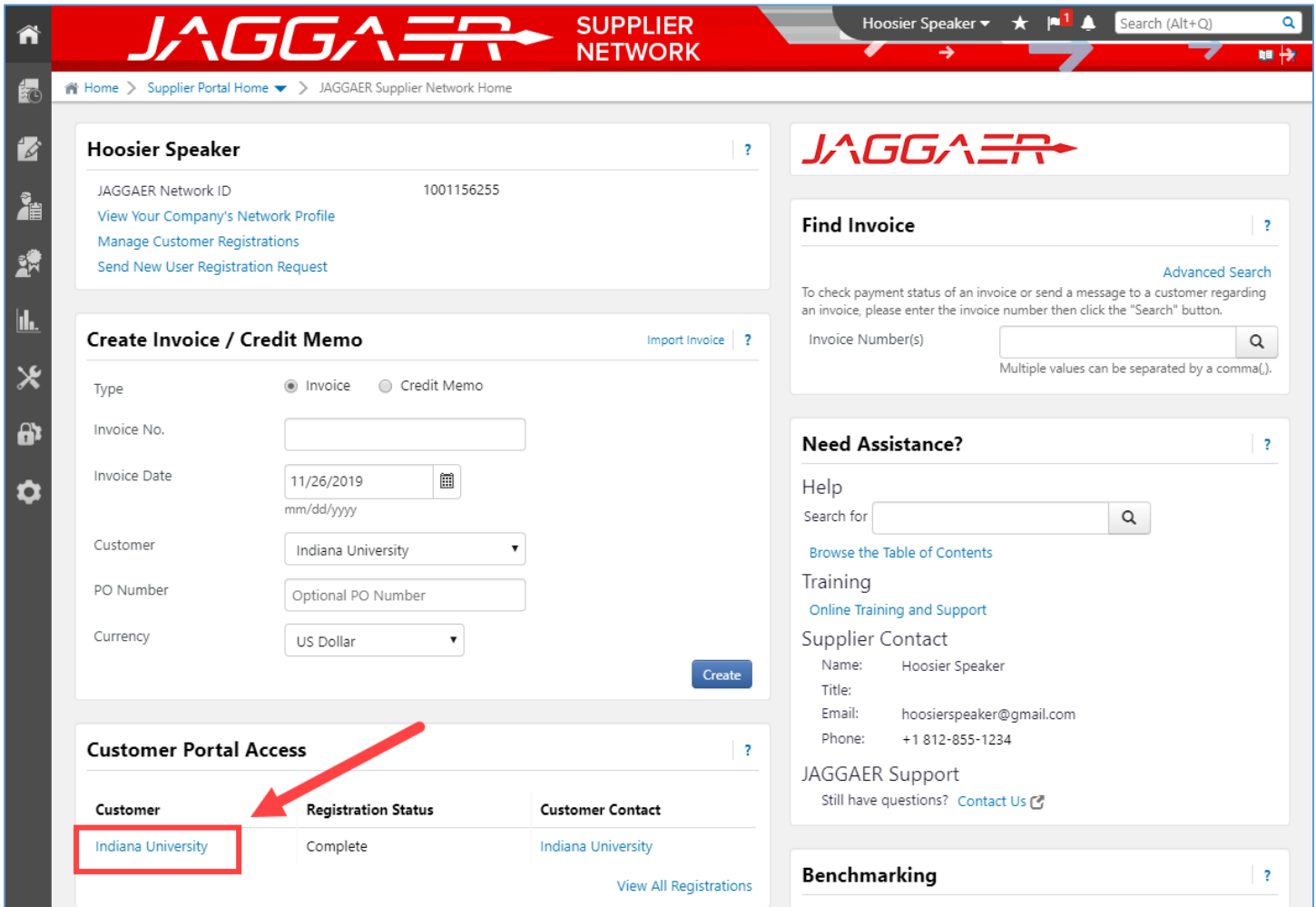


Track Status of Payment

Use your supplier portal to track the status of your payment. Your supplier portal allows you to track an invoice through the review process and verify when payment will be made. Additionally, your portal is updated when a payment has been issued to you.

You must have the appropriate permissions to view invoice information for your company. Your company representative may need to delegate access. [Review these instructions to learn more.](#)

First, [log in to your Jaggaer supplier portal](#). Once logged in, navigate to your Indiana University portal by clicking **Indiana University** in the **Customer Portal Access** section.

