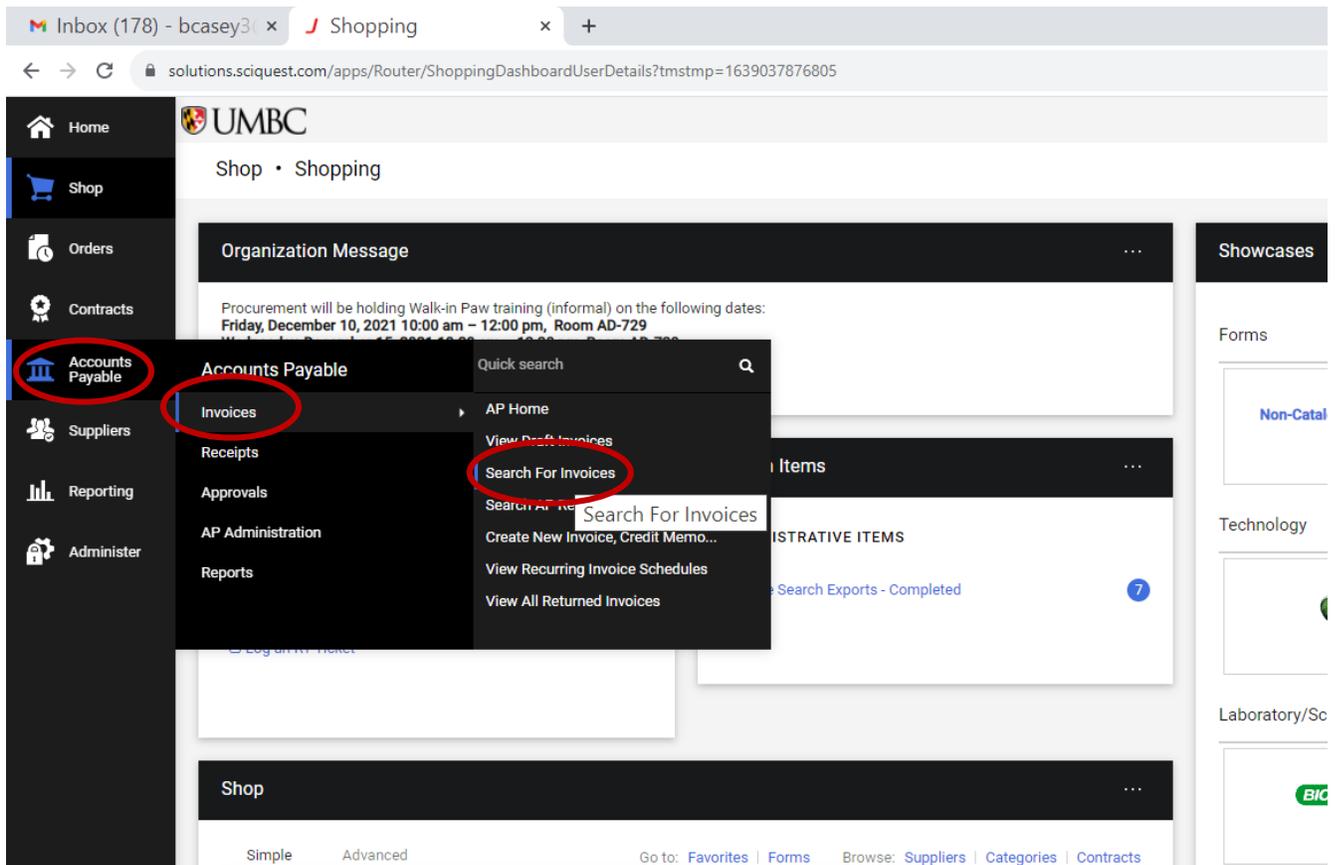


PAW : Checking the Status Of Punch Out Invoices In Process

In order to determine if you have unpaid invoices due to items not “received” from a punch out supplier please follow the following steps.

