How to Check if an Invoice or Expense Claim has been Paid

Go to Reports/Supplier/Non Finance Supplier Enquiry

Search for your supplier and select
Tick all three boxes to ensure you pick up all invoices:
A = in workflow
B = will be paid when the invoice due date meets the BACS run
C = Paid (or in some rare cases contra against a credit note)

These two invoices are status C and have been paid on 23/8/13, total payment £1,243.30. There is no outstanding balance.

The top two invoices are category A and haven’t been approved; there is a remaining balance against them.

These invoices are status B, they have a balance against them and will be paid on the next BACS run.
To check where an invoice is in workflow – status A

Go to Procurement, Workflow Enquiry – Incoming Invoice
Enter transaction number
Press search

Click on the Workflow status to see a map of where the invoice is and who can advance it to the next step.