

EPIC – How to Find Out if a PO Has Been Paid

In addition to creating Purchase Orders in EPIC, you can find out if or when payment will be processed. Let's take a look at how this can be done!

How does a Purchase Order (PO) get paid?

PO's and Invoices are processed through EPIC and payments come from Banner. Once the invoices are fully approved they are sent to the payment process in Banner Finance. Supplier Payment Services then releases the payment to the Supplier.

How do I find out if there has been an invoice applied to a PO?

You need to view the Invoices tab in the PO to determine if an invoice has been applied. You can access the Invoices tab by going through the following steps:

1. In your **My Documents** box in EPIC, locate the **PR** and **click** on it to open.
2. Once the PR displays, select the **Orders tab** to reveal the Purchase Order then **click** on it to open.
3. When the Purchase Order displays, click on the **Invoices tab**. All invoices and credits will be listed in this location.

- **I don't see an invoice listed. What does this mean?**

There are a few possibilities as to why you do not see an invoice listed:

- The supplier has not sent the invoice yet.
- Supplier Payment Services has not received the invoice.
- The invoice was entered directly into Banner Finance which has disconnected it from the PO.

If the invoice has not been entered in any system, payment will not be released to the Supplier so it is important to determine which circumstance it is.

Was it entered into Banner directly? On occasion, Supplier Payment Services must enter the invoice directly into Banner. To verify if this is the circumstance for it not appearing, check in FAST for the transaction. It will be listed however, the PO will not be associated to it. If you are unsure or do not have access to FAST, contact Aurora Finance for assistance.

Has the supplier sent the invoice? Every supplier functions differently as to when they send out their invoices. If it has been a while since you have received your order, contact them to ask if they have sent the invoice. From that point, you will be able to find out whether they simply have not sent in the invoice yet or if requesting a copy to be sent to Supplier Payment Services will be required.

Did you receive the invoice in the office? Sometimes vendors send the invoice along with the items when they are delivered. If you receive an invoice, check if it has been processed using EPIC and FAST. If the invoice has not been processed, ensure that the Purchase Order or Contract number is noted on it then send the invoice to Supplier Payment Services.

- **I see an invoice listed but the status is Reconciling. What does this mean?**

An invoice with the status **Reconciling**, indicates that there is an **Invoice Reconciliation (IR)** document requiring approval. The approval must be done in order to move forward into the queue for payment. You can find out who the Invoice Reconciliation is pending with by going through the following steps:

1. Click on the **invoice number** listed.

Invoice # ↑	Invoice Date	Supplier	Supplier Contact	Status	Total
241047	Mon, 24 Feb, 2020	That Furniture Guy	That Furniture Guy	Reconciling	\$2,055.20 CAD

2. When the invoice opens, select the **Reference tab** then under the category **Reconciliation**, click on the **IR number** listed.
3. Once the IR document opens, click on the **Approval Flow tab** to view the person that must approve this document.

- **I see an invoice listed and the status is Reconciled. What does this mean?**

An invoice with the status **Reconciled** indicates that the invoice has gone into the queue to be paid. You can obtain some details about the payment by going to the **Payments tab**. Here you will find a **PAY document** and along the same line a **PMT transaction number** may appear, depending on how far along it is in the payment process.

ID ↑	Net Due Date	Scheduled	Discount	Amount To Pay	Transaction	Payment Method	Status
PAY126707RP-936	08/06/2012	08/06/2012	\$0.00 CAD	\$495.50 CAD	PMT95	ACH	Paid

If a PMT transaction number is visible, you can click on it to be shown the **Reference number** which will be the cheque number.

Details	
ID:	PMT95
Supplier:	Allmove
Amount Paid:	\$495.50 CAD
Payment Date:	08/21/2012
Payment Method:	ACH
Reference #:	C0220228
Originating Bank:	(no value)
Receiving Bank:	(no value)

If you do not see payment details, the most detailed information can be found in FAST.

Questions regarding payment? Contact Supplier Payment Services at 474-6632.