In This Guide

✓ Search for an invoice   ✓ Filter search results

✓ Search for a credit memo   ✓ View invoice details

This guide demonstrates how to search for information regarding status of payment due to a supplier.

Search for an invoice

1. To search for payment status of an invoice in USC eMarket, log in to the USC Supplier Portal
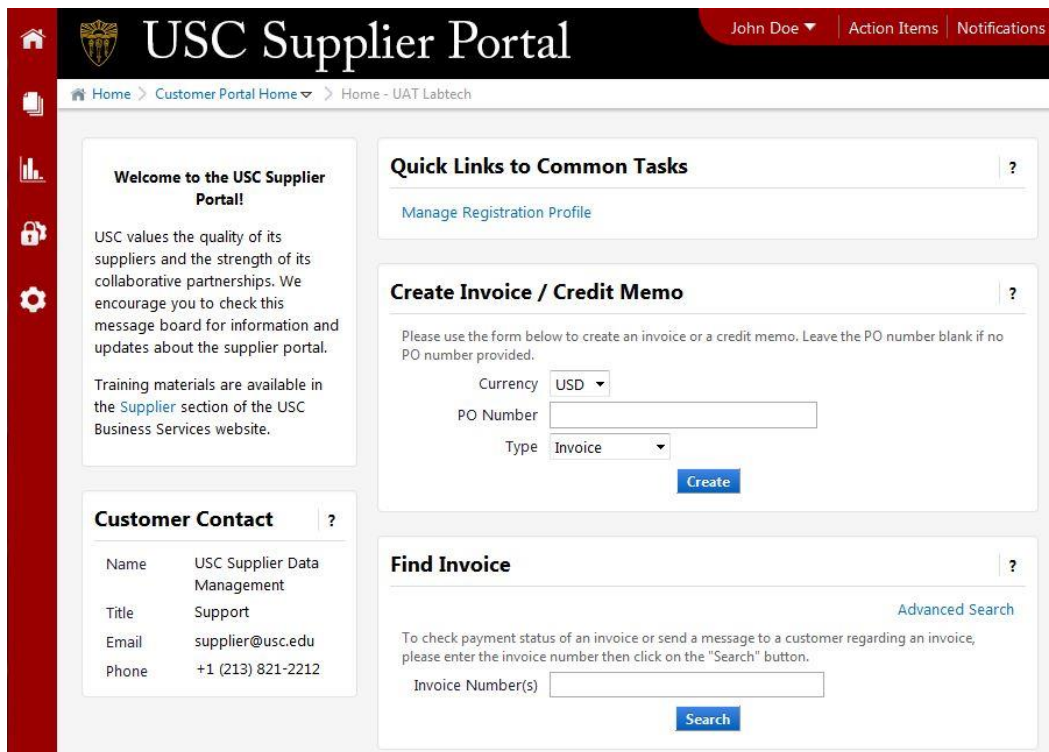
2. On the USC Supplier Portal home page, enter the invoice number(s) in the **Invoice Number(s)** field under **Find Invoice** and click the **Search** button. Separate multiple invoice numbers with commas.
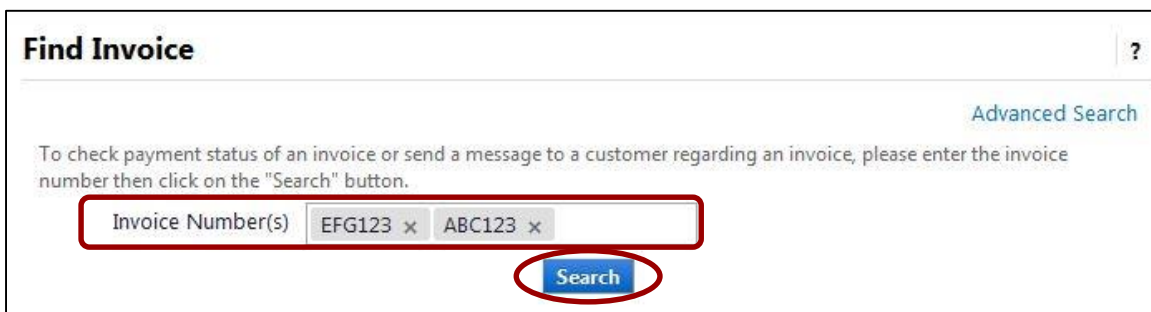
3. The **Invoice Status** column in the search results displays the status of the relevant invoice(s).

