

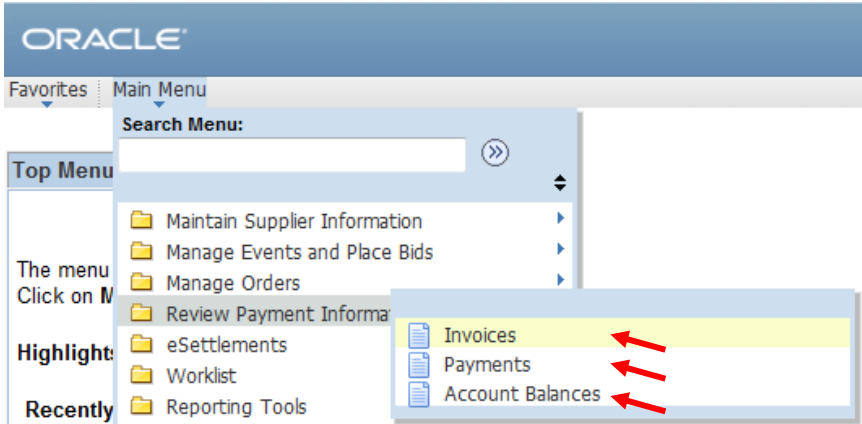
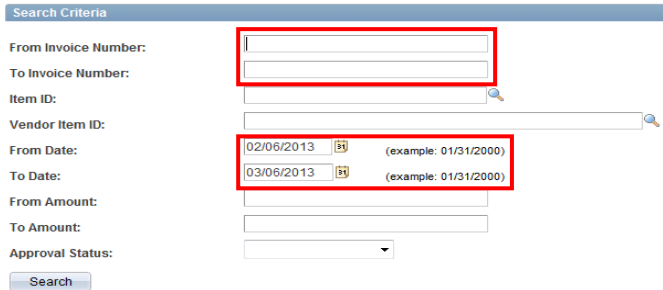


Tracking Invoices and Payments

Introduction

Tracking Invoices and Payments is a key element for good cash flow. The steps below will demonstrate how to track invoices, payment and determine the total amount due to your company.

Tracking Invoices and Payments

| Step | Action |
|------|---|
| 1 | <p>Navigate to <i>Review Payment Information</i>.</p> <ol style="list-style-type: none"><u>Invoices</u> – review details on invoices that have yet to be paid. Search criteria based on <i>Invoice ID</i> and/or date ranges.<u>Payments</u> – invoices that have already been paid. Search criteria based on <i>Reference No</i> (check number) or <i>Invoice ID</i>, and/or date range.<u>Account Balance</u> –all outstanding invoices with no search criteria  |
| 2 | Select the <i>Invoices</i> option |
| 3 | <p>On the search page, enter the invoice number to research or search by date range. Do not use the <i>Item ID</i> or <i>Vendor Item ID</i> fields.</p>  |





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Click the *Search* button.

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The Invoice(s) will display based on your search criteria. Click each invoice number to view the invoice details.

| Invoice List | | | | | | Personalize | Find | 1-131 of 131 | Last |
|----------------------------|--------------|--------------|-----------------|------------|---------|-------------|------|--------------|------|
| Invoice Number | Invoice Date | Gross Amt | Approval Status | Due Date | Voucher | | | | |
| 2662473961 | 12/04/2012 | \$0.62 USD | Approved | 01/03/2013 | BQQQLL | | | | |
| 2665897322 | 12/04/2012 | \$17.03 USD | Approved | 01/03/2013 | BQQQLY | | | | |
| 2666063991 | 12/04/2012 | \$18.19 USD | Approved | 01/03/2013 | BQQQLZ | | | | |
| 2666136171 | 12/04/2012 | \$216.20 USD | Approved | 01/03/2013 | BQQQL3 | | | | |

Note: You can click on the Excel icon to download the information shown to Excel

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If on the *Invoice Details* page, the *Approval Status* shows "Matching Exception," contact your buyer or Procurement for assistance in resolving the issue.

Matching exceptions can range from missing receipts, incomplete receipts, duplicate invoices, etc.

Review Invoices

Invoice Details

STAPLES ADVANTAGE

Invoice Number: 2662473961

Invoice Date: 12/04/2012

Due Date: 01/03/2013

Discount End Date:

Approval Status: Matching Exception

Payment Status: To be Paid

Terms:

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The *Payments* options under *Review Payment Information* will provide similar information for invoices that have been paid.

In *Payments*, you can search by the payment reference number (check number), your invoice number, or a date range.





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Enter the criteria and click the *Search* button.

Search Criteria

Invoice Number:

Payment Reference:

From Payment Date: (example: 12/31/2000)

To Payment Date: (example: 12/31/2000)

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The payment(s) will display based on your search criteria. Click each *Reference* link to see the payment details. One payment reference number may encompass several invoices.

[Set filter options](#)

Payments Made [Personalize](#) | [Find](#) | [First](#) 1-4166 of 4166 [Last](#)

| Reference | Invoice Number | Payment Date | Amount |
|-------------------------|----------------|--------------|----------------|
| 6160328 | 2659863922 | 12/04/2012 | \$9,189.39 USD |
| 6160328 | 2660153511 | 12/04/2012 | \$9,189.39 USD |
| 6160328 | 2660180281 | 12/04/2012 | \$9,189.39 USD |

Note: You can click on the Excel icon to download the information shown to Excel.

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The *Account Balances* option does not have search criteria. This option displays all invoices to be paid, as well as a total amount due to your company.

Amount:

Invoice List [Personalize](#) | [Find](#) | [First](#) 1-3545 of 3545 [Last](#)

| Invoice Number | Invoice Date | Amount | Due Date | Status | Voucher |
|----------------------------|--------------|--------------|------------|----------|---------|
| 2667344721 | 12/04/2012 | \$166.67 USD | 01/03/2013 | Approved | BQQQWP |
| 2667190911 | 12/04/2012 | \$3.64 USD | 01/03/2013 | Approved | BQQQWJ |
| 2667141861 | 12/04/2012 | \$165.29 USD | 01/03/2013 | Approved | BQQQWH |
| 2667087711 | 12/04/2012 | \$143.45 USD | 01/03/2013 | Approved | BQQQWF |

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Click the *Invoice Number* link to see the invoice details .

