

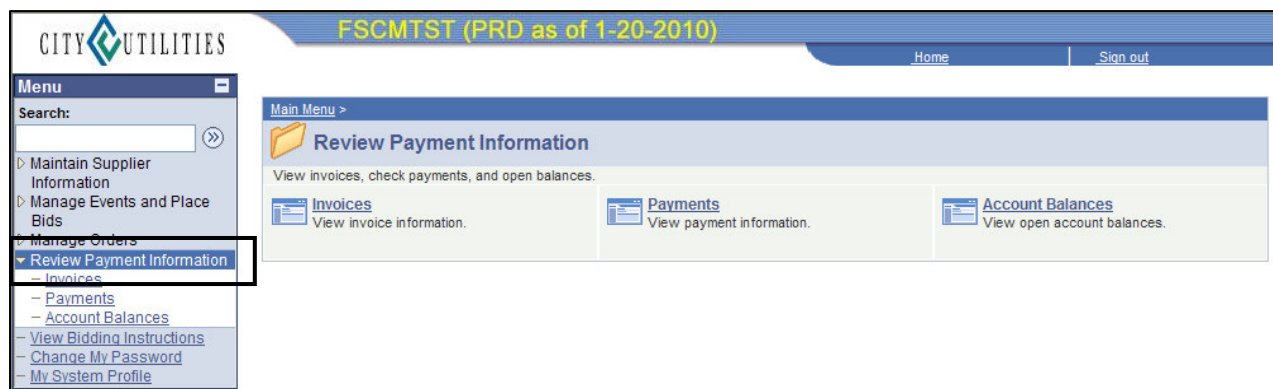
## REVIEW PAYMENT INFORMATION

The **Review Payment Information** section of the system will allow the Vendor User to search for and view payment information by various search criteria including the Vendor's Invoice Number, or a check number. Also available are "open balances" or Vendor invoices that have been received and entered into the system, but not yet paid.

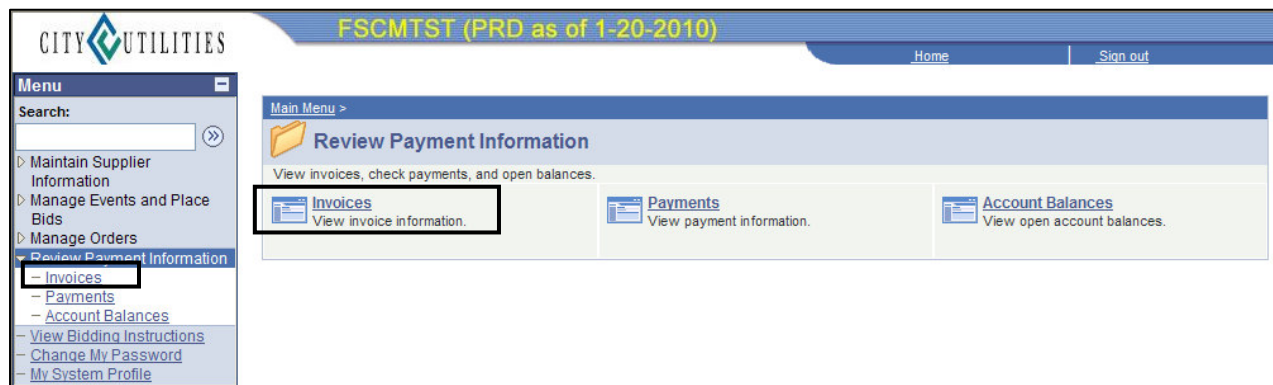
The term payment "Reference" is used to represent CU's payment identification number, such as a check number.

### Invoices

From the Menu, click on the **Review Payment Information** hyperlink.



Doing so will expand the Menu in the left hand window pane with icons on the right hand side of the page. Click **Invoices**. Either hyperlink may be selected.



The **Review Invoices – Filter Options** page will be displayed.

This page allows the Vendor User to define any combination of **Search Criteria** to retrieve Invoices for the Vendor organization.

Available as **Search Criteria** or **Filter Options** are the following fields:

1. **From Invoice Number; To Invoice Number:** If the Vendor invoice number is known, enter it here. If searching for a single invoice number, enter that same invoice number in both the From Invoice Number and To Invoice Number fields. Alternatively, use a range of invoice numbers to retrieve multiple invoice data.
2. **Item ID --** This field can be used if the CU Inventory ID number is known and will search for Invoices for that Item ID.
3. **From Date; To Date;** enter a range of invoice dates to search for payment information. Typically the invoice date is the Vendor's invoice date.
4. **From Amount; To Amount:** use to search for payments by amount. Enter a from and a to dollar amount range.

