

Orders, Invoices and Payments

All Customers

Last 200 Documents

16 Orders to Invoice

0 Orders that Need Attention

4 Invoices Rejected

28 Invoices

More...

Page 1

Invoice Number	Customer	Reference	Date ↑	Amount	Invoice Status	Action
123456FUN	City of Ottawa - TEST	Non-PO	27 May 2020	\$24,856.33 CAD	Paid	Select
1414504	City of Ottawa - TEST	Non-PO	4 Jun 2020	\$24,856.33 CAD	Rejected	Select
1414504RT	City of Ottawa - TEST	Non-PO	4 Jun 2020	\$24,856.33 CAD	Paid	Select
LuIRdP7Mo0koM:9d	City of Ottawa - TEST	0045092778	15 Sep 2020	\$847.50 CAD	Paid	Select
LNNONPO3	City of Ottawa - TEST	Non-PO	24 Sep 2020	\$13,558.87 CAD	Sent	Select
inv001	City of Ottawa - TEST	0045093227	5 Oct 2020	\$40.51 CAD	Rejected	Select
Inv002	City of Ottawa - TEST	0045093227	5 Oct 2020	\$3,981.05 CAD	Rejected	Select

- 1 Click on your 'Invoices' tile from either your dashboard view, or click the ellipsis 'More...' to find the tile.
- 2 Make sure to set your display parameters accordingly (last 200 docs instead of 14 days).
- 3 Scroll through your pages of invoices to check the status.
- 4 If rejected, click 'Select' to open the drop down menu. Click on 'send me a copy to take action'. This will allow you to open the rejected invoice from the email, and select 'edit and resubmit' if the invoice was originally sent through Ariba.