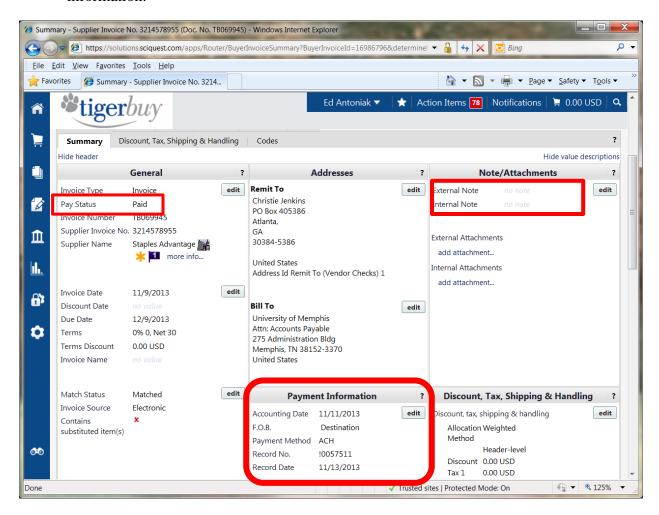
Payment Information

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.



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.

