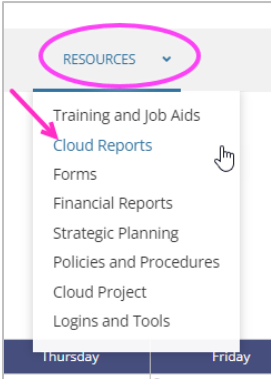

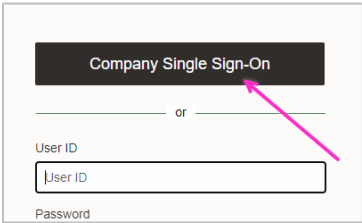


Process Name: P2P – Invoice Inquiry

STEP	DETAIL
	<p>Use the Invoice Inquiry report in the Procure to Pay Panorama to look up all payments generated through Accounts Payable. See the status, amount, COA/POETAF & pay date</p>
1	<p>Navigating to the Reports</p> <p>Navigate to the Cloud Reports through the Treasurer’s website. treasurer.tcnj.edu</p> <p>Click Resources from the navigation bar & choose Cloud Reports</p> 
2	<p>Click on Procure to Pay Panorama</p> 
3	<p>If not already logged in to the Cloud, log in with your TCNJ SSO.</p> 

Using the Reports

Choose **Invoice Inquiry** from the menu along the top or the list.

4



The screenshot shows a navigation bar with the following items: Welcome!, Procure to Pay Action Items, Procure to Pay Transaction Inquiry, Requisition Summary, Requisition Inquiry, PO Summary, PO Inquiry, PO Balances, Invoice Summary (highlighted in pink), Invoice Inquiry, and Supplier Inquiry.

Below the navigation bar is a table of reports:

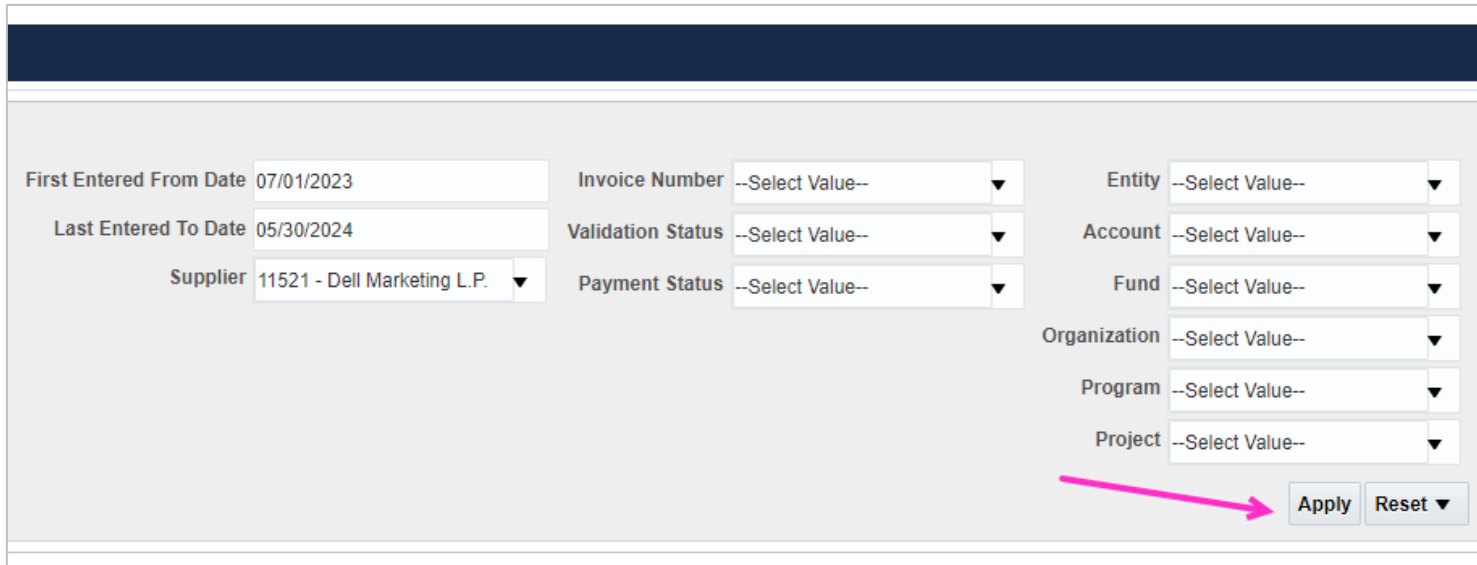
Dashboard Report Name	Re
Procure to Pay Action Items	Qu
P2P Transaction Inquiry	Qu
Requisition Summary	Su
Requisition Inquiry	Qu
PO Summary	Su
PO Inquiry	Qu
PO Balances	Qu
Invoice Summary	Su
Invoice Inquiry	Qu
Supplier Inquiry	Qu

