
 Payment Terms: 0 % 0 DISC DAYS 45 NET DAYS
 Remittance Comments: Payment in full for invoice INV858.

Invoice Lines

Line	Line Type	Item	Description	Quantity	Order Unit	Unit Cost	Line Cost
1	Service		Widgets for the block	50,000.00	EA	1.000000	50,000.00

Early Payment Offer

Pay Term:
 Early Payment Date:
 Discount:
 Totalcost:
 Offer Expiry Date:
 Status:

Accept Early Payment | Reject Early Payment

3. Review the invoice details. When you are ready, left click the Payments tab to see how payments are displayed.

Invoice 4744452

Invoice Details | **Payments** | Enquires

Payments

Check Status	Check Number	Check Paid Amount	Invoice Paid Amount	Paid Date	Vendor	Discount Amount	Interest Amount
PAID	7000123456	250.00	250.00	05/01/22	123456789		

You can determine the payment method by looking at the first digit in the Check Number.

First Digit	Payment Method
7	Electronic Funds Transfer
8	Check
9	Wire