Click the  button to execute the search to find invoices matching the Search Criteria.

The **Review Invoices – Invoice List** page will be displayed.

This page will display invoices matching the Vendor Users search criteria and show **Invoice Number, Invoice Date, Gross Amount, payment Due Date** and **Voucher** number.

Invoice Number	Invoice Date	Gross Amt	Due Date	Voucher
<a href="#">943766198</a>	09/25/2009	\$1,370.00 USD	10/25/2009	3168326
<a href="#">943746719</a>	09/24/2009	\$3,425.00 USD	10/24/2009	3168190
<a href="#">943694981</a>	09/22/2009	\$156.12 USD	10/22/2009	3168180
<a href="#">943658156</a>	09/21/2009	\$2,465.00 USD	10/21/2009	3168178

Click the [Set filter options](#) hyperlink to go back to **Review Invoices – Filter Options** page to change the search criteria and retrieve a different set of invoice information.

Or, click on any **Invoice Number** hyperlink to review the **Invoice Details**.


The **Review Invoices – Invoice Details** page will be displayed. This page displays all detailed invoice and payment information for a particular Vendor invoice. Sections on the page include **Invoice Line Details**, **Payment Schedule**, **Payments Made** and **Purchase Orders** with each section containing key data elements.

**Review Invoices**  
**Invoice Details**


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<b>Invoice Number:</b>	943766198	<b>Invoice Total</b>	
<b>Invoice Date:</b>	09/25/2009	<b>Gross Amount:</b>	\$1,370.00 USD
<b>Due Date:</b>	10/25/2009	<b>Discount:</b>	\$0.00 USD
<b>Payment Status:</b>	Paid in Full	<b>Net Amount:</b>	\$1,370.00 USD
<b>Terms:</b>	Net 30 Days		


  

<b>▼ Invoice Line Details</b>		Customize   Find   View All    First <input type="text" value="1 of 1"/> Last			
<u>Item ID</u>	<u>Description</u>	<u>Quantity</u>	<u>UOM</u>	<u>Unit Price</u>	<u>Amount</u>
	Form 16-S Meters	10.0000	EA	137.00000	\$1,370.00 USD


  

<b>▼ Payment Schedule</b>		Customize   Find   View All    First <input type="text" value="1 of 1"/> Last				
<u>Scheduled to Pay</u>	<u>Payment Number</u>	<u>Gross Amt</u>	<u>Discount</u>	<u>Method</u>	<u>On Hold</u>	<u>Withd Hold</u>
10/25/2009	9000084245	\$1,370.00 USD	\$0.00 USD	Check	No	No

<b>▼ Payments Made</b>		Customize   Find   View All    First <input type="text" value="1 of 1"/> Last
<u>Reference</u>	<u>Date</u>	<u>Amount</u>
<a href="#">00780491</a>	10/23/2009	\$7,422.76 USD


<b>▼ Purchase Orders</b>		Customize   Find   View All    First <input type="text" value="1 of 1"/> Last
<u>Purchase Order</u>	<u>PO Date</u>	<u>Status</u>
<a href="#">0000041132</a>	09/01/2009	Compl

[Return to Invoice List](#)

Click the [Return to Invoice List](#) hyperlink to return to the **Review Invoices – Invoice List** page to select another Invoice.

Available on the **Invoice Details** page is a section labeled **Payments Made**. The **Reference** number is CU's check number.

▼ Payments Made			Customize   Find   View All    First 1 of 1 Last
Reference	Date	Amount	
<a href="#">00780491</a>	10/23/2009	\$7,422.76 USD	

Clicking on the **Reference** number hyperlink will open the **Review Invoices – Payment Details** page.

