Invoice Status Report

This guide will cover:

- How to navigate and run the Invoice Status Report to show the status of invoices.

Step One
Log into WyoCloud

- Navigate to the WyoWeb website and select Financial Management & HCM from the WyoCloud area. Upon successful login, the WyoCloud Homepage will display.

Step Two
Navigate to Reports and Analytics in WyoCloud

- From the WyoCloud Home page, click Navigator (three horizontal lines) in the upper left corner then Reports and Analytics under Tools.
The Reports and Analytics page is displayed.

Step Three
Navigate to the Transactional Reporting Table of Contents, where the Invoice Status report is located.

Select the small double arrow above the search
• From the drop down, select **Shared Folders**

![Shared Folders](image)

• All Shared Folders you currently have security access for will display. To locate the Transactional Reporting Table of Contents, begin by clicking on the **Custom** folder (you may need to scroll to locate it)

![Transactional Reporting Table of Contents](image)

• Click **Dashboards**
- Click Table of Contents

- To open the Table of Contents, click on the title
Step Four
Running the Invoice Status Report

- Select Invoice Status under Procurement and Accounts Payable

The report will begin to automatically run a list of data for all invoices. **Wait until the report has produced a list of data before using any of the prompts.**
Example – Report automatically running a set of data to display

Example – Report completed with full list of data

Step Five
Narrowing down the Invoice Status Report

- You may use the following prompts to narrow the report to only display invoices relevant to your needs. Note, in most cases you can leave the defaulted “Select Value” in any or all prompts.
  - **Org Code** – Organization Number of Cost Center in Chart of Accounts
  - **Invoice Number** – Invoice number entered
  - **Supplier Name** – Name of supplier invoice is for
  - **Project Number** – Project/Grant number if applicable
  - **Identifying PO** – For PO invoices only
  - **Payment Status** – Status of payment for invoice: Paid, Partially Paid, Not Paid
Step Six

Exporting the data to Excel

- The options to export and/or print are located at the bottom of the report.
  - It is recommended to export in a CSV file: Export > Data > CSV Format
  - Exporting to csv will allow the user to filter or find expense reports in any of the following columns

- The following columns are included:
  - **Org Code** – Organization number for the Cost Center in the Chart of Accounts
  - **Supplier Number** – Number assigned in the system for Supplier
  - **Supplier Name** – Name of Supplier for invoice
  - **Invoice Number** – Invoice number entered on Non-PO invoices, expense report number,
  - **Invoice Line Description** – Description entered in the system on the line
  - **Invoice Line #** – Line number associated with the transaction (there may be multiple lines for an invoice)
  - **Distribution Line Number** – Invoice line number associated with the invoice distribution
  - **Invoice Distribution Amount** – Amount per transaction line
  - **Validation Status** – Available, Validated, Needs Revalidation, Canceled
  - **Payment Status Name** – Status of Payment: Paid, Partially Paid or Not Paid
  - **Payment Method** – Check, EFT, Wire
  - **Invoice Date** – Date of the invoice
  - **Invoice Distribution Accounting Date** – Accounting date for invoice line. Used for defaulting to distributions
o **Identifying PO** – For PO invoices only, the PO number is provided

o **Payment Terms Name** – The payment terms assigned during the initial creation of the invoice. Default is Net 45 unless changed.

o **Concatenated Segments** – Chart of accounts segment invoice is charged to

**Tips & Tricks**

Below are some tips and tricks on using the Invoice Status Report

- Typing in the org code or PO number in the prompt will work much faster than using the drop down and searching
- You can move the columns around within the report to fit your view preference
- Corporate Card Transaction Reversal lines should not show under your organization code if filtered, but may appear if you search by supplier name or invoice number. Corporate card transaction reversal is just an automatic entry to release funds to the bank to pay for the procurement visa card bank balance.
- Expense Reports go through invoices when they are ready to pay. You will see expense reports for both personal reimbursements and p-card transactions. P-card transactions will have a payment status of Not Paid since they technically are not paying the bank when they post to the general ledger.

You have now navigated to and ran the Invoice Status Report.