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| How to View Invoices |
| Quick Reference Guide |

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| Step | Action |
| 1 | Select the **Finance** icon |
| 2 | Select the **View Invoices** tab |
| 3 | You can search for a specific invoice using any of the parameters |
| 4 | Select **Go** button |
| 5 | Invoices that have been issued for the department display |
| 6 | Select the **Invoice** number link to view the details of the invoice. You can also view any associated purchase order(s) or payments. The **Status** column indicates whether the invoice is In-Process, Approved or Cancelled |
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| 7 | If an invoice is on hold – it will appear in the **On Hold** column – selecting this link will open information as to why the invoice is on hold |

When you select an invoice to open, the Invoice page will display. From here, you can view General, Account, and Payment information.

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| Area | Description |
| 1 | **General:** General information about the invoice |
| 2 | **Amount Summary**: The amount of the invoice, including freight and tax |
| 3 | **Payment Information**: The amount currently paid against the invoice, including payment date |
| 4 | **Invoice Lines** tab: Detailed information on the different lines on the invoice, e.g. One line excluding tax, one line for GST |
| 5 | **Scheduled payments** tab: Details about a payment that is scheduled to occur, including payment method, and remaining amount to be paid |
| 6 | **Hold Reasons** tab: Details about why an invoice may not have been paid, e.g. quantity billed may exceed quantity received |
| View specific invoice | |

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| Status | Explanation |
| Automatch | The invoice has been successfully matched to the purchase order by the system |
| Incomplete | Workflow still awaiting action |
| eForm Saved | Workflow completed and saved but not yet submitted for approval |
| Submitted | Workflow completed and submitted for approval |
| Approved | Workflow approved but not yet transferred for payment processing |
| Transferred | Workflow approved and transferred for payment processing |
| Cancelled | Workflow cancelled - see reason |
| Rejected | Workflow rejected by approver awaiting resubmission |

Questions? Email to [SupplierSupport@justice.vic.gov.au](mailto:SupplierSupport@justice.vic.gov.au)