1. In PAW go to Accounts Payable > Invoices > Search for Invoices



2. Click the down arrow next to "Created Date:"

Accounts Payable > Invoices > Search For Invoices

Invoices

My Drafts Search

Created Date: Last 90 days Quick search

Page 1 of 32 1-200 of 6343 Results

Invoice Number	Supplier Invoice Number(s)	Supplier	PO Number	Invoice Status	Created Date/Time	Due Date
J1046526	73074	MICROMAIN CORPORATION	J00012709	Pending	12/9/2021 8:56:41 AM	12/11/2021
J1046524	14668	LIMBACH CO LLC	-	Pending	12/9/2021 7:50:53 AM	12/9/2021
J1046522	13739689	HENRY SCHEIN CORPORATION	J00013548	Pending	12/9/2021 7:05:53 AM	1/7/2022

3. Choose "All"

Inbox (180) - bcasey3 x Invoices x +

Accounts Payable > Invoices > Search For Invoices

Invoices

My Drafts Search

Created Date: Last 90 days Quick search Add Filter Clear All Filters

All Within Last 90 days Between and more options > Apply Cancel

Invoice Number	Supplier Invoice Number(s)	Supplier	PO Number	Invoice Status	Created Date/Time	Due Date	Discount	Discount Amount	Submitted Date	Invoice Source	Invoice Type	Pay Status	Total Amount
J1046524	14668	LIMBACH CO LLC	-	Pending	12/9/2021 7:50:53 AM	12/30/2021	1	0.00 USD	12/9/2021 7:56:32 AM	Manual Invoice	PO Invoice	In Process	10,338.00 U
J1046522	13739689	HENRY SCHEIN CORPORATION	J00013548	Pending	12/9/2021 7:05:53 AM	1/7/2022	-	0.00 USD	12/9/2021 7:05:53 AM	Electronic (Supplier System)	PO Invoice	In Process	885.53 U
J1046521	555350418	SIGMA ALDRICH	J00013017	Pending	12/9/2021	1/6/2022	-	0.00 USD	12/9/2021	Electronic	PO Invoice	In Process	11.99 U

Add Filters

- Click the down arrow next to **"Add Filter"**

Accounts Payable > Invoices > Search For Invoices

Invoices

My Drafts Search

Created Date: All Quick search 🔍 ? **Add Filter** ▼ Clear All Filter

Page 1 of 50 1-200 of 43557 Results

Invoice Number	Supplier Invoice Number(s)	Supplier	PO Number	Invoice Status	Created Date/Time	Due Date	Discount Date	Discount Amount
J1046527	5203774	ANTHONY TRAVEL LLC	-	Pending	12/9/2021 9:28:53 AM	12/31/2021	-	0.00 USD

- Scroll down the pop up window.

Inbox (180) - bcasey3 x Invoices x +

solutions.sciquest.com/apps/Router/APBuyerInvoiceElasticSearch?tmstmp=1639057666175

Home Shop Orders Contracts Accounts Payable Suppliers Reporting Administer

UMBC Accounts Payable > Invoices > Search For Invoices

Invoices

My Drafts Search

Created Date: All Quick search 🔍 ? **Add Filter** ▼

Page 1 of 50 1-200 of 43557 Results

Invoice Number	Supplier Invoice Number(s)	Supplier	PO Number	Invoice Status	Created Date/Time	Due Date	Discount Date	Discount Amount
J1046527	5203774	ANTHONY TRAVEL LLC	-	Pending	12/9/2021 9:28:53 AM	12/31/2021	-	0.00 USD
J1046526	73074	MICROMAIN CORPORATION	J00012709	Pending	12/9/2021 8:56:41 AM	12/11/2021	-	5,085.00 USD
J1046524	14668	LIMBACH CO LLC	-	Pending	12/9/2021 7:50:53 AM	12/9/2021	-	10,338.00 USD
J1046522	13739689	HENRY SCHEIN CORP	J00013548	Pending	12/9/2021 7:05:53 AM	1/7/2022	-	885.53 USD
J1046521	555350418	SIGMA ALDRICH INC	J00013017	Pending	12/9/2021 5:36:05 AM	1/6/2022	-	11.99 USD

Find search filter...

Identifiers

- Contract Number
- Invoice Batch Number(s)
- Invoice Master Number
- Invoice Name
- Invoice Number(s)
- PO Number
- Supplier Account Number(s)
- Supplier Invoice Number(s)

Dates

- Accounting Date

7. This will cause a new pop up to appear with filter options for pay status. Click **"In Process"**.

The screenshot shows a software interface with a table of items. A dropdown menu for 'Pay Status' is open, showing options: Canceled, Dispute, In Process (highlighted with a yellow circle), Paid, and Payable. The table contains two rows of data, both with a 'Pending' status.

Created Date	Quick search	Pay Status	Item ID	Supplier Name	Item ID	Status	Date	Time
All		All		SCHEIN	J00013548	Pending	12/9/2021	7:50:53 AM
							12/9/2021	7:05:53 AM
			J1046521	SIGMA ALDRICH INC	J00013017	Pending	12/9/2021	5:36:05 AM
			555350418					

8. Repeat steps 4-7 of this process creating filters for the next filter, "Invoice Source," located in the "Properties" section of the displayed box. Clicking will cause a new pop up to appear with filter options for Invoice Source. Click **"Electronic (Supplier System)"** and apply.

