

InvoiceInfo – A Quick Tutorial

What is InvoiceInfo?

InvoiceInfo is a multi-functional self-service portal that is available 24/7 and does not require a registration, a user name or a password. Though validation through a data matched transaction is required to access advanced features of the portal, the system is inherently secure, as it does not contain sensitive or confidential data.

How Does InvoiceInfo Work?

Using this self-service portal is as easy as 1, 2, 3...

1. The external link to the system: https://204978.invoiceinfo.com/ar_process8e/invpay.php
2. A Search homepage will appear, allowing users to conduct status searches on invoices or payments. A successful search will require two fields to be entered that *exactly match* the data in our system, and one must be a required field (Invoice Number, Supplier Number, Voucher Number or Payment Reference Number). The second field can be any other field. Once these fields have been entered, click 'search'.
3. If search criteria exactly matches that in the system, then associated invoice or payment information will populate. A Supplier Number will also display, which allows for advanced features to be utilized. If input criteria does not exactly match system data, then no results will display. For security reasons, the system will time-out for roughly 10-15 minutes after the threshold for unsuccessful searches has been exceeded.

The two most common types of searches involve invoice payment status and payment remittance information. Sample searches and tips for these types of transactions are below.

Invoice payment status: To research the status of an invoice, enter two pieces of data as noted above. Again, the two fields must exactly match what is in our system. For this reason, it is recommended that the invoice number and invoice date noted on the invoice be used as search criteria to provide the most consistent results.

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Invoice Search

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Please enter two fields below.

At least one of the following, Invoice Number, Payment Reference Number or Voucher Number, are required.

PO Number:

Supplier Number:

Voucher Number:

Invoice Number:

Invoice Date:

Invoice Amount:

Payment Reference Number:

Payment Amount:

Payment Date: DAY MONTH YEAR

Sort Report by

Search

Reset

PO Number	Supplier Number	Voucher Number	Invoice Number	Invoice Date	Invoice Amount	Payment Amount	Due Date	Invoice Status	Scheduled Pay Date	Terms	Tax	Payment Status	Payment Date	Payment Reference Number	Payment Method	Payment Cleared Date	Approval Status	Budget Status	On Hold	Origin	Bank Acct Ending
000001101	R710481	10627	02-SEP-2014	715.00	20405.00	02-OCT-2014	02-OCT-2014		02-OCT-2014	NET30	0.00	P	10-OCT-2014	0000923838	ACH	15-OCT-2014	A	V	N	SCI	8315

If a search is successful, pertinent information will display. If the invoice is in the initial stages of processing or has been cancelled, a status will populate in the 'Invoice Status' field. If an invoice is in advanced stages of processing (or has paid), the 'Invoice Status' will be blank, and a scheduled payment date, payment date, payment amount and/or payment clear date will display. Note that the 'Payment Amount' is the full amount of the ACH deposit, check or SUA credit card payment (and may include payment for more than one invoice), whereas the 'Invoice Amount' is the amount that associated with the individual invoice. Only when an invoice is marked payable or paid is the invoice amount noted a 'final' amount, as invoices that are 'in process' may still be adjusted to comply with the contracted pricing of the PO.

If your search is not successful, prior to assuming that the invoice has not been received, it is recommended that a date range invoice search be conducted to determine if any data was adjusted for the invoice (causing a mismatch). This advanced feature is unlocked by one successful search, when the Supplier Number auto-populates by the system, and the second date range field appears. To search for invoices by date range, remove all prior search criteria manually (do not click reset), leaving only the supplier number, and then enter the beginning and ending invoice date range desired. A successful Invoice Date Range Search will provide the status of all invoices dated within that time period, but is limited to invoices received within the last five years.

Date Range Invoice Search:

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Please enter two fields below.