A pink arrow points to the 'Invoice Inquiry' row in the table.

Fill in any of the search criteria & click **Apply**.

**Note: if you are looking for a specific vendor payment, don't limit your search to specific COAs or Projects.

5



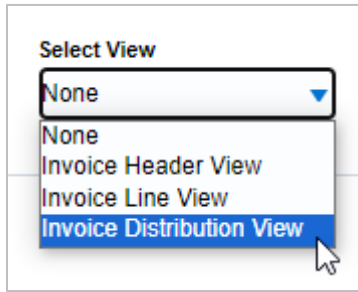
The screenshot shows a search criteria form with the following fields:

- First Entered From Date: 07/01/2023
- Last Entered To Date: 05/30/2024
- Supplier: 11521 - Dell Marketing L.P.
- Invoice Number: --Select Value--
- Validation Status: --Select Value--
- Payment Status: --Select Value--
- Entity: --Select Value--
- Account: --Select Value--
- Fund: --Select Value--
- Organization: --Select Value--
- Program: --Select Value--
- Project: --Select Value--

At the bottom right, there are 'Apply' and 'Reset' buttons. A pink arrow points to the 'Apply' button.

6

Change your View to **Distribution View** to see all the detail.



7

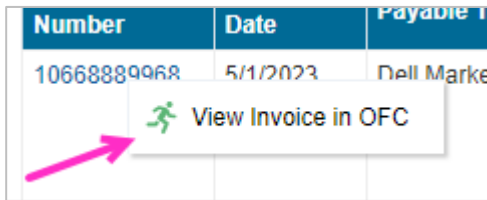
Invoice detail will be generated.
 Click on the Invoice Number to see payment details
 Use the arrows at the bottom to expand the results.
 Export to Excel.

Select View
Invoice Distribution View ▼

Invoice Number	Invoice Date	Payable To	Invoice Line Number	Invoice Line Amount	Invoice Line Description	Purchase Order	Distribution Line Number	Invoice Distribution Amount	Chart of Accounts	Project	Task	Expenditure Type	Expenditure Item Date
10668889968	5/1/2023	Dell Marketing L.P.	1.0	\$2,790.68	TCNJ AutoDesk AutoCAD IST Single Users Sub Renewal 5/26/23 to 5/25/24	TCNJ00026478	1.0	\$2,790.68	TCNJ-620010-100000-2600-325-0000-0000-0000-0000				
			2.0	\$2,033.64	TCNJ AutoDesk AutoCAD IST Single Users Sub Renewal 5/26/23 to 5/25/24	TCNJ00026478	1.0	\$2,033.64	TCNJ-620010-100000-2600-325-0000-0000-0000-0000				
			3.0	\$5,126.07	TCNJ AutoDesk AutoCAD IST Single Users Sub Renewal 5/26/23 to 5/25/24	TCNJ00026478	1.0	\$5,126.07	TCNJ-620010-100000-2600-325-0000-0000-0000-0000				
10592892304	8/18/2023	Dell Marketing L.P.	1.0	\$591.90	Dell USB-C 90 W AC Adapter with 1meter Power Cord	TCNJ00026441	1.0	\$591.90	TCNJ-620000-100000-2608-325-0000-0000-0000-0000				
10693719191	8/22/2023	Dell Marketing L.P.	1.0	\$371.16	Dell 22" Monitor P2222H & Dell Universal Dock UD22	TCNJ00026365	1.0	\$371.16	TCNJ-620000-100000-1600-100-0000-0000-0000-0000				
10685585050	7/17/2023	Dell Marketing L.P.	1.0	\$199.00	Dell Dock Fischer UD22	TCNJ00027348	1.0	\$199.00	TCNJ-620000-100040-3400-320-0000-0000-0000-0000				