The screenshot shows the 'INVOICES' application interface. At the top, there is a search bar and a 'My Drafts' tab. Below the search bar, there are filter options: 'Created Date: All', 'Pay Status: All', and 'Invoice Source: All'. A dropdown menu is open for 'Invoice Source: All', showing the following options:

- EMail
- Electronic (Supplier System)
- Form Request
- Manual
- Recurring
- Supplier Portal
- Supplies Manager

At the bottom of the dropdown menu, there are 'Apply' and 'Cancel' buttons. The background shows a table of invoices with columns for invoice ID, quantity, and status. Two invoices are visible: JI046522 (quantity 1, status Pending) and JI046521 (quantity 5, status Pending).

9. Repeat steps 4-7 of this process creating filters for Mismatch Reason (Filter on "No Receipt").

The screenshot shows the UMBC Invoices search interface. At the top, there is a breadcrumb trail: Accounts Payable > Invoices > Search For Invoices. Below this is a navigation bar with a hamburger menu icon and the word "Invoices". Underneath, there are tabs for "My Drafts" and "Search".

The main search area includes a "Created Date: All" dropdown, a "Quick search" input field with a search icon and a help icon, and three active filters: "Pay Status: In Process", "Invoice Source: Electronic (Sup...)", and "Mismatch Reasons: All".

Below the filters, there is a pagination bar showing "Page 1 of 8" and "1-200 of 1468 Results".

The main content is a table of invoices. The table has columns for Invoice Number, Supplier Invoice Number(s), Supplier, PO Number, and Status. The first row shows an invoice from HENRY SCHEIN CORP with PO number J00013548. The second row shows an invoice from SIGMA ALDRICH with PO number J00013017 and a status of "Pending".

A dropdown menu is open over the "Mismatch Reasons" filter, showing a list of options with checkboxes: Below Price, Below Qty, Below TSH, No Receipt (highlighted with a yellow square), Over Price, Over Qty, Over TSH, and PO Line Cancelled. At the bottom of the dropdown are "Apply" and "Cancel" buttons.

Invoice Number	Supplier Invoice Number(s)	Supplier	PO Number	Status
J1046522	13739689	HENRY SCHEIN CORP	J00013548	
J1046521	555350418	SIGMA ALDRICH	J00013017	Pending

Review of Department Open Items:

10. Repeat steps 4-7 of this process creating filters for Department (Filter on “YOUR DEPARTMENT NAME”).

UMBC
Accounts Payable > Invoices > Search For Invoices

Invoices

My Drafts Search

Created Date: Last 90 days Quick search Add Filter Clear All Filters

Pay Status: In Process Invoice Source: Electronic (Sup... Mismatch Reasons: No Receipt Department: All

Page 1 of 3 1-200 of 555 Results

Invoice Number	Supplier Invoice Number(s)	Supplier	PO Number	Invoice Status	Created Date/Time	Due Date
J1046541	1HXL-GV9W-RK9V	AMAZON CAPITAL SRVCS INC	J00013568	Pending	12/9/2021 10:29:58 AM	12/9/2021
J1046536	1YVL-LPHP-PJ1P	AMAZON CAPITAL SRVCS INC	J00013577	Pending	12/9/2021 10:08:49 AM	12/9/2021

Search...
Top Filter Options

- Campus Life (Campus Life) (117)
- No Department (83)
- Biological Science (Biological Science) (39)
- College of Natural & Math. Sci (College of Natural & Math. S...
- Theater (Theater) (20)
- Learning Resource Center (Learning Resource Center) (17)
- The Hilltop Institute (The Hilltop Institute) (17)
- Computer Sci Elec Engineering (Computer Sci Elec Engineer...
- Residential Life (Residential Life) (15)
- Sherman Ctr for Early Learning (Sherman Ctr for Early Learn...

Begin typing or click here to search

Apply Cancel

Review of Invoice Owner Open Items:

11. Repeat steps 4-7 of this process creating a filter for Invoice Owner (Filter on “YOUR NAME”)

*It is suggested that **Invoice Owners DO NOT filter by Department** but **ONLY BY THEIR NAME**. (Skip step 10)*

The reason for this is that all invoices have an invoice owner but not all invoices have an associated department. Therefore, if you filter by department then by name, invoices without a department will be excluded.