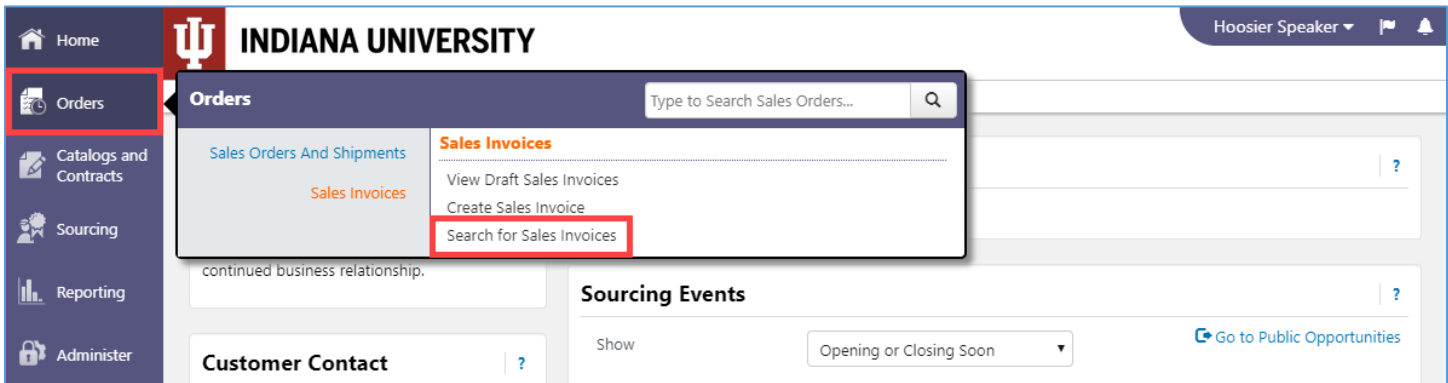


Customer Portal Access

Customer	Registration Status	Customer Contact
Indiana University	Complete	Indiana University

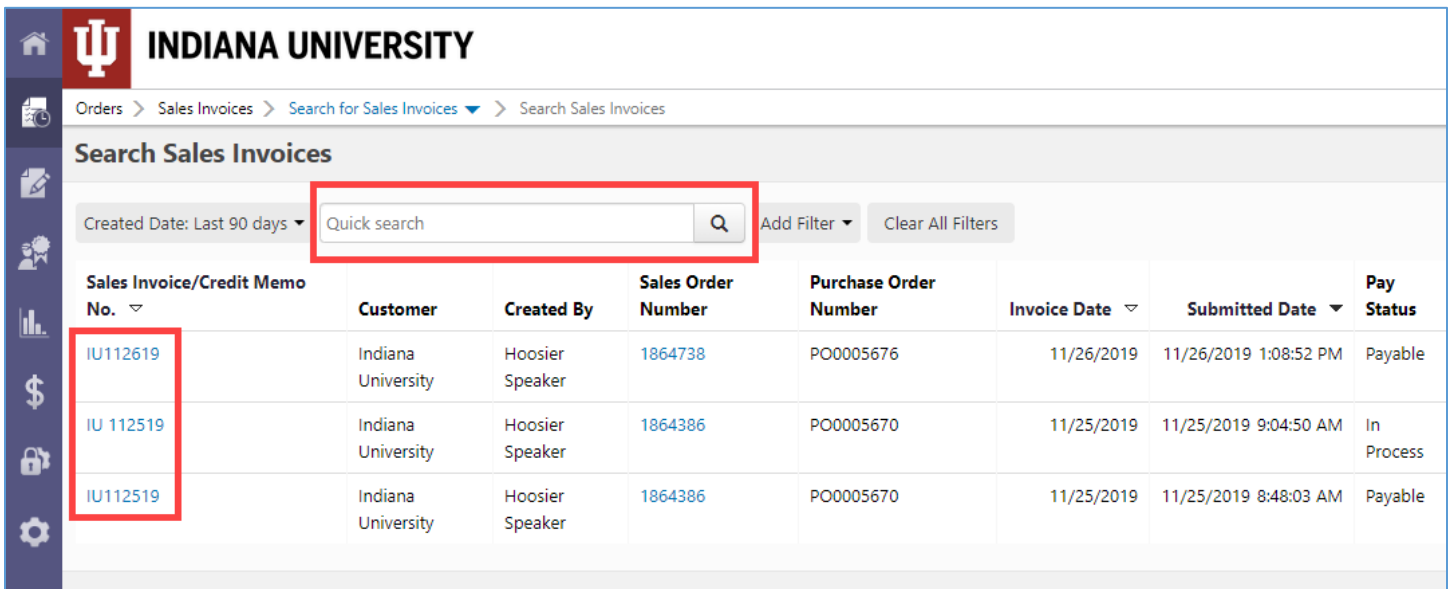
[View All Registrations](#)

Once in the IU portal, select **Search for Sales Invoices** from the **Orders** module, available in the left-hand menu. In Jaggaer, invoices are referred to as Sales Invoices.



Jaggaer automatically returns all Sales Invoices created in the last 90 days. Search for older invoices by changing the timeframe in the **drop-down menu** to the left of the search field.

Use the **search field** at the top of the page to search for a specific invoice or locate it in the list. Click a **Sales Invoice Number** to view additional details and a printable version of the Sales Invoice.



The **Pay Status** of the Sales Invoice reflects if payment has already been made or if the invoice is still under review. The table below describes the different Pay Statuses you may see.

Pay Status	Description
In Process	Invoice is enroute and under review by IU staff.
Payable	Invoice is considered "OK to Pay." Payment will be made by due date stated on Sales Invoice. Past due payments in Payable status are expedited and issued next business day.
Paid	Payment has been issued. Review the Payment Date and Payment Method columns, located to the right of the Pay Status, of your search results to see when and how payment was issued.
Cancelled	Invoice was cancelled by IU staff.
Disputed	This Pay Status is not used at IU. Contact Accounts Payable at iuaphelp@iu.edu or (877) 481-0007.