Rows 1 - 30
Export

Click the OFC popup



8	<p><u>Navigating Invoice Details</u></p> <p>View the Invoice Details in the header</p> <div data-bbox="233 224 1919 532" style="border: 1px solid gray; padding: 10px;"> <p>Invoice Details : 10668889968</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Invoice Date</td> <td style="width: 25%;">05/01/2023</td> <td style="width: 15%;">Invoice Amount</td> <td style="width: 10%; text-align: right;">9,950.39 USD</td> </tr> <tr> <td>Invoice Type</td> <td>Standard</td> <td>Applied Prepayments</td> <td style="text-align: right;">0.00 USD</td> </tr> <tr> <td>Supplier or Party</td> <td>Dell Marketing L.P.</td> <td>Unpaid Amount</td> <td style="text-align: right;">0.00 USD</td> </tr> <tr> <td>Supplier Site</td> <td>P.O. Box 643561</td> <td>Holds</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Address</td> <td colspan="3">P.O. Box 643561, Pittsburgh, PA-15264-3561</td> </tr> <tr> <td></td> <td></td> <td>Notes</td> <td></td> </tr> </table> </div>	Invoice Date	05/01/2023	Invoice Amount	9,950.39 USD	Invoice Type	Standard	Applied Prepayments	0.00 USD	Supplier or Party	Dell Marketing L.P.	Unpaid Amount	0.00 USD	Supplier Site	P.O. Box 643561	Holds	0	Address	P.O. Box 643561, Pittsburgh, PA-15264-3561					Notes	
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		Notes																							
9	<p>Click on Payments tab</p> <div data-bbox="233 607 711 737" style="border: 1px solid gray; padding: 5px;"> <p>Lines Holds and Approvals Payments Installments</p> <hr/> <p>Payments</p> </div>																								
10	<p>See the resulted Payment Details</p> <ul style="list-style-type: none"> - Number: Check or ACH Reference number - Payment Document: Method of payment - Status & Reconciled: did the money clear the bank & was the check cashed/deposited - Payment Date: date funds were sent from the bank or check was mailed - Payment Amount: how much the payment was for - Address: address the check was mailed to - Remit-to Account: the bank account the funds were deposited into. <div data-bbox="212 1073 2003 1292" style="border: 1px solid gray; padding: 10px;"> <p>Payments</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Number</th> <th style="width: 10%;">Payment Document</th> <th style="width: 10%;">Status</th> <th style="width: 10%;">Reconciled</th> <th style="width: 20%;">Current Payee Name</th> <th style="width: 10%;">Payment Date</th> <th style="width: 10%;">Paid Amount</th> <th style="width: 10%;">Address</th> <th style="width: 10%;">Remit-to Account</th> </tr> </thead> <tbody> <tr> <td>119926</td> <td>TCNJ ACH</td> <td>Cleared</td> <td>Yes</td> <td></td> <td>08/23/2023</td> <td>9,950.39 USD</td> <td>P.O. Box 643561, c/o Dell USA LP, PITTSBURGH, PA 15264-3561</td> <td>XX091534</td> </tr> </tbody> </table> </div>	Number	Payment Document	Status	Reconciled	Current Payee Name	Payment Date	Paid Amount	Address	Remit-to Account	119926	TCNJ ACH	Cleared	Yes		08/23/2023	9,950.39 USD	P.O. Box 643561, c/o Dell USA LP, PITTSBURGH, PA 15264-3561	XX091534						
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