At least one of the following, Invoice Number, Payment Reference Number or Voucher Number, are required. **You have successfully received at least one valid response during this session and may use date ranges if desired.**

PO Number:

Supplier Number:

Voucher Number:

Invoice Number:

Invoice Date: TO

Invoice Amount:

Payment Reference Number:

Payment Amount:

Payment Date: TO

Sort Report by

[Download Results in CSV Format](#)

PO Number	Supplier Number	Voucher Number	Invoice Number	Invoice Date	Invoice Amount	Payment Amount	Due Date	Invoice Status	Scheduled Pay Date	Terms	Tax	Payment Status	Payment Date	Payment Reference Number	Payment Method	Payment Cleared Date	Approval Status	Budget Status	On Hold	Origin	Bank Acct Ending In
	0000011010	V716763	INV388199	01-JUL-2018	27075.41	27336.39	01-JUL-2018		30-JUL-2018	NET 0	0.00	P	31-JUL-2018	0000006225	CHK	03-AUG-2018	A	V	N	SCI	
T988532	0000011010	V717719	INV390526	18-JUL-2018	260.98	27336.39	18-JUL-2018		30-JUL-2018	NET 0	0.00	P	31-JUL-2018	0000006225	CHK	03-AUG-2018	A	V	N	SCI	
	0000011010	V739099	INV395002	01-AUG-2018	27075.41	27075.41	01-AUG-2018		28-AUG-2018	NET 0	0.00	P	28-AUG-2018	0000007251	CHK	29-AUG-2018	A	V	N	SCI	5861
A011029	0000011010	V752414	INV399605	30-AUG-2018	3270.00	3270.00	30-AUG-2018		11-SEP-2018	NET 0	0.00	P	12-SEP-2018	0000007886	CHK	13-SEP-2018	A	V	N	SCI	5861
A035688	0000011010	V785472	INV410285	15-OCT-2018	5948.78	5948.78	15-OCT-2018		24-OCT-2018	NET 0	0.00	P	25-OCT-2018	0000009635	CHK		A	V	N	SCI	

If the invoice date range search does not provide information on the invoice, then it can be assumed that the invoice has not been received. In this instance, you may submit your invoice for Emory University for processing via email at Emory.AP@godocufree.com, ensuring that the invoice contains a valid PO# (beginning with A, CH, S, T or W and followed by 6 numbers) and that only one invoice is contained per pdf file. Other than Sub-Award invoices (whose invoicing address is contained directly within the Subaward Contract), invoices with Emory University PO#s will not be accepted at any other email address, and we request that no other Emory emails are included in your invoice submission to avoid unnecessary help-desk tickets. Remember, if your invoice does not contain a valid Emory University PO#, then it cannot be paid by Accounts Payable. Instead, you must contact your ordering end user to request that they facilitate payment directly. For this reason, we recommend that no Emory University orders be accepted without a valid Purchase Order (PO#).

Payment Remittance Detail: Like with any search, two system matching fields are required to search for remittance information, with one being the Payment reference ID (which totals 10 characters). If the payment occurred via paper check, the check number with leading zeroes added represents the Payment Reference ID#. For ACH (direct deposit) payments, we always send our Payment Reference ID # to the receiving bank along with the ACH payment. Yet, not all banks relay this information to their customers unless requested to do so. Note that the payment reference ID# and payment date also populate in the search results of a paid invoice, and these numbers can be used in a remittance

search to delineate all invoices that were paid in that remittance. For reference, a dot has been placed below each of these fields in the above print screen. A successful payment search will provide a list of invoices that paid in that remittance, which can be downloaded in csv format.

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Please enter two fields below.