The resulting window will show you all invoices which have not been “received” for a Punch Out Supplier. Please review these and if they have been received please mark as received in the system so that Accounts Payable may pay the vendor.

Creating a Working List

You cannot process a receipt from the search screen for invoices. However, you can download the filter results and use it as a working list.

After filtering the invoices you wish to review for receipt. Click on “**Export All**” (upper right)

The screenshot shows a web application interface. At the top, there is a navigation bar with a search bar containing "Search (Alt+Q)", a currency indicator "0.00 USD", and a "Logout" button. Below the navigation bar, there are three buttons: "Save As", "Pin Filters", and "Export All". The "Export All" button is highlighted in yellow. Below the buttons, there is a table of invoices. The table has the following columns: Invoice Type, Pay Status, Total Amount, Account, Accounting Date, Amount Paid, Completed Date, Department, Dept, and Invoice Owner. The table contains two rows of data.

Invoice Type	Pay Status	Total Amount	Account	Accounting Date	Amount Paid	Completed Date	Department	Dept	Invoice Owner
Non-PO Invoice	In Process	23.00 USD	7091400	12/9/2021	-	-	Athletics & Physical Education	10481	Boze
Non-PO Invoice	In Process	232.96 USD	7091400	12/9/2021	-	-	Athletics & Physical Education	10474 10475	Boze

Verify in the pop up that the TYPE is Screen Layout, then click Submit.

Export Invoices [Close]

Export Request Options (Step 1 of 1)

Title ★
74 characters remaining

Type

Format

Submit

A small green pop up will appear click on the blue hyperlink Manage Search Exports.

=1639071358882

Success
Successfully created the export request . You can view the status and retrieve the file at [Manage Search Exports](#)

Search [?] Add Filter Clear All Filters

Invoice Status	Created Date/Time	Due Date	Discount Date	Discount Amount	Submitted Date	Invoice Source	Invoice Type
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Your recent exports are listed in descending order on this screen.

Click on the top blue hyperlink to retrieve your working list.

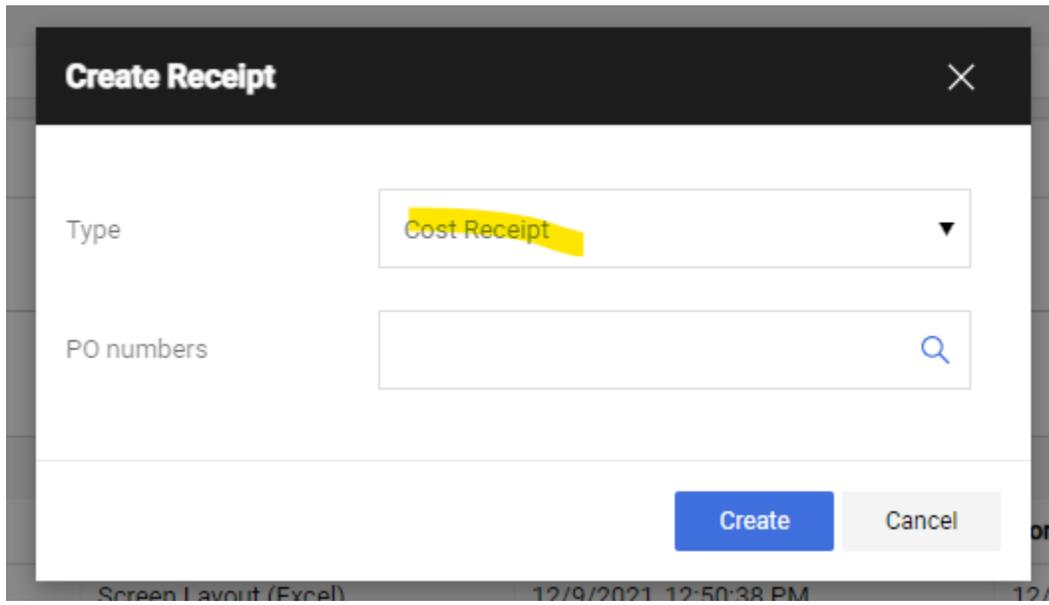
The screenshot shows the 'Manage Search Exports' interface. On the left is a navigation sidebar with icons for Home, Shop, Orders, Contracts, Accounts Payable, Suppliers, Reporting, and Administer. The main content area has a header with the UMBC logo and 'Manage Search Exports'. Below the header are tabs for 'Export Requests', 'Export Schedules', and 'Export Templates'. A link '> Click to Filter' is present. A table displays 8 results, with the first row highlighted in yellow. The table columns are Title, Status, Search Type, Export Output, Created, and Completed.

