LOOK UP YOUR INVOICE IN GATEWAY USING THE PO OR INVOICE NUMBER

- Once you have opened the invoice in Gateway, look at the AP Information section on the summary tab.
- If the Pay Status is Payable and there is an Apex Reference Number, the Accounting/Payment Status Date will reflect the scheduled pay date.
- If the Pay Status is Payable and there is no Apex Reference Number, the invoice has not yet been scheduled for payment.

![AP Information](image)

- **Accounting/Payment Status**: 10/7/2019
- **Pay Status**: Payable
- **Payment Method**: Unknown

**Terms & Discount Information**
- **Terms**: Net 30

**AP Export Information**
- **Export Date**: 10/6/2019 9:24 PM
- **Submit Date**: 10/6/2019
- **Apex Reference Number**: 201910GB1070217
- **Record Date**: no value
• The History tab will show the date and time the status date was updated.

• If the Pay Status is Paid, the Accounting/Payment Status Date will reflect the date the invoice was paid and the Payment Method will be populated.
GATEWAY TRAINING GUIDE

HOW TO FIND THE SCHEDULED PAYMENT DATE AND TERMS ON AN INVOICE

- The History Tab shows the payment details.

- If you want to view the help text that is available for this field, take your cursor and hover over the words “Accounting/Payment Status Date”.

**AP Information**

<table>
<thead>
<tr>
<th>Payment Information</th>
<th>Terms &amp; Discount Information</th>
<th>AP Export Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting/Payment Status Date</td>
<td>Terms</td>
<td>Export Date</td>
</tr>
<tr>
<td>10/4/2019</td>
<td>0% 0, Net 0</td>
<td>10/3/2019 1:25 PM</td>
</tr>
<tr>
<td>Pay Status</td>
<td></td>
<td>Submit Date</td>
</tr>
<tr>
<td>Paid</td>
<td></td>
<td>10/3/2019</td>
</tr>
<tr>
<td>Payment Method</td>
<td></td>
<td>Apex Reference Number</td>
</tr>
<tr>
<td>Direct Deposit</td>
<td></td>
<td>201910GB1030235</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Record Date</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10/4/2019</td>
</tr>
</tbody>
</table>
GATEWAY TRAINING GUIDE

HOW TO FIND THE SCHEDULED PAYMENT DATE AND TERMS ON AN INVOICE

- While hover over the words, this window will display, with a detailed explanation of the Payment Status.

**Accounting/Payment Status Date**

The Accounting Date associated with the invoice. The Accounting/Payment Status Date will be pre-populated with the date the draft is originally created (In Process). When the APEX Number is updated and Pay Status is Payable, the scheduled payment date is reflected. When the Pay status is Paid, the payment date is reflected.