**Payment Status Job Aid**

**Purpose:** To provide a job aid for reviewing the status of a payment in Bull Marketplace.

**Navigation:** Navigate in Bull Marketplace to Documents > Document Search > Search Documents

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In Bull Marketplace use the fly outs to navigate to Documents > Document Search > Search Documents

In the Search dropdown select Invoices

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**Payment Status Job Aid**

[Image of Bull Marketplace interface showing Document Search and search criteria for Invoices]
Enter your search parameters and select Search. Some search options include Invoice Number, Supplier Invoice Number, Supplier or Purchase Order Number.

Search results will show. Select an Invoice No to review.
The Payment Information tab includes the Payment Method, Record Date and Record No. The Record Date is the payment date. The Record No is the payment number. For check payments, this is the check number.

On the invoice you can see the Pay Status. In addition, you may select Payment Information for further details.