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PO Number:

Supplier Number:

Voucher Number:

Invoice Number:

Invoice Date: DAY MONTH YEAR

Invoice Amount:

Payment Reference Number:

Payment Amount:

Payment Date: DAY MONTH YEAR

Sort Report by Ascending

PO Number	Supplier Number	Voucher Number	Invoice Number	Invoice Date	Invoice Amount	Payment Amount	Due Date	Invoice Status	Scheduled Pay Date	Terms	Tax	Payment Status	Payment Date	Payment Reference Number	Payment Method	Payment Cleared Date	Approval Status	Budget Status	On Hold	Origin	Bank Acct Ending
	0000011010	R710454	19628	02-SEP-2014	19690.00	20405.00	02-OCT-2014		02-OCT-2014	NET30	0.00	P	10-OCT-2014	0000923836	ACH	15-OCT-2014	A	V	N	SCI	8315
	0000011010	R710461	19627	02-SEP-2014	715.00	20405.00	02-OCT-2014		02-OCT-2014	NET30	0.00	P	10-OCT-2014	0000923836	ACH	15-OCT-2014	A	V	N	SCI	8315

[Download Results in CSV Format](#)

If your Payment Remittance search is unsuccessful, you may search via a payment date range in hopes of finding pertinent information. This is especially helpful if you do not know the Emory University Payment Reference Number, which is typically different than the number that often appears on either your banking statement or your SUA credit card transaction. This advanced feature is unlocked by one successful search, when the Supplier Number auto-populates by the system, and the second date range field appears. To search for invoices by date range, remove all prior search criteria manually (do not click reset), leaving only the supplier number, and then enter the beginning and ending payment date range desired. A successful Payment Date Range Search will provide a list of all invoices paid within that time period but is limited to invoices received within the last five years.

Date Range Payment Search

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At least one of the following, Invoice Number, Payment Reference Number or Voucher Number, are required. **You have successfully received at least one valid response during this session and may use date ranges if desired.**

PO Number:

Supplier Number: **11010**

Voucher Number:

Invoice Number:

Invoice Date: DAY MONTH YEAR TO DAY MONTH YEAR [Date Range Search](#)

Invoice Amount:

Payment Reference Number:

Payment Amount:

Payment Date: **01** **January** **2018** TO **01** **November** **2018** [Date Range Search](#)

Sort Report by Ascending

Search

Reset

(Results can be found on the following page)

