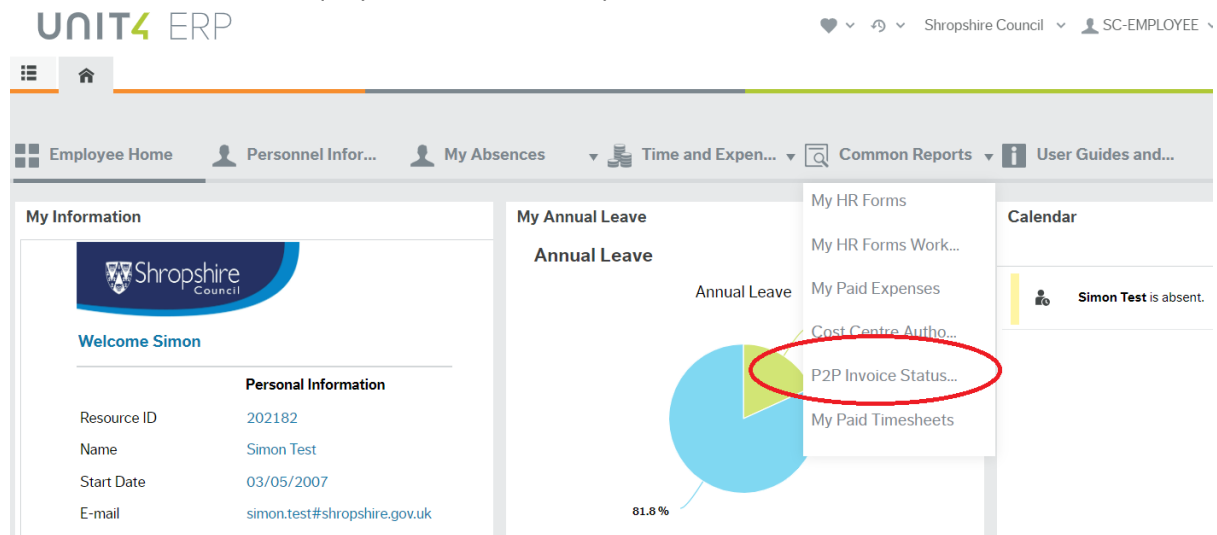


P2P Invoice Status Enquiry

You can check where an order is the workflow and when the invoice is due to be paid by going into the P2P Invoice Status Enquiry under Common Reports on the dashboard.

