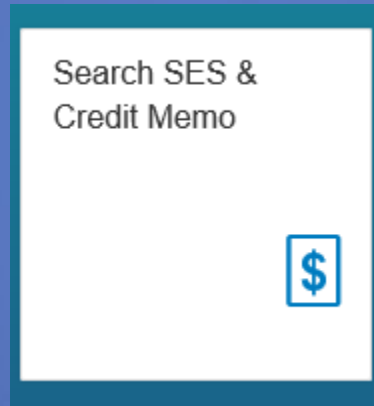# Checking Invoice/Payment Status

# 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 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 | Accounting | Comments | Miscellaneous | Payment Details | Tracking

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

**Payment Details**

Payment Doc#:

Payment Date: 09/13/2019

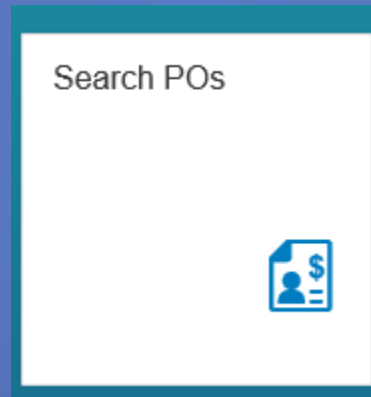Payment Amount: $30,588.86

Payment Method: UPRR APAY Paper Check

Check#:
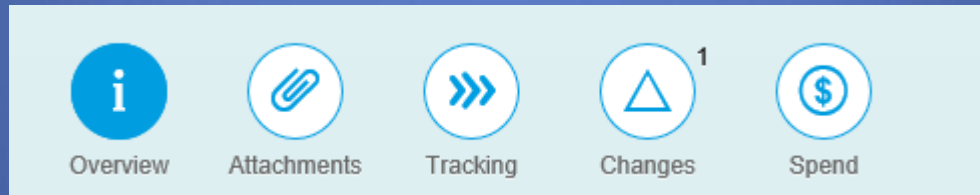
Check Cashed: 09/18/2019

# Searching by PO

# Click "Search POs"

# Select the PO you want

# Click the "Spend" button

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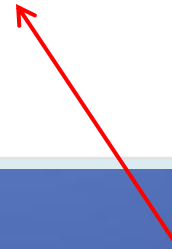


Click on the amounts to get a detailed breakdown of each status

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

PO# 4300039795 (SES# 1215168)

Overview    Service Items    Accounting    Comments    Miscellaneous    **Payment Details**    Tracking

# 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 |