**Review Invoices**  
**Payment Details**

00780491

Invoice Number: 943766198      Payment Date: 10/23/2009  
 Method: Check      Pay Status: Paid  
 Amount: \$7,422.76 USD  
 Paid To: \_\_\_\_\_

Country: USA      United States  
 Address 1:  
 Address 2:  
 Address 3:

City: ST LOUIS  
 County:      Postal: 63150-4490  
 State: MO      Missouri

Payment Advice			
Invoice	Gross Amount	Discount Taken	Paid Amount
943746719	3,425.00 USD	0.00 USD	3,425.00 USD
943766198	1,370.00 USD	0.00 USD	1,370.00 USD
943766199	2,556.00 USD	0.00 USD	2,556.00 USD
943775712	71.76 USD	0.00 USD	71.76 USD

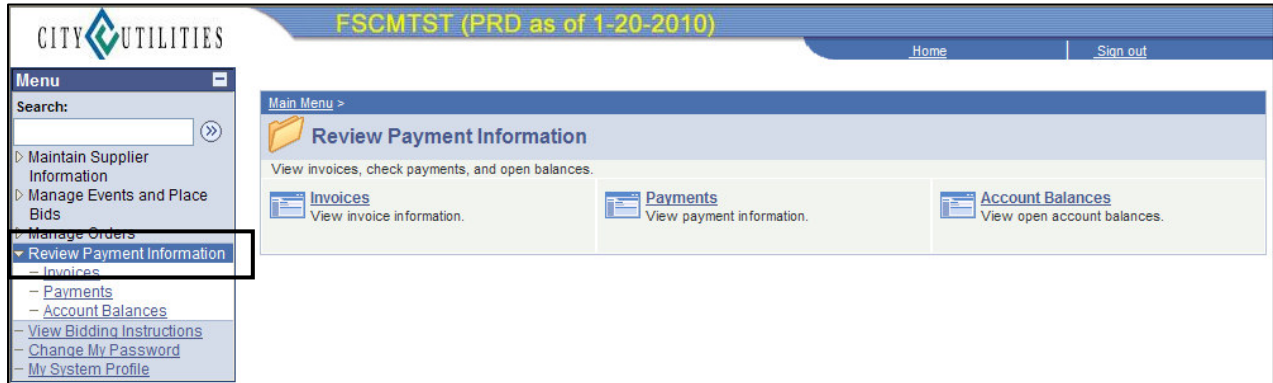
This page shows payment details of the payment made on the Vendor Invoice(s) by this payment Reference Number.

Click the [Return to Invoice Details](#) hyperlink to return to the Invoice Details page.

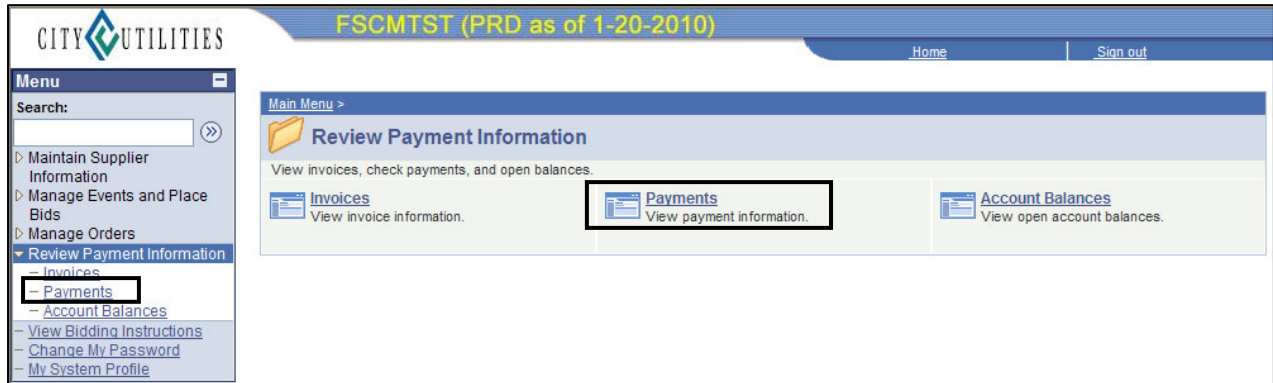
## Payments

These pages will allow the Vendor User to search for payments by the Vendor Invoice number or CU Payment Reference number (check number).

From the Menu, click on the **Review Payment Information** hyperlink.



Doing so will expand the Menu in the left hand window pane with icons on the right hand side of the page. Click **Payments**. Either hyperlink may be selected.



The **Review Payments – Filter Options** page will be displayed.

CITY UTILITIES FSCMTST (PRD as of 1-20-2010) Home Sign out

Customize Page

### Review Payments

### Filter Options

Enter search criteria and click on Search. Leave blank for all values.

**Search Criteria**

Invoice Number:

Payment Reference:

From Payment Date:  (example: 12/31/2000)

To Payment Date:  (example: 12/31/2000)

Search

Available as **Search Criteria** are the following fields.

