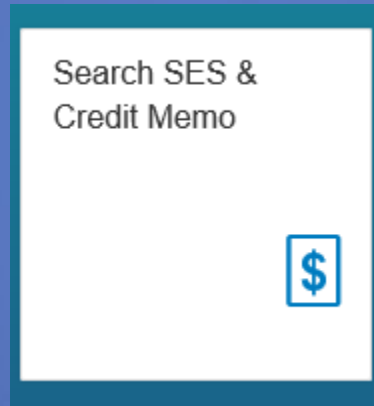


Checking Invoice/Payment Status

# There are two ways to see Invoice Status

- 1) Search SES
- 2) Search PO's

In SourceHub, click “Search SES and  
Credit Memo tile”



# Enter the SES Number in the field and click "OK"

The image shows a 'Filter By' dialog box with the following fields and options:

- SES/CM#(Excl filter):
- PO#:
- PO Line#:
- Contract#:
- Supplier Ref#:
- Remit Message:

Below the input fields are several filter categories with dropdown menus:

- Type: ALL ⊗ >
- Creation Type: ALL ⊗ >
- Work Date: Last 1 Year >
- Status: MULTIPLE ⊗ >


At the bottom of the dialog, there are two buttons: 'OK' (circled in red) and 'Cancel'.

# The SES you entered will populate

Who  
needs to  
take  
action

Status of  
the SES

Day the  
released SES  
payment will  
be sent out



SES/CM#	PO/Contract#	Start/ End Date	Location	Cmts	Ref#	Assigned To	Status	Submit Date	Due Date	Amount
495708	4300023360-10 4700000300-1	04/08/2019 04/08/2019	ALTON & SOUTHERN GATEWAY MP67-87	work performed	438	Vinay Boda	Released for payment	04/08/2019	05/08/2019	\$34,000.00 >

# There are multiple statuses

- Verifier Queue – SES is waiting on verification
- Releaser Queue – SES waiting on releaser
- Released for Payment – Payment has been released
- Supplier Saved – SES is saved and not submitted

Selecting the SES will show more details. Click “Payment Details”

PO# 4300039795 (SES# 1215168)

Overview

Service Items

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Payment Details

Tracking

This section will show all document info, dates, and amounts.

**Payment Details**

Payment Doc#:

Payment Date: 09/13/2019

Payment Amount: \$30,588.86

Payment Method: UPRR APAY Paper Check

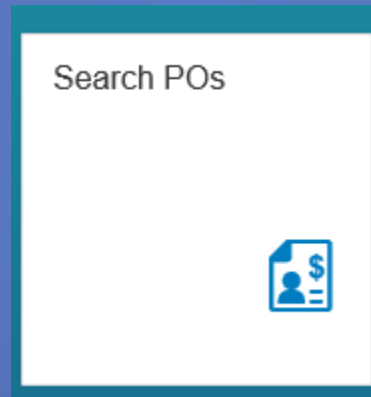
Check#:

Check Cashed: 09/18/2019



Searching by PO

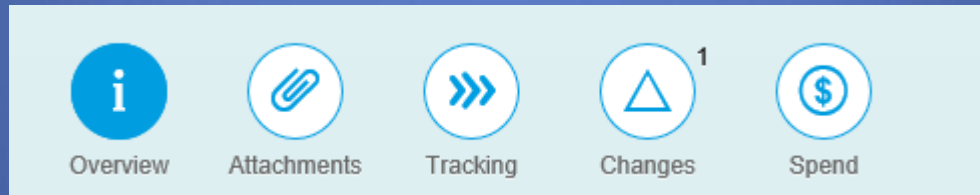
# Click “Search POs”



# Select the PO you want

PO	Invoice Plan
<i>Filter: Status, Date</i>	
4300023649	\$12,500.00
<b>Accepted By Supplier</b>	
Tony Wayne Castl...	10/01/2018
RERAILED ENGINE UP 768	

# Click the “Spend” button



# The Spend tab will show the breakdown of money released and yet to be released

✓ Line# 10 - Emergency Services-Systemwide for \$12,500.00 on 10/01/2018

PO Amount: **\$10,000.00 + 25% contingency = \$12,500.00 (Based On Contract or PO)**

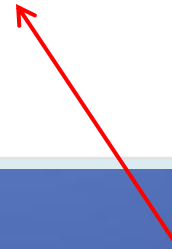
Released SES Amount: **\$7,309.77**

Pending SES Amount: **\$0.00**

PO Amount Remaining: **\$5,190.23**

Released Credit Memo Amount: **(\$0.00)**

Pending Credit Memo Amount: **(\$0.00)**



Click on the amounts to get a detailed breakdown of each status

# Selecting the SES will show more details. Click “Payment Details”

PO# 4300039795 (SES# 1215168)

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This will show all document info,  
dates, and amounts.

**Payment Details**

Payment Doc#:

Payment Date: 09/13/2019

Payment Amount: \$30,588.86

Payment Method: UPRR APAY Paper Check

Check#:

Check Cashed: 09/18/2019