

Payment Information

The last part of the procurement cycle is now available in Tigerbuy. Under the Payment Information section of the Summary Invoice tab, users of Tigerbuy can now access accounting date, payment method (check or direct deposit [ACH]), record number (check [starts with A] or ACH [starts with !]), and record date (payment date). There are four different pay status designations used:

- In process (problem with paying invoice or created today)
- Payable (processing to pay),
- Paid
- Cancelled (view internal note for info). If an invoice has been cancelled and payment has been reissued, the status will be paid with an External Note displaying the new invoice code which can be viewed in OnBase (Matrix) or Self Service Banner (SSB). The History tab contains all the related transactions including the original payment information.

The screenshot displays the Tigerbuy Summary Invoice page for Supplier Invoice No. 3214578955. The page is divided into several sections: General, Addresses, Note/Attachments, and Payment Information. The Payment Information section is highlighted with a red box, showing the following details:

Payment Information	
Accounting Date	11/11/2013
F.O.B.	Destination
Payment Method	ACH
Record No.	!0057511
Record Date	11/13/2013

Other sections include:

- General:** Invoice Type: Invoice; Pay Status: Paid; Invoice Number: TB069945; Supplier Invoice No.: 3214578955; Supplier Name: Staples Advantage; Invoice Date: 11/9/2013; Due Date: 12/9/2013; Terms: 0% 0, Net 30; Invoice Name: no value.
- Addresses:** Remit To: Christie Jenkins, PO Box 405386, Atlanta, GA, 30384-5386; Bill To: University of Memphis, Attn: Accounts Payable, 275 Administration Bldg, Memphis, TN 38152-3370, United States.
- Note/Attachments:** External Note: no note; Internal Note: no note.
- Discount, Tax, Shipping & Handling:** Discount, tax, shipping & handling: 0.00 USD.

To access this information go to Document Search and select either a simple or advance search and select any document (i.e. requisition, purchase order, receipt, or invoice) and follow the document path to this newly provided information. If additional assistance is required for document search, go to the “Show help for ‘search’ ” question mark (?) and open the search text box.

