



# Quick Reference Guide



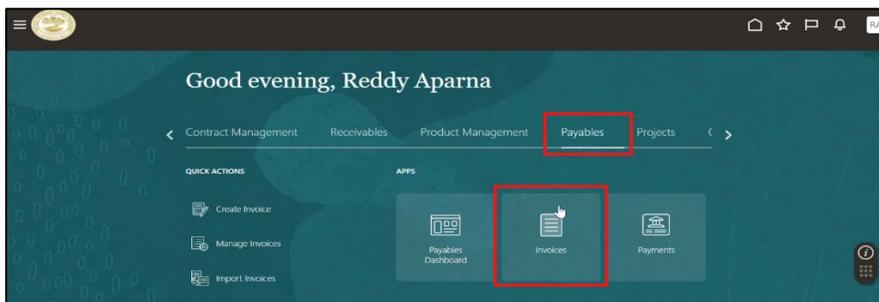
## Topic: How to Verify Payment Status

Step-by-Step Instructions to check the status of a PO or Non-PO payment within OneConnect.

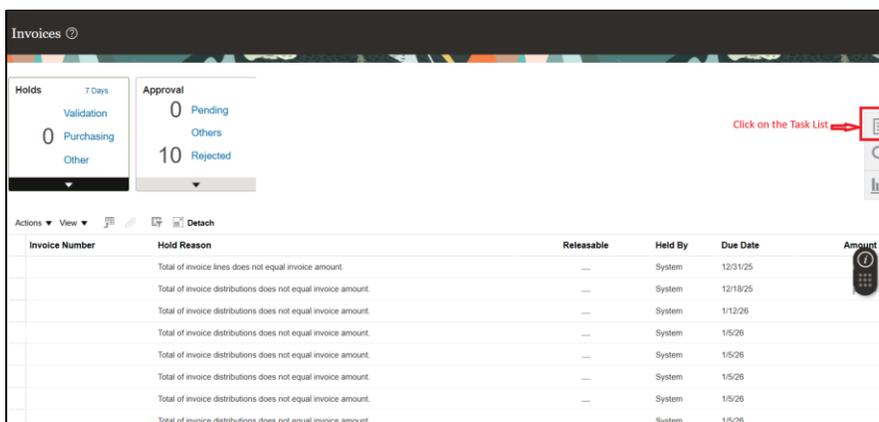
### Introduction

After you have submitted an invoice, you may want to check on the payment status to see whether it has been paid and, if so, what the check number is.

