

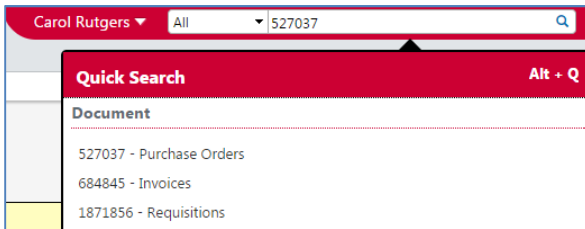


Viewing “In Process” Invoices

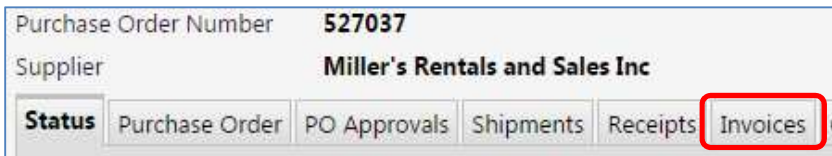
New technologies have been introduced to RU Marketplace in June 2017 to streamline the invoicing process. This new technology will allow schools and units to view invoices that have been received by Accounts Payable but not yet fully processed. This job aide provides an overview of how invoice related information can be viewed in RU Marketplace.

From the home screen:

1. Search for the PO number in the search bar in the upper right hand corner. You will see any associated invoices or requisitions.



2. Click into the purchase order, then the invoices tab. Here you will see any invoices that have been scanned into RU Marketplace



3. In this example, you can see that the invoice appears to be for the total remaining balance on the PO (\$1,000).

Invoice Type	Payment Status	Invoice Total	Invoiced By
Invoice	In Process	1,000.00 USD	System
		Total	1,000.00 USD

- 4.
5. You can also see that the invoice’s payment status is “In Process”. This shows that the invoice is still being processed and reviewed by the Accounts Payable team.

Invoice Type	Payment Status	Invoice Total	Invoiced By
Invoice	In Process	1,000.00 USD	System
		Total	1,000.00 USD

6. Another way to check if the invoice is currently with Accounts Payable, is to click into the Approvals tab of the invoice. If the Invoice Import Approval step is active, Accounts Payable is still processing the invoice.



7. Once the invoice is processed, the payment status will change to “Payable” and the invoice total will be adjusted to the correct amount on the invoice.

Payment Status	Invoice Total	Invoiced By
Payable	600.00 USD	System
		Total
		600.00 USD