



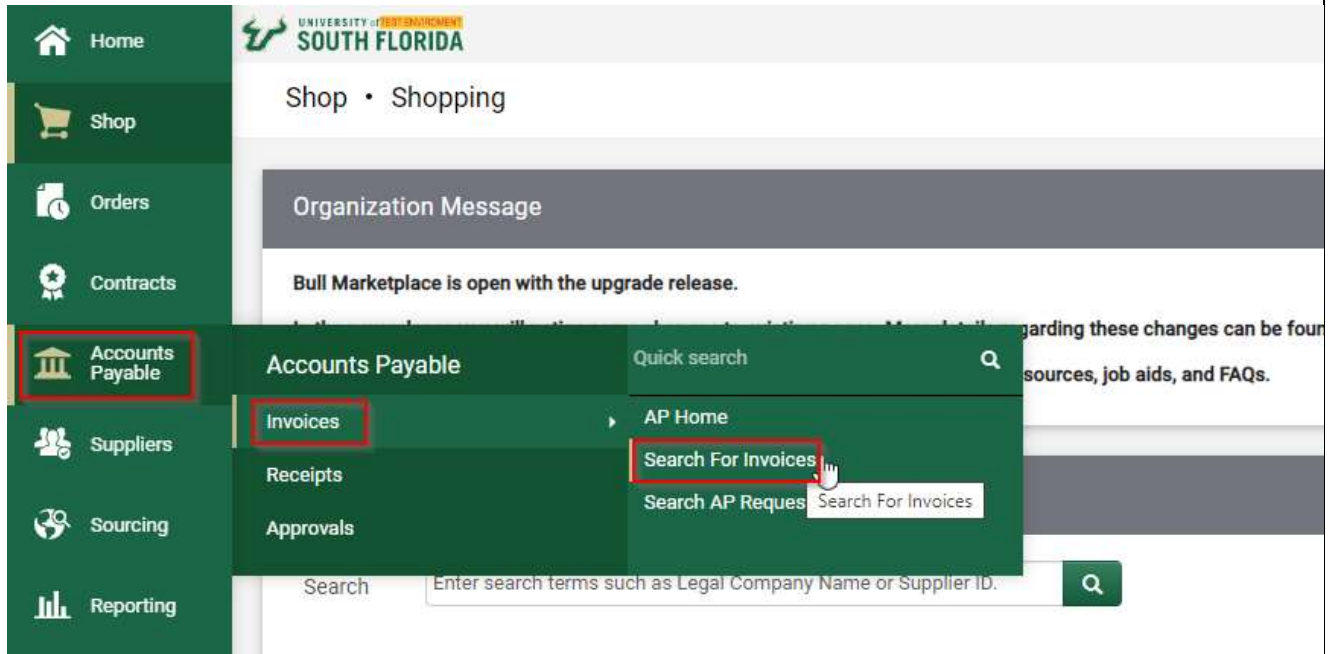
## Bull Marketplace – Accounts Payable

### Payment Status Job Aid

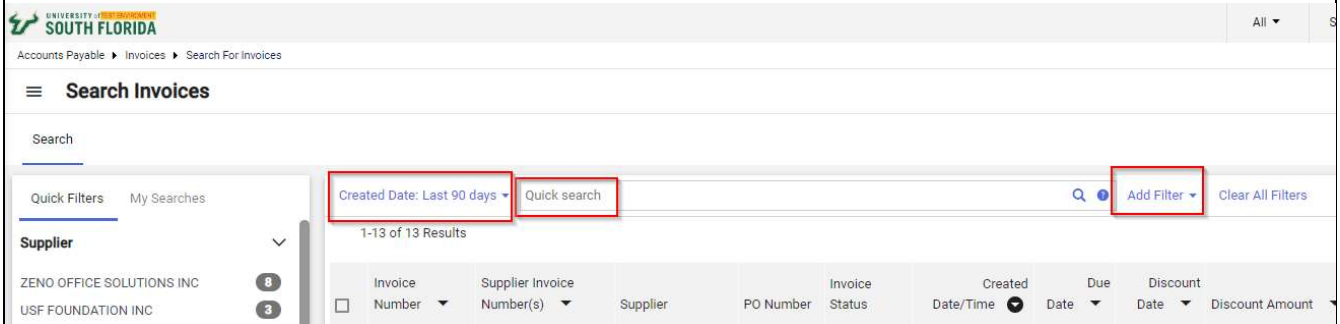
<b>Purpose:</b>	To provide a job aid for reviewing the status of a payment in Bull Marketplace.
<b>Navigation:</b>	Navigate in Bull Marketplace to Accounts Payable > Invoices > Search for Invoices

#### Payment Status Job Aid

- In Bull Marketplace Menu navigate to Accounts Payable > Invoices > **Search for Invoices**



- Enter the **Invoice Number** or **PO Number** in the **Quick Search** to locate invoices. If invoice is greater than 90 days adjust the **Created Date** drop down to the left of the search. **Add Filters** to the right of the search as needed.



