

# One Council

## Quick Reference Guide

# SUPPLY CHAIN

## Confirm if an invoice has been paid



Need help? Ask for your friendly Change Champion

### Overview

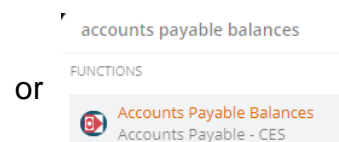
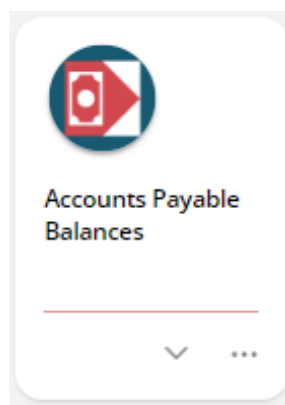
If you would like to confirm if an invoice has been paid perform a search through Accounts Payable Balances.



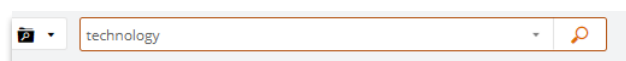
After a purchase order has been receipted, it can be matched to a supplier invoice. The purchase order, receipt, and supplier's invoice form a three-way match. Establishing the three-way match before paying the supplier ensures that the goods or services have been received by the supplier, and subsequently that the correct amount is being paid.

### Launch Accounts Payable Balances

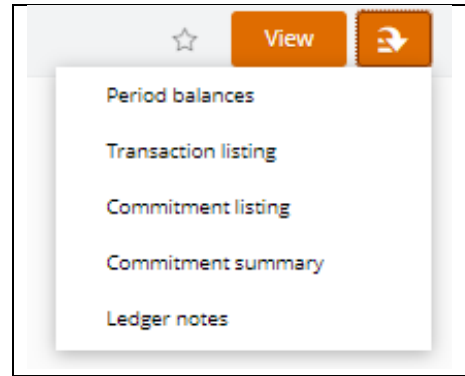
- ① Launch function:
  - **Accounts Payable Balances** or search via **Enterprise Search**



- ② Use the **search** capabilities to find the supplier:
  - Type in the supplier name
  - Select the magnifying glass



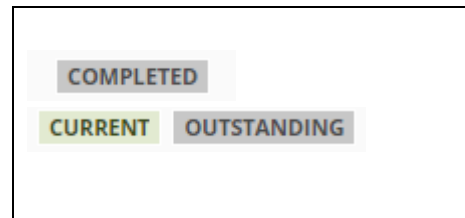
- ③ Select **the supplier**
- Select the action button
  - Select Transaction listing



- ④ Select **the filter icon**
- Clear all filters



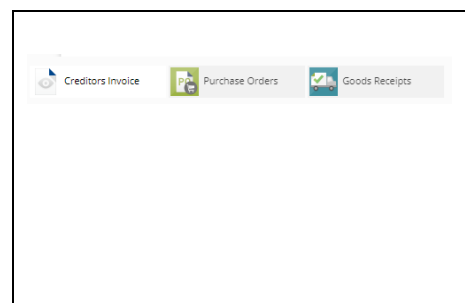
- ⑤ View all Transactions against that supplier
- Completed
  - Current Outstanding



- ⑥ To view a **transaction**
- Click on the transaction
  - Select **view**



- ⑦ Outstanding invoice will be displayed in the natural view. From here you can
- View the **invoice**
  - View the **Purchase Order**
  - View the **Goods Receipt**



- ⑧ Change the view and customise columns to gain oversight of your transactions

