



How to Check Invoice Payment Status

Ariba Network

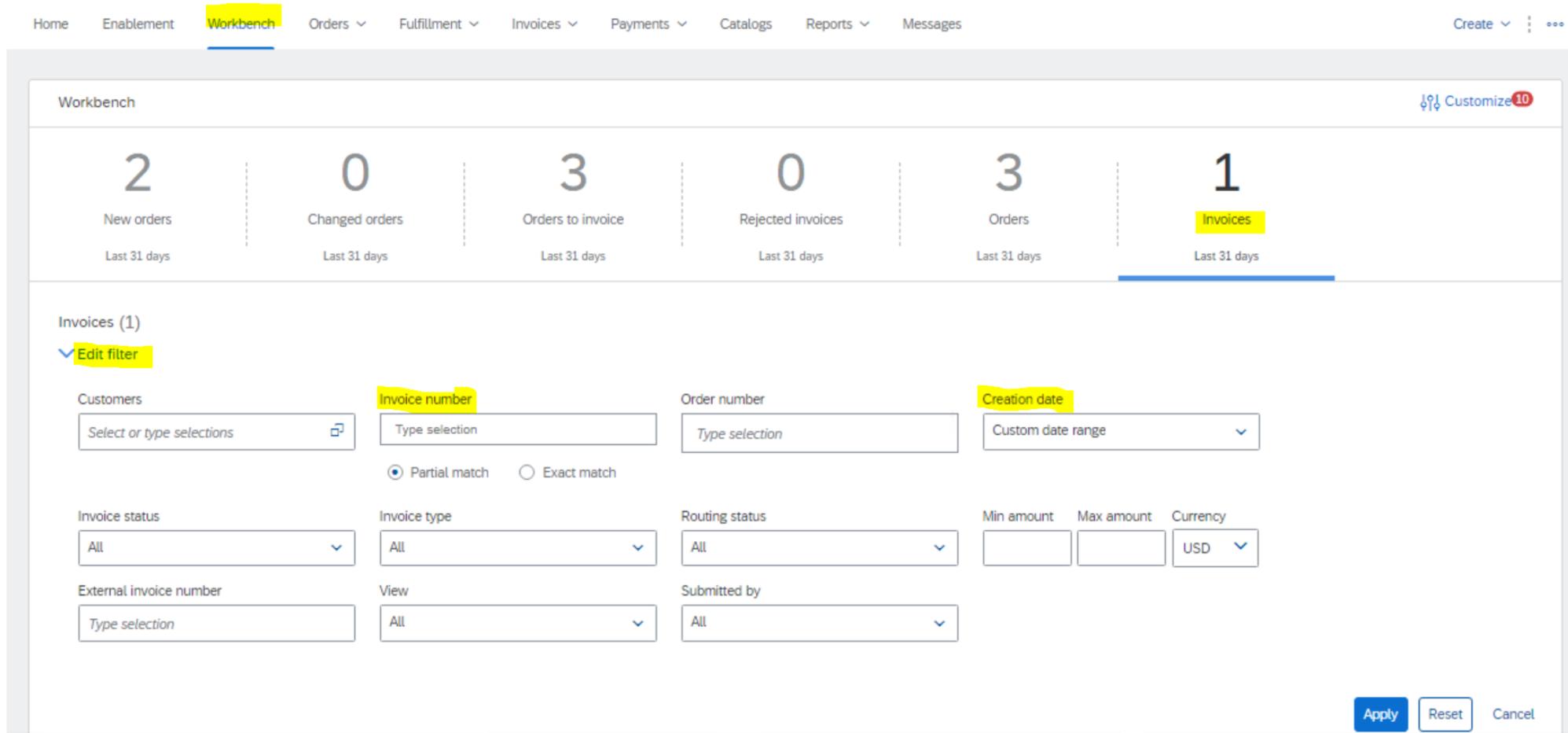
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1. Go to “Workbench” tab, then click on the “Invoices” tile

- Click “Edit filter” to expand your “Creation date” to “Last 365 days” to be able to view past invoices
- Click “Apply”



The screenshot shows the SAP Workbench interface for the 'Invoices' tile. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Messages'. The 'Workbench' section displays a dashboard with six tiles: 'New orders' (2), 'Changed orders' (0), 'Orders to invoice' (3), 'Rejected invoices' (0), 'Orders' (3), and 'Invoices' (1). The 'Invoices' tile is selected and expanded to show a filter configuration page. The filter configuration includes several fields: 'Customers' (text input), 'Invoice number' (text input with 'Partial match' and 'Exact match' radio buttons), 'Order number' (text input), 'Creation date' (dropdown menu), 'Invoice status' (dropdown menu), 'Invoice type' (dropdown menu), 'Routing status' (dropdown menu), 'Min amount' and 'Max amount' (text inputs), 'Currency' (dropdown menu), 'External invoice number' (text input), 'View' (dropdown menu), and 'Submitted by' (dropdown menu). The 'Apply' button is highlighted in blue at the bottom right.

2. Find the Invoice number you are looking for in the “Reference” list below, or search for the specific invoice number under “Edit Filter”
3. Scroll over to the right, and here you will see “Routing Status” and “Invoice Status” for each invoice
 - *Invoice Status will state “Paid” if customer has paid the invoice or is in the process of issuing payment*

The screenshot displays the SAP Workbench interface. At the top, there are six summary cards for the last 31 days: New orders (0), Changed orders (0), Orders to invoice (1), Rejected invoices (0), Orders (1), and Invoices (1). The 'Invoices' card is highlighted with a blue bar. Below this, the 'Invoices (1)' section shows a table with filter options: 'Edit filter' (circled in yellow), 'Save filter', and 'Last 31 days'. The table header includes columns for Reference (circled in yellow), Source Document, Submission Method, Origin, Date (with a downward arrow), Amount, Routing Status (circled in red), Invoice Status (circled in red), Self Billing, and Actions. A single row of data is visible, with some fields redacted by black boxes.

Reference	Source Document	Submission Method	Origin	Date ↓	Amount	Routing Status	Invoice Status	Self Billing	Actions
[Redacted]	Order	Online	supplier	[Redacted]	[Redacted]	Acknowledged	Approved	No	...

Routing Status: Reflects the status of the transmission of the invoice to Splunk via the Ariba Network.

Routing Status	Description
Obsoleted	You canceled the invoice.
Failed	Invoice failed Splunk invoicing rules. Splunk will not receive this invoice.
Queued	Ariba Network received the invoice but has not processed it.
Sent	Ariba Network sent the invoice to a queue. The invoice is awaiting pickup by the customer
Acknowledge	Splunk invoicing application has acknowledged the receipt of the invoice.

Invoice status: Describes where the invoice stands in its processing in the Ariba Network.

Invoice Status	Description
Approved	This shows that your customer approved the document
Cancelled	Customer cancelled the document/transaction
Failed	<p>Ariba Network experienced a problem routing the document to your account or any additional systems that you configured to accept incoming documents.</p> <p>*You can resend orders that have a Failed status by clicking Resend at the top of the order.</p>
Paid/Partially Paid	<p>Your customer has paid the invoice or is in the process of issuing payment.</p> <p>*Partially Paid – means that payment is still due for the remaining amount shown on the remittance advice</p>
Rejected	Your invoice has failed validation on the AN
Sent	The document reached your customer's system, but they haven't yet approved or rejected it. If your document stays in this status for a while, contact your customer to see what needs to happen next.