Payment Status Job Aid

3. Check the **Payment Status** on the search results.

- **Paid** - payment has been made
- **Payable** - invoice is ready for payment
- **In Process** - Invoice is missing receipt or has another match error
- **Cancelled** – Invoice cancelled by Accounts Payable department

Click **Invoice Number** to view more information.

Supplier	Invoice Number	Supplier Invoice Number(s)	Supplier	PO Number	Invoice Status	Created Date/Time	Due Date	Discount	Discount Amount	Submitted Date	Invoice Source	Invoice Type	Pay Status	Total Amount
ZENO OFFICE SOLUTIONS INC	VT002272	PT1408-Inv2	ZENO OFFICE SOLUTIONS INC	PT0001408	Complete	12/1/2022 10:34:22 AM	12/31/2022	-	0.00 USD	12/1/2022 10:36:29 AM	Manual	PO Invoice	Paid	4.00 USD
ZENO OFFICE SOLUTIONS INC	VT002271	PT1408-Inv1	ZENO OFFICE SOLUTIONS INC	PT0001408	Rejected	12/1/2022 10:14:24 AM	12/31/2022	-	0.00 USD	12/1/2022 10:16:42 AM	Manual	PO Invoice	Cancelled	0.00 USD

4. **Payment Information** will show the **Payment Method, Payment Date, Payment Record Number.**

The Payment Reference and date is also visible in the External Note field.

Invoice • ZENO OFFICE SOLUTIONS INC • VT002272

Summary Matching Supplier Messages Comments Attachments History

General	Addresses	Note/Attachments
<p>Invoice Type: Invoice</p> <p>Pay Status: <b>Paid</b></p> <p>Invoice Number: VT002272</p> <p>Supplier Invoice No.: PT1408-Inv2</p> <p>Supplier Name: <b>ZENO OFFICE SOLUTIONS INC</b></p> <p>Accounting Date: 12/1/2022</p> <p>Invoice Owner: [User]</p> <p>Invoice Date: 12/1/2022</p> <p>Discount Date: no value</p> <p>Due Date: 12/31/2022</p> <p>Terms: 0% 0, Net 30</p> <p>Terms Discount: 0.00 USD</p> <p>Invoice Name: 2022-12-01 U31591364 02</p> <p>Location: SVC1039 STUDENT SERVICES BUILDING</p> <p>PO Business Unit: TAMPA Tampa Campus</p> <p>Invoiced By: [User]</p> <p>Match Status: Matched</p>	<p><b>Remit To</b></p> <p>PO BOX 865120 ORLANDO, Florida 32886-5120</p> <p>United States Address Id 4</p> <p><b>Bill To</b></p> <p>UNIVERSITY OF SOUTH FLORIDA ACCOUNTS PAYABLE 4202 E. Fowler Ave. SVC1039 Tampa, FL 33620 United States</p>	<p>External Note: <b>***** Seq: 1   Payment Ref: 813182   Payment Date: 2023-01-30</b></p> <p>Internal Note: no value</p> <p>External Attachments</p> <p>Internal Attachments</p>

**Payment Information**

Payment Method: Check

Payment Record Date: 1/30/2023

Payment Record No.: 813182

Discount, Tax, Shipping & Handling	
Discount, tax, shipping & handling	Header-level
Discount	0.00 USD
Tax	0.00 USD
Shipping	0.00 USD
Handling	0.00 USD

## Payment Status Job Aid

5. If the selected invoice has a **Payment Status** of **In Process**, please **Review** the **Matching**, **Comments**, and/or **History** tabs to identify and resolve the issues preventing payment.

UNIVERSITY OF SOUTH FLORIDA

Invoice • ZENO OFFICE SOLUTIONS INC • VT002274

Summary **Matching** Supplier Messages **Comments** Attachments History

General	Addresses	Note/Attachments
Invoice Type Invoice	<b>Remit To</b> PO BOX 865120 ORLANDO, Florida 32886-5120	External Note <i>no value</i>
Pay Status <b>In Process</b>	United States Address Id 4	Internal Note <i>no value</i>
Invoice Number VT002274	<b>Bill To</b> UNIVERSITY OF SOUTH FLORIDA ACCOUNTS PAYABLE 4202 E. Fowler Ave. SVC1039 Tampa, FL 33620 United States	External Attachments
Supplier Invoice No. pt1409-INV1		Internal Attachments
Supplier Name <b>ZENO OFFICE SOLUTIONS INC</b>		
Accounting Date 12/6/2022		
Invoice Owner [REDACTED]		
Invoice Date 12/6/2022		
Discount Date <i>no value</i>		
Due Date 1/5/2023		
Terms 0% 0, Net 30	<b>Payment Information</b>	<b>Discount, Tax, Shipping &amp; Handling</b>
Terms Discount 0.00 USD	Payment Method Unknown	Discount, tax, shipping & handling
Invoice Name 2022-12-06 U31591364 01	Payment Record Date <i>no value</i>	Allocation Weighted
Location SVC1039 STUDENT SERVICES BUILDING	Payment Record No. <i>no value</i>	Header-level Discount 0.00 USD