1. **Invoice Number** – If the Vendor invoice number is known, enter it here to search by Invoice number.
2. **Payment Reference** – This is CU’s check reference number.
3. **From Payment Date, To Payment Date** – Enter a range of dates that the payment date would fall within.

Review Payments

### Filter Options

Enter search criteria and click on Search. Leave blank for all values.

**Search Criteria**


Invoice Number:

Payment Reference:

From Payment Date:  (example: 12/31/2000)

To Payment Date:  (example: 12/31/2000)

Search

Click the  button to execute the search to retrieve payments matching the Search Criteria.

The **Review Payments – Payments Made** page will be displayed.

[Customize Page](#)

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**Review Payments**  
**Payments Made**

[Set filter options](#)

[Reference](#)

[Customize](#) | [Find](#) First  Last

Reference	Invoice Number	Payment Date	Amount
<a href="#">00780491</a>	943766198	10/23/2009	\$7,422.76 USD

The Payment **Reference**, Vendor **Invoice Number**, **Payment Date** and **Amount** are displayed in the list.

Click the [Set filter options](#) hyperlink to return and search for different payments.

Click the payment **Reference** hyperlink to view additional payment details.

The **Review Payments – Payments Details** page will be displayed.

[Customize Page](#)

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**Review Payments**  
**Payment Details**

00780491

Invoice Number: 943766198      Payment Date: 10/23/2009

Method: Check      Pay Status: Paid

Amount: \$7,422.76 USD

Paid To:

Country: USA      United States

Address 1:

Address 2:

Address 3:

City: ST LOUIS

County:      Postal: 63150-4490

State: MO      Missouri

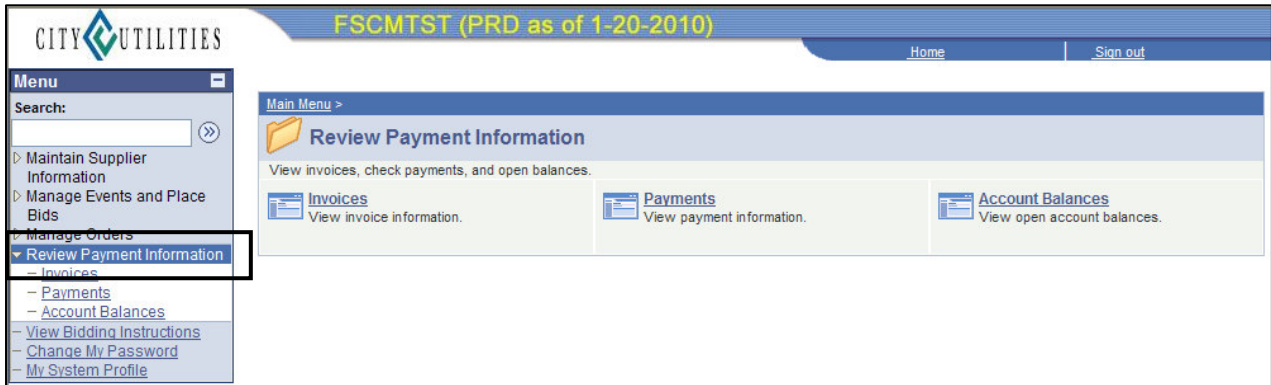
Payment Advice			
Invoice	Gross Amount	Discount Taken	Paid Amount
943746719	3,425.00 USD	0.00 USD	3,425.00 USD
943766198	1,370.00 USD	0.00 USD	1,370.00 USD
943766199	2,556.00 USD	0.00 USD	2,556.00 USD
943775712	71.76 USD	0.00 USD	71.76 USD

[Return to Payments Made](#)