Search for a credit memo

1. Click on **Advanced Search** under **Find Invoice** on the USC Supplier Portal home page.

2. Enter the relevant purchase order number(s) in the **Purchase Order Number(s)** field, check **Credit Memo** under **Invoice Type** and click the **Go** button.

3. The **Invoice Status** column in the search results displays the status of the relevant invoice(s).

Invoice Number	Customer	Created By	Sales Order No	PO No	Invoice Date	Submit Date	Type	Invoice Status	Total
ABC123	USC	John Doe	1459682	20004819	3/2/2016	3/2/2016 6:18 PM	Invoice	Status: Payable Paid Date: Payment Method: Check	100.00 USD
EFG123	USC	John Doe	1459682	20004819	3/2/2016	3/2/2016 6:20 PM	Invoice	Status: Paid Paid Date: Payment Method: Check	110.00 USD
HIJ789	USC	John Doe	1459682	20004819	3/2/2016	3/2/2016 6:22 PM	Credit Memo	Status: In Process Paid Date: Payment Method: Unknown	−10.00 USD

Filter search results

1. To refine search results, select one or more of the various parameters displayed in the **Refine Search Results** section of the screen. Filter options include:

    -   Type
    -   Date Range
    -   Supplier
    -   Payment Status
    -   Invoice Type

    Payment statuses include:

    -   Paid
    -   Payable
    -   Cancelled
    -   In Process (invoice is under review but has not been paid)

Refine Search Results ?

Type
[Sales Invoices]

Date Range
[All Dates]

Supplier
UAT Labtech (4)

Sales Invoice Invoiced by
John Doe (4)

Payment Method
Check (2)
Unknown (2)

Payment Status
Paid (1)
Payable (1)
Cancelled (1)
In Process (1)

Customer
University of Southern California (4)

Invoice Type
Invoice (3)
Credit Memo (1)

2. The original search criteria and the applied filters are displayed in the **Search Details** section. To remove a filter, uncheck the box next to it, or click the **remove all** link to remove all of the filters.

Search Details	?

Search Terms

Purchase Order Number(s)

20004819

Customer(s)

USC

Filtered by

Type:	Sales Invoices
Date Type:	Sales Invoice Date
Date Range:	All Dates

[remove all]

Invoice Type

☑ Invoice

View invoice details

1. To view details of an invoice, click on that Invoice Number from the search results.

Invoice Number	Customer	Created By	Sales Order No
ABC123	USC	John Doe	1459682
EFG123	USC	John Doe	1459682

2. The **Customer Invoice Information** section provides details of the invoice's payment status.

General Information	?	Billing Information	?	Customer Invoice Information	?

Invoice Info

Create Date	3/2/2016
Document Delivery Date	3/2/2016
Invoice No.	ABC123
Invoice Date	3/2/2016
Invoiced By	John Doe
Supplier	UAT Labtech
Customer	USC

Order Info

Sales Order Number	1459682
PO Number	20004819
Supplier Account No.	no value

Billing Address

USC Accounts Payable
Submit via email: acctspay@usc.edu
P.O. Box 77967
Los Angeles, CA 90007
United States

Remit To Address
no value

Customer Invoice Information

Invoice Number	200001906
Payment Record Date	3/2/2016
Payment Record Number	
Payment Method	
Payment Grand Total	
Payment Status	
Invoice Submit Date	
Payable Date	

Customer Invoice Information

Invoice Number	200001907
Payment Record Date	3/2/2016
Payment Record Number	EFG123
Payment Method	Check
Payment Grand Total	110.00
Payment Status	Paid
Invoice Submit Date	3/2/2016
Payable Date	3/2/2016

Payment Terms	?	Tax, Shipping & Handling	

Due Date	4/1/2016
Payment Terms	0% 30, Net 30
Discount Date	4/1/2016
Estimated Discount Amount	0.00 USD

Discount	0.00 USD
Tax 1	0.00 USD
Tax 2	0.00 USD
Shipping	0.00 USD
Handling	0.00 USD