1. Go to the **Payables** tab.
2. Select the **Invoices** info tile.



3. Once on the Invoices workspace, click on the list icon for **Tasks** on the right side of the page.

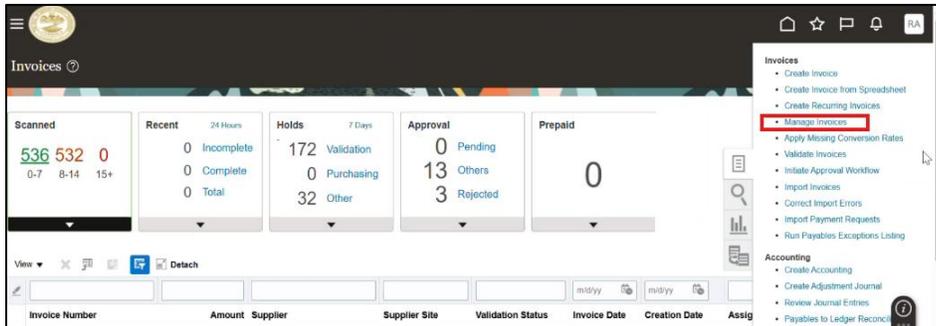




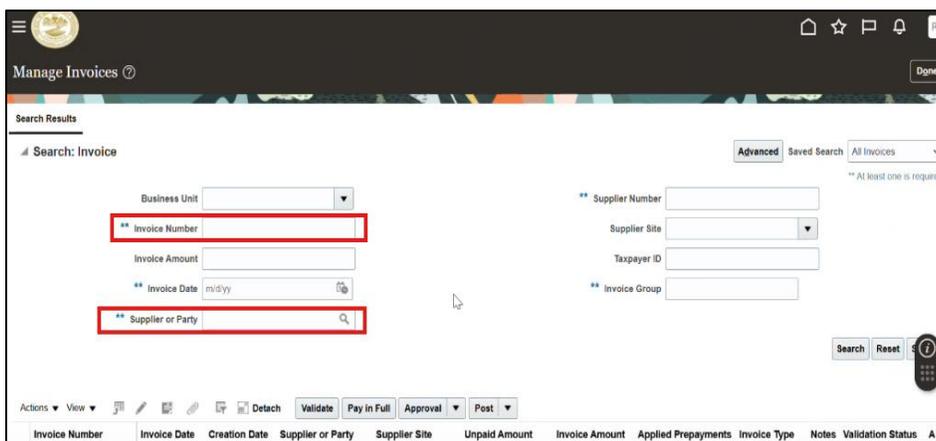
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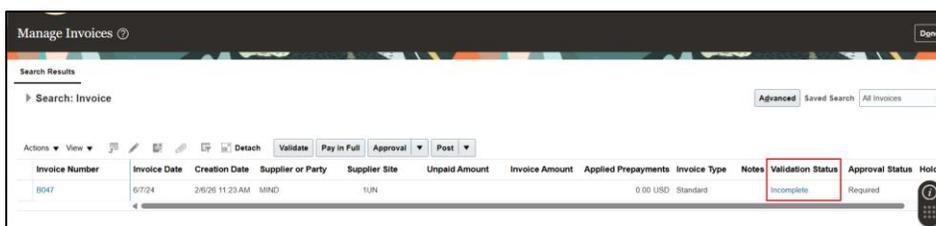
4. Select **Manage Invoices** from the **Task** list.



5. Search by any one of the “\*\*” fields. For example: **Invoice Number** or **Supplier**.



6. From this view, you can see the current **Validation Status** for each invoice.



## Validation Status Guide:

- **Validated:** The invoice passed all validation checks and is ready for accounting and payment.
- **Needs Revalidation:** The invoice failed validation (e.g., price/quantity variance) and has holds, requiring correction.
- **Not Validated:** The invoice has been received or created but not yet processed by the validation engine.
- **Incomplete:** The invoice was created but not fully submitted or completed in the system.
- **Canceled:** The invoice was reversed/canceled.



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7. Click on the **Invoice Number** for the invoice of interest.

Invoice Number	Invoice Date	Creation Date	Supplier or Party	Supplier Site	Unpaid Amount	Invoice Amount	Applied Prepayments	Invoice Type	Notes	Validation Status
#010953	1/7/26	1/13/26 12:00 ...			0.00 USD	59.90 USD	0.00 USD	Standard		Validated

8. Click on the **Payments** tab. If paid, on the Payments tab, a line item will appear, and the **Number** is the check number for the payment.

Number	Payment Document	Status	Reconciled	Current Payee Name	Payment Date	Paid Amount	Address	Remit-to Account
10	SC-FIS	Cleared	Yes		1/23/26			

## Payment Status Guide:

**Cleared:** Payment has been received by the vendor.

**Reconciled:** Check has cleared and money has been withdrawn from SCG account.

## Payment Document Guide:

**SC-FIS:** Electronic payment

**SC-Local Check:** Local Check

**SC-Check:** Check

8. If payment has been made, the details will appear on the Payments tab, like in the previous step. If payment is still pending, you can check the approval status under the **Approval and Notification History** section on the **Holds and Approvals** tab.

Workflow Type	Line	Action	Action Date	Approver	Reviewed Amount	Comments	Hold Reason
Invoice approval		Initiated	1/13/26 2:00 PM		15,119.36 USD		
Invoice approval		Assigned to	1/13/26 2:01 PM				