Title	Status	Search Type	Export Output	Created	Completed
Export request for Invoice	Completed	Invoice	Screen Layout (Excel)	12/9/2021 12:50:38 PM	12/9/2021 12:51:23 PM
Export request for Invoice	Completed	Invoice	Screen Layout (Excel)	12/7/2021 9:24:31 AM	12/7/2021 9:24:44 AM
Export request for Invoice	Completed	Invoice	Screen Layout (Excel)	12/7/2021 8:12:42 AM	12/7/2021 8:12:51 AM
Export request for Invoice	Completed	Invoice	Screen Layout (Excel)	12/7/2021 7:34:57 AM	12/7/2021 7:35:04 AM
Export request for Invoice	Completed	Invoice	Screen Layout (Excel)	12/3/2021 8:47:00 AM	12/3/2021 8:49:38 AM
Export request for Invoice	Completed	Invoice	Screen Layout (Excel)	12/3/2021 8:39:59 AM	12/3/2021 8:40:37 AM
Export request for Invoice	Completed	Invoice	Full Export (CSV)	12/3/2021 8:17:09 AM	12/3/2021 8:31:27 AM
Export request for Invoice	Completed	Invoice	Full Export (CSV)	12/3/2021 8:04:58 AM	12/3/2021 8:24:18 AM

This working list can be used to review invoices for creating receipts.

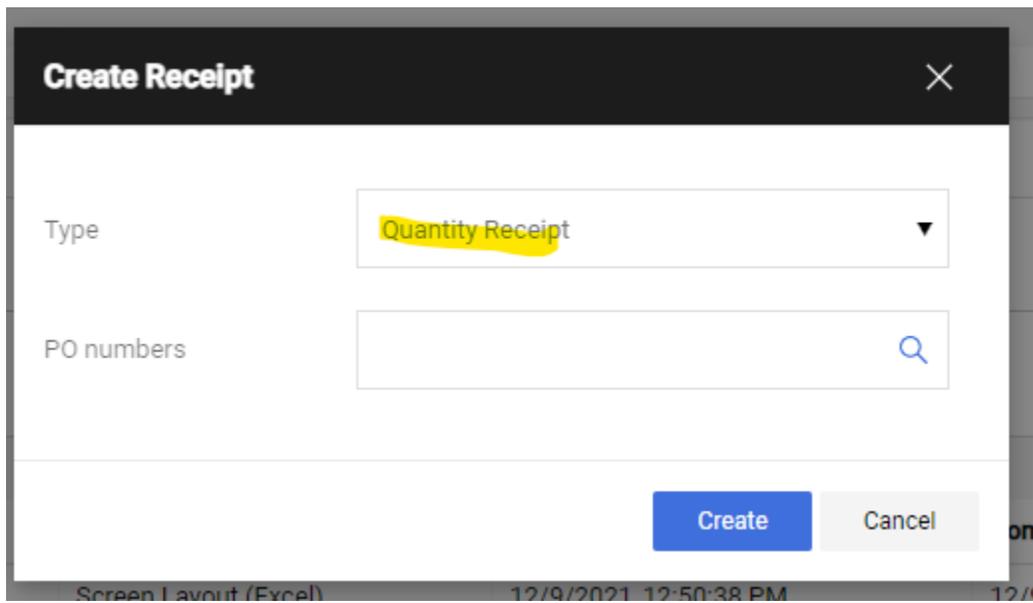
Receiving Items

When creating a receipt please be sure to select the correct receipt type. We have seen a number of invoices come through which are of type Cost.



The screenshot shows a 'Create Receipt' dialog box. The 'Type' dropdown menu is set to 'Cost Receipt', which is highlighted in yellow. Below it is a text input field for 'PO numbers' with a search icon. At the bottom right, there are 'Create' and 'Cancel' buttons. The footer of the dialog box contains the text 'Screen Layout (Excel) 12/9/2021 12:50:38 PM 12/9'.

When they should be quantity.



The screenshot shows the same 'Create Receipt' dialog box, but the 'Type' dropdown menu is now set to 'Quantity Receipt', which is highlighted in yellow. The 'PO numbers' field and buttons remain the same. The footer of the dialog box contains the text 'Screen Layout (Excel) 12/9/2021 12:50:38 PM 12/9'.

Please be sure to choose the correct “TYPE” of receipt otherwise these receipts will result in a TYPE mismatch and will delay payment to our suppliers.