PURPOSE

The purpose of this document is to provide instructions on navigating iBuy+ Invoice to determine an invoice status or payment status.

NAVIGATING TO FIND INVOICE STATUS OR PAYMENT STATUS

Step by Step Procedures

Step 1:

Log into the CONCUR application at https://ibuy.gwu.edu using your GWU system ID and password. This is your single sign-on.
Step 2:

After logging into iBuy+ invoice, the following screen will appear. Select ‘Invoice’ from the menu bar.

Effective immediately, the university is suspending all upcoming non-essential. GW-affiliated international travel for students. faculty
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The dashboard is the next screen, after ‘Invoice’ is selected from the menu.

Step 3:

![Dashboard screenshot with Processor highlighted]
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After ‘Process Invoices’ is selected from the drop down, the following screen will appear.

Step 4:

On the left-hand side of the screen, under Group: Global Group, is a field for setting a date range. It is recommended to set a wide date range, unless you are certain of the date in which the invoice was created in iBuy+ Invoice. Setting a wide range gives the greatest possibility of locating the invoice (or invoices) you are seeking.
Click on ‘Change’. This will allow you to set your data range.
Step 5:

After clicking on ‘Change’, set the date range. In the example below, the date range of 03/01/2019 to 06/25/2020 is set.
After the date range is set, searching for the invoice (or invoices) is next. The search fields are located on the right hand side, directly opposite of the date range fields.

The first two fields offer selections via a drop down menu.

The first field offers many search options to locate an invoice or a group of invoices.
The second field offers options to aid a wider search.
Step 6:

Establish your search criteria. In the following example, we will search for an invoice for a vendor named Renaissance Unemployment using the vendor name *contains* ‘Renaissance Unemplo’. After populating the partial name, click the magnifying glass to begin the search.
Step 7:

Review the search results. For our example, two invoices were located for Renaissance Unemployment Insurance. Both invoices are approved and are paid.
Step 8:

To view the payment details (payment number and payment date), click on the desired invoice. The following screen will appear. Using the scroll bar on the right hand side of the screen, scroll until the payment details are visible in the Invoice Details screen.
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The following screen shows the invoice was paid on 11/04/2019.
The Check Number field in iBuy+ Invoice populates the payment document number from EAS. This field should not be used to identify the payment method. To identify the payment method, using the scroll bar on the right hand side again, scroll up until you see the payment method in the Invoice Details screen.

The invoice was paid by EFT. Therefore, it was paid electronically and the funds were directed to the supplier’s bank account on their supplier master record. Refer to the screen-print below.
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![Image of IBUY+ Invoice interface](image)

- Invoice number: 190707
- Vendor Information: Renaissance Unemployment Insurance
- Payment Method: EFT
- Invoice Details:
  - Requested: 06/30/2019
  - Amount: $2,550.00

Status: Approved

Exceptions:
- Shared Services approval required for PD Groups: Budget, Finance, Operations, Human Resources, CIO-DIT, EVPT, Admin
DEFINITIONS

Invoice Status:
Approval status is the status of the invoice. Each invoice will have one of the following statuses.

- Not submitted
  - The invoice resides with the end-user, referred to as the submitter. It has not been submitted for approval.

- Returned to the employee
  - The invoice has been returned to the employee (the submitter) for corrective action by an approval. The explanation for the return is typically found in the ‘Comments’.

- Pending approval
  - The invoice has been submitted for approval and is pending the approval of the individual identified. For example:

    ![Invoice Status Image]

    - Accounting Review
      - The invoice has been routed to Accounts Payable (AP) for review. Following AP’s review, the invoice is eligible to be extracted. This means the invoice will be included in file that will be imported into EAS.

- Approved
  - The invoice is fully approved.

Payment Status:
Payment status is the status of the payment on the invoice. Payment statuses are as follows.

- Not Paid – The invoice has not been imported into EAS.
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- Extracted – The invoice has imported into EAS and will be paid based on its payment terms.
- Not Paid – Invoice has posted to EAS. Payment will be disbursed when payment terms are met.
- Paid – Invoice is paid.

Payment Methods:

- Check
  - Invoice was paid by a paper check.
- EFT
  - Invoice was paid electronically via a EFT. The funds will deposit into the supplier’s bank account on the supplier master record. Allow two to three business days after the payment date for the funds to be deposited.
- Wire Manual
  - Invoice was paid by a wire transfer through Treasury Services. Invoices requiring payment in non-USD are typically paid through Treasury Services.
- SUA
  - JP Morgan’s Single-Use Accounts (SUA) is an electronic payment solution that uses a virtual credit card. Under the program, suppliers who enroll will be paid by a one-time use eCredit card. Each time a payment is disbursed to the supplier, a secured email message will be sent with the eCredit card information. Using this information the supplier can process the payment transaction using their credit card processor and receive their funds immediately. Upon enrollment in the SUA program, the supplier’s payment method in the supplier record is changed to SUA and payment terms are changed to ‘immediate’. The supplier will no longer be subject to terms of payment 30 days after the invoice date.
- Wire Domestic
  - Wire transfer disbursed through EAS by Accounts Payable. The payment is directed to a bank account held in the United States and uses USD currency.
- Wire International
  - Wire transfer disbursed through EAS by Accounts Payable. The payment is directed to an international bank account in USD currency.

Tips

- Data results from a search can be exported into Excel by using the ‘Send to Excel’ feature located at the bottom right hand corner of the screen.
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