Click the **Created Date: Last 90 days** drop-down to display all invoices or specify a different timeframe. Click **more options >** for even more search options. Click **Apply** to alter your search.

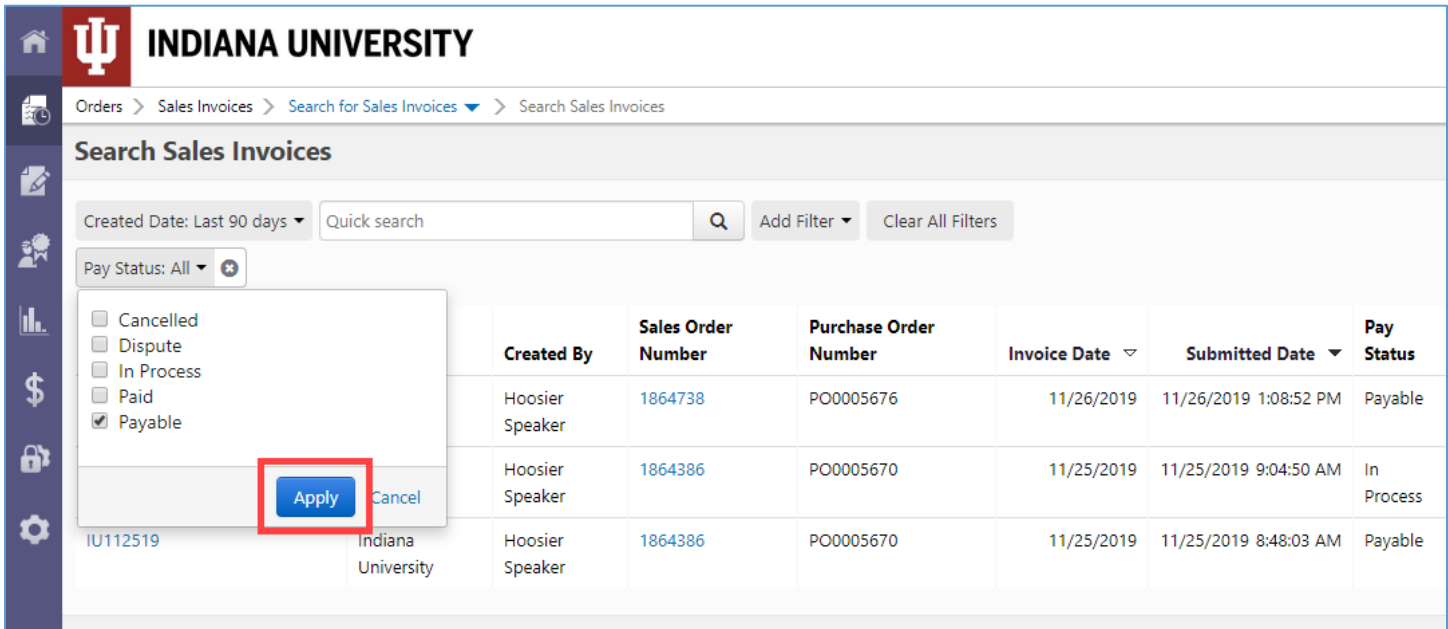
Purchase Order Number	Invoice Date	Submitted Date	Pay Status
PO0005676	11/26/2019	11/26/2019 1:08:52 PM	Payable
PO0005670	11/25/2019	11/25/2019 9:04:50 AM	In Process
PO0005670	11/25/2019	11/25/2019 8:48:03 AM	Payable

Filter your results by clicking the **Add Filter** drop-down.

The table below outlines some filters which may be most helpful. Multiple filters may be applied at once.

Available Filter	Description
Invoice Date	The date included on the supplier-provided Invoice. Used to determine the invoice due date.
Paid Date	The date payment was issued.
Pay Status	Reflects whether payment has already been made or will be made. Refer to table above for additional details.
Purchase Order Number	The PO number associated with the Sales Invoice.
Record Number	The check number or ACH number associated with the payment.

Select a filter and a new field appears where you can enter search parameters or select items. In the example below, the Pay Status filter has been applied. In the example below, the filter will return Sales Invoices which are “Payable” and will be paid by the due date. Click **Apply** to filter.



INDIANA UNIVERSITY

Orders > Sales Invoices > Search for Sales Invoices > Search Sales Invoices

Search Sales Invoices

Created Date: Last 90 days Quick search

Pay Status: All

- Cancelled
- Dispute
- In Process
- Paid
- Payable

Created By	Sales Order Number	Purchase Order Number	Invoice Date	Submitted Date	Pay Status
Hoosier Speaker	1864738	PO0005676	11/26/2019	11/26/2019 1:08:52 PM	Payable
Hoosier Speaker	1864386	PO0005670	11/25/2019	11/25/2019 9:04:50 AM	In Process
Hoosier Speaker	1864386	PO0005670	11/25/2019	11/25/2019 8:48:03 AM	Payable

IU112519 Indiana University