

Search for An Invoice (Quick & Refined)

Quick Search:

1. From the **Home** tab, select **Invoices** in the Document type to search.
2. Select **Georgia-Pacific** from the Customer dropdown menu.
3. Enter **Document #**, if known. Select **Date Range**, up to 90 days for invoices, and click **Search**.

Refined Search: allows a refined search of invoices within up to 90 days.

- A. Open **Search Filters** from **Outbox > Invoices**.
- B. Enter the criteria to build the desired search filter.
- C. Click **Search**.

Best practice is to utilize the “Exact Match” when searching via Invoice Number.

1. HOME INBOX OUTBOX CATALOGS REPORTS

Invoices 2. All Customers Invoice Number 3. [Search]

This screenshot shows the top navigation bar with 'HOME' highlighted. Below it, a search bar contains 'Invoices' (labeled 2.), a dropdown menu with 'All Customers', and a text input field with 'Invoice Number' (labeled 3.) and a search icon.

HOME INBOX OUTBOX CATALOGS REPORTS

Invoices Order Confirmations Ship Notices Drafts

Invoices

▶ Search Filters A.

This screenshot shows the 'OUTBOX' tab selected in the navigation bar. Below it, there are sub-tabs for 'Invoices', 'Order Confirmations', 'Ship Notices', and 'Drafts'. The 'Invoices' sub-tab is active, and a 'Search Filters' button (labeled A.) is highlighted.

Invoices

▼ Search Filters B.

Customer: All Customers Min. Amount: []

Invoice Number: [] Max. Amount: []

Partial number Exact number External Invoice Number: []

Order Number: [] Status: All

Date Range: Last 24 hours
17 Apr 2016 - 17 Apr 2016

Supplier Reference: []

Show Only Invoices Submitted from the Customer's System.

Show only Invoices with Invoice Addendums.

Number of Results 100 [Search] [Reset]

C.

This screenshot shows the 'Search Filters' section expanded. It contains various input fields for search criteria: Customer (All Customers), Invoice Number, Order Number, Date Range (Last 24 hours), Supplier Reference, Min. Amount, Max. Amount, External Invoice Number, and Status (All). There are also two checkboxes for filtering results. At the bottom, there is a 'Number of Results' dropdown set to 100, a 'Search' button (labeled C.), and a 'Reset' button.

Review Invoice Remittance

Check Remittance Details

To view any remittance for a paid invoice:

1. Click on the **Remittance** tab to view remittance **Reference No.**
2. Click on the **Reference No.** to go to the **Detail** tab of the Remittance.

Invoice: PAID1 Done

Copy This Invoice Download PDF Export cXML

Detail Scheduled Payments **Remittance** History

1.

Reference No.	Type	Payment Proposal	Status	Payment Date	Method	Received On
Z.201803232333.000005300919			Paid	19 Sep 2018	ACH	3 Jun 2020

Gross: \$228.63 USD
Discount: \$0.00 USD
Adjustment:
Net: \$228.63 USD

Note: An invoice with the status “Paid” does not necessarily mean that the payment has cleared the Supplier’s account. Payments can take up to 7 days from **Transaction Date** for Check and up to 4 days from transaction date for EFT

Review Invoice Remittance

Check Remittance Details

1. **Transaction Date** is the date the payment left GP

Remittance Advice: Z.201803232333.000005300919 (Paid) Done Previous

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[Detail](#) [History](#)

From: Georgia-Pacific - TEST (Show Payer Details) To: Georgia Pacific Test Supplier Account 10 - TEST (Show Payee Details)

REMITTANCE ADVICE
Z.201803232333.000005300919 (Paid)
Gross Amount: \$228.63 USD
Withholding Tax: (\$0.00 USD)
Amount Paid: \$228.63 USD
Estimated Settlement on 19 Sep 2018

Payment Detail

Payment Method: ACH
Reference Number: 12345688 ⓘ
Related Payment: Z.201803232333.000005300919 ⓘ
Identified Differences: None

Routing Status: Sent
Transaction Date: 3 Jun 2020

1.

ADDITIONAL INFORMATION

Line Items (1)

Line #	Payable Reference	Gross Amount	Discount	Withholding Tax	Adjustment	Net Amount Paid	Scheduled Payment
1	Invoice: PAID1 (Show Summary)	\$228.63 USD	\$0.00 USD			\$228.63 USD	

MATCHING INVOICE
Original Invoice Date: 3 Jun 2020

Invoice Subtotal: \$228.63 USD
Total Tax: \$0.00 USD
Invoice Total: \$228.63 USD

Review Invoice Remittance

Check Remittance History

To view remittance history for a paid invoice:

1. Click on the **History** tab to view remittance **History**.
2. When finished, click **Done**.

Remittance Advice: Z.201803232333.000005300919 (Paid) 2. **Done** [Previous](#)

[Export cXML](#) [Download CSV](#)

[Detail](#) **History** 1.

Remittance Advice: Z.201803232333.000005300919
Routing Status: Sent
Received By Ariba Network On: 3 Jun 2020 9:53:04 PM GMT-04:00

From: Georgia-Pacific - TEST

History

Status	Comments	Changed By	Date and Time
Sent	Sent document to Inbox.	ANCXMLOutDispatcher-125043008	3 Jun 2020 9:53:04 PM
	Payment has been made.	PropogationProcessor-125004056	3 Jun 2020 9:53:04 PM