

# GATEWAY TRAINING GUIDE

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



### 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.

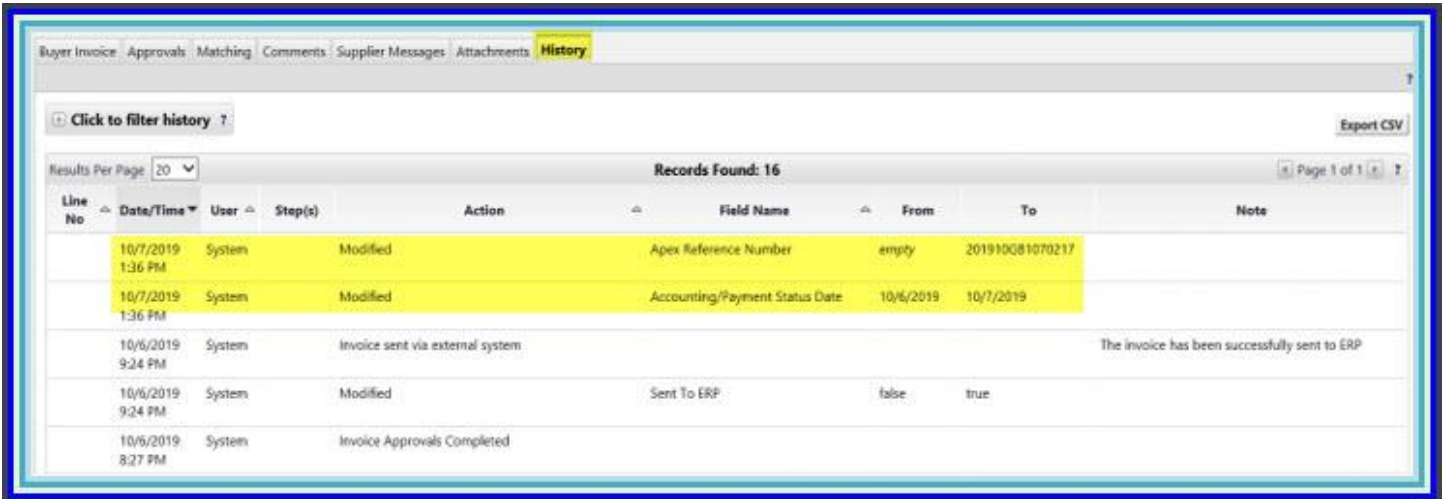
AP Information		?
<b>Payment Information</b>		<input type="button" value="edit"/>
Accounting/Payment Status Date	10/7/2019	
Pay Status	Payable	
Payment Method	Unknown	
<b>Terms &amp; Discount Information</b>		<input type="button" value="edit"/>
Terms	Net 30	
<b>AP Export Information</b>		<input type="button" value="edit"/>
Export Date	10/6/2019 9:24 PM	
Submit Date	10/6/2019	
Apex Reference Number	201910GB1070217	
Record Date	<i>no value</i>	

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