<u>PO Number</u>	<u>Supplier Number</u>	<u>Voucher Number</u>	<u>Invoice Number</u>	<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Payment Amount</u>	<u>Due Date</u>	<u>Invoice Status</u>	<u>Scheduled Pay Date</u>	<u>Terms</u>	<u>Tax</u>	<u>Payment Status</u>	<u>Payment Date</u>	<u>Payment Reference Number</u>	<u>Payment Method</u>	<u>Payment Cleared Date</u>	<u>Approval Status</u>	<u>Budget Status</u>	<u>On Hold</u>	<u>Origin</u>	<u>Bank Acct Ending In</u>
	0000011010	V572391	INV353883	01-JAN-2018	27075.41	27075.41	31-JAN-2018		31-JAN-2018	NET30	0.00	P	30-JAN-2018	0001156882	ACH	31-JAN-2018	A	V	N	SCI	5881
T895503	0000011010	V589564	INV357767	25-JAN-2018	4745.44	4745.44	24-FEB-2018		23-FEB-2018	NET30	0.00	P	22-FEB-2018	0001160119	ACH	23-FEB-2018	A	V	N	SCI	5881
	0000011010	V809216	INV346098	21-NOV-2017	2455.00	5834.46	21-DEC-2017		07-MAR-2018	NET30	0.00	P	08-MAR-2018	0001161928	ACH	09-MAR-2018	A	V	N	SCI	5881
	0000011010	V809217	INV344020	07-NOV-2017	162.00	5834.46	07-DEC-2017		07-MAR-2018	NET30	0.00	P	08-MAR-2018	0001161928	ACH	09-MAR-2018	A	V	N	SCI	5881
	0000011010	V809218	INV345971	21-NOV-2017	3217.46	5834.46	21-DEC-2017		07-MAR-2018	NET30	0.00	P	08-MAR-2018	0001161928	ACH	09-MAR-2018	A	V	N	SCI	5881
T895503	0000011010	V615110	INV363526	01-MAR-2018	4776.70	4776.70	31-MAR-2018		30-MAR-2018	NET30	0.00	P	29-MAR-2018	0001164300	ACH	30-MAR-2018	A	V	N	SCI	5881
T909515	0000011010	V828376	INV367013	21-MAR-2018	5422.62	5422.62	21-MAR-2018		16-APR-2018	NET 0	0.00	P	17-APR-2018	0000002932	CHK	20-APR-2018	A	V	N	SCI	5881
	0000011010	V845559	INV369325	01-FEB-2018	27075.41	27075.41	01-FEB-2018		23-APR-2018	NET 0	0.00	P	24-APR-2018	0000003155	CHK	26-APR-2018	A	V	N	SCI	5881
T937211	0000011010	V681401	INV380180	19-MAY-2018	825.46	825.46	19-MAY-2018		08-JUN-2018	NET 0	0.00	P	11-JUN-2018	0000004521	CHK	13-JUN-2018	A	V	N	SCI	5881
	0000011010	V682033	369987	01-APR-2018	27075.41	54150.82	01-APR-2018		13-JUN-2018	NET 0	0.00	P	13-JUN-2018	0000004608	CHK	15-JUN-2018	A	V	N	SCI	5881
<u>PO Number</u>	<u>Supplier Number</u>	<u>Voucher Number</u>	<u>Invoice Number</u>	<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Payment Amount</u>	<u>Due Date</u>	<u>Invoice Status</u>	<u>Scheduled Pay Date</u>	<u>Terms</u>	<u>Tax</u>	<u>Payment Status</u>	<u>Payment Date</u>	<u>Payment Reference Number</u>	<u>Payment Method</u>	<u>Payment Cleared Date</u>	<u>Approval Status</u>	<u>Budget Status</u>	<u>On Hold</u>	<u>Origin</u>	<u>Bank Acct Ending In</u>
	0000011010	V682035	375862	01-MAY-2018	27075.41	54150.82	01-MAY-2018		13-JUN-2018	NET 0	0.00	P	13-JUN-2018	0000004608	CHK	15-JUN-2018	A	V	N	SCI	5881
	0000011010	V694166	INV382073	01-JUN-2018	27075.41	54150.82	01-JUN-2018		26-JUN-2018	NET 0	0.00	P	27-JUN-2018	0000005081	CHK	28-JUN-2018	A	V	N	SCI	5881
	0000011010	V694167	INV364118	07-MAR-2018	27075.41	54150.82	07-MAR-2018		26-JUN-2018	NET 0	0.00	P	27-JUN-2018	0000005081	CHK	28-JUN-2018	A	V	N	SCI	5881
T948261	0000011010	V702745	INV386863	29-JUN-2018	251.71	251.71	29-JUN-2018		09-JUL-2018	NET 0	0.00	P	10-JUL-2018	0000005446	CHK	12-JUL-2018	A	V	N	SCI	
	0000011010	V716763	INV388199	01-JUL-2018	27075.41	27336.39	01-JUL-2018		30-JUL-2018	NET 0	0.00	P	31-JUL-2018	0000006225	CHK	03-AUG-2018	A	V	N	SCI	
T968532	0000011010	V717719	INV390526	18-JUL-2018	260.98	27336.39	18-JUL-2018		30-JUL-2018	NET 0	0.00	P	31-JUL-2018	0000006225	CHK	03-AUG-2018	A	V	N	SCI	
	0000011010	V739099	INV395002	01-AUG-2018	27075.41	27075.41	01-AUG-2018		28-AUG-2018	NET 0	0.00	P	28-AUG-2018	0000007251	CHK	29-AUG-2018	A	V	N	SCI	5881
A011029	0000011010	V752414	INV399605	30-AUG-2018	3270.00	3270.00	30-AUG-2018		11-SEP-2018	NET 0	0.00	P	12-SEP-2018	0000007886	CHK	13-SEP-2018	A	V	N	SCI	5881
A035688	0000011010	V785472	INV410285	15-OCT-2018	5948.76	5948.76	15-OCT-2018		24-OCT-2018	NET 0	0.00	P	25-OCT-2018	0000009635	CHK		A	V	N	SCI	