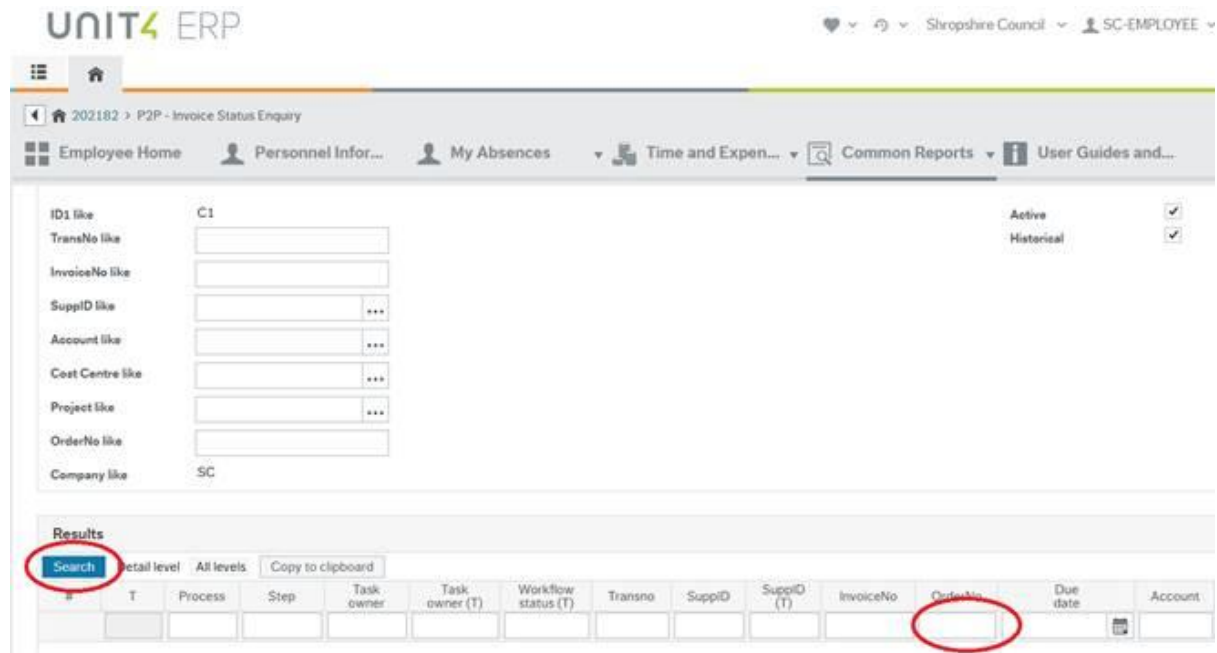


The screenshot shows the UNIT4 ERP dashboard for a user named Simon Test. The dashboard includes sections for 'My Information', 'My Annual Leave', and 'Calendar'. A dropdown menu is open under 'Common Reports', and the 'P2P Invoice Status...' option is circled in red. The 'My Annual Leave' section shows a pie chart with 81.8% remaining.

You can check by Supplier if you put in the SupplID in that field and click search, it will bring up all the orders for that Supplier. If you need to look up Supplier ID, this can be done under Procurement > Supplier information > Suppliers. In the Lookup box, type ahead can be used to type the supplier name to identify the supplier ID.

You can also filter by Cost Code or the order number (see below)

Put the Order Number in and click Search:



The screenshot shows the search results for the P2P Invoice Status Enquiry. The search criteria include ID1 like (C1), TransNo like, InvoiceNo like, SupplID like, Account like, Cost Centre like, Project like, OrderNo like, and Company like (SC). The results table has columns for T, Process, Step, Task owner, Task owner (T), Workflow status (T), Transno, SupplID, SupplID (T), InvoiceNo, OrderNo, Due date, and Account. The 'Search' button and the 'OrderNo' column are circled in red.

You can then scroll across and select Open and Historic to view the payment date:

The image shows two screenshots from the UNIT4 ERP system. The top screenshot displays a table of transactions with columns for Currency, Curr. amount, Trans.date, and Links to reports. A red circle highlights the 'Links to reports' column, which contains a dropdown menu with options: 'Select link', 'Select link', 'Open and Historic', 'Select link', and 'Select link'. The bottom screenshot shows the 'P2P - Zoom - Open and Historic Items' page. It includes a 'Selection criteria' field and a 'Results' table. A red circle highlights the 'Pay date' column in the results table, which shows the date 17/06/2023.

Currency	Curr. amount	Trans.date	Links to reports
GBP	3,240.00	01/07/2023	Select link
GBP	234.00	24/10/2019	Select link
GBP	55.00	28/11/2018	Select link
GBP	300.00	25/11/2019	Select link

T	Transno	SuppID	SubsID (T)	OrderNo	InvoiceNo	Inv.date	Due date	pay	Pay date	SI	Invoice Status	Account	Cost Centre
1	C	350593	1000360	Shree Chandra Commerce Trng & Enter...	20174906	9C008348	01/07/2023	31/07/2023	P	17/06/2023	8	N	832000 90000 Shreechra

If there isn't a payment due date, then the invoice hasn't been received by Proactis yet.

The status of your invoice is shown in the T column on the enquiry page.

If the Status is A – This means that the invoice is in workflow and requires further action before it will be paid.

If the Status is B – This means the invoice is finished in workflow and is either ready for payment or has been paid (N.B. invoices that have been paid (C – Paid), will still appear as status B, you will need to look under Open & Historic items to check payment as above.)