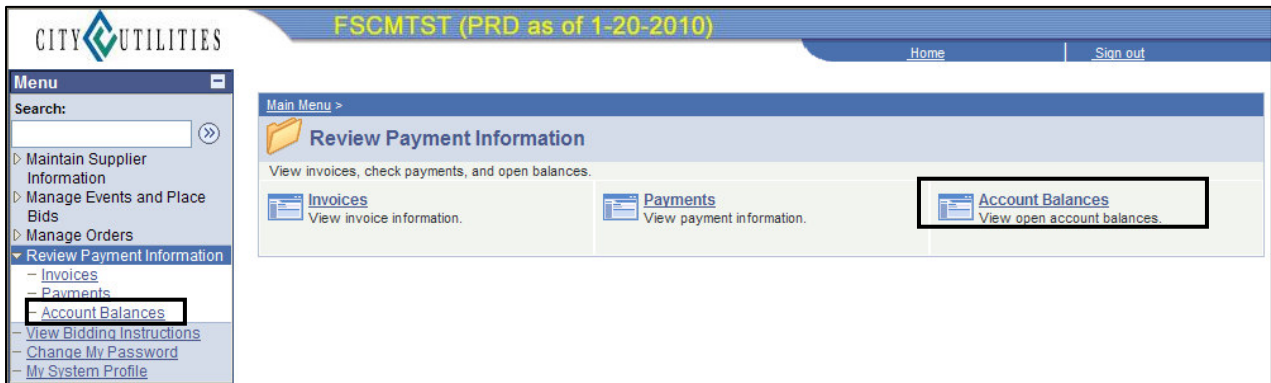
## Account Balances

Vendor **Account Balances**, or outstanding invoices, can be viewed in the system. A Vendor “Account Balance” represents vendor invoices that have been received by CU, input into the system, but not yet paid.

From the Menu, click on the **Review Payment Information** hyperlink.



Doing so will expand the Menu in the left hand window pane with icons on the right hand side of the page. Click **Account Balances**. Either hyperlink may be selected.



The **Account Balances – Invoice List** page will be displayed. Displayed is a list of Vendor Invoices pending payment.

The Vendor **Invoice Number**, **Invoice Date**, **Amount**, payment **Due Date**, **Status** and **Voucher** number will be displayed.

**Account Balances**  
**Invoice List**

Amount: \$27,582.45 USD

Invoice Number	Invoice Date	Amount	Due Date	Status	Voucher
<a href="#">945549842</a>	01/11/2010	\$87.50 USD	02/10/2010	Approved	3172244
<a href="#">945525552</a>	01/08/2010	\$51.96 USD	02/07/2010	Approved	3172249
<a href="#">945520057</a>	01/08/2010	\$4,777.24 USD	02/07/2010	Approved	3160083
<a href="#">945520054</a>	01/08/2010	\$3,634.40 USD	02/07/2010	Approved	3160082
<a href="#">945520055</a>	01/08/2010	\$167.84 USD	02/07/2010	Approved	3160081
<a href="#">945520059</a>	01/08/2010	\$644.75 USD	02/07/2010	Approved	3160085
<a href="#">945520056</a>	01/08/2010	\$3,173.40 USD	02/07/2010	Approved	3160084
<a href="#">945520058</a>	01/08/2010	\$313.44 USD	02/07/2010	Approved	3160086
<a href="#">945520060</a>	01/08/2010	\$413.84 USD	02/07/2010	Approved	3160087
<a href="#">945475034</a>	01/06/2010	\$8,782.38 USD	02/05/2010	Approved	3171825
<a href="#">945487132</a>	01/06/2010	\$564.40 USD	02/05/2010	Approved	3160080
<a href="#">945475033</a>	01/06/2010	\$473.50 USD	02/05/2010	Approved	3160079
<a href="#">345475035</a>	01/06/2010	\$1,218.06 USD	02/05/2010	Approved	3160078
<a href="#">945461315</a>	01/05/2010	\$259.95 USD	02/04/2010	Approved	3160050
<a href="#">945461314</a>	01/05/2010	\$2,050.00 USD	02/04/2010	Approved	3160049
<a href="#">945441341</a>	01/04/2010	\$78.36 USD	02/03/2010	Approved	3160013
<a href="#">945423881</a>	12/31/2009	\$143.52 USD	01/30/2010	Approved	3172086
<a href="#">945423880</a>	12/31/2009	\$23.52 USD	01/30/2010	Approved	3172087

Select an **Invoice Number** hyperlink to open the **Account Balances – Invoice Details** to view additional details for the selected invoice.

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**Account Balances**  
**Invoice Details**

Invoice Number: 945520057 Invoice Date: 01/08/2010  
 Gross Invoice Amount: \$4,777.24 Due Date: 02/07/2010

▼ Invoice Lines Customize | Find | View All | First 1-2 of 2 Last

Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amt
00109246	INDICATOR FAULT	41.0000	EA	86.84000	\$3,560.44 USD
00109385	REJACKETING KIT,2/0 - #2,COLD	120.0000	EA	10.14000	\$1,216.80 USD

▼ Payment Schedule Customize | Find | View All | First 1 of 1 Last

Scheduled to Pay	Payment	Amount	Discount	Method	On Hold	Withd Hold
02/07/2010		\$4,777.24 USD	\$0.00	Check	No	No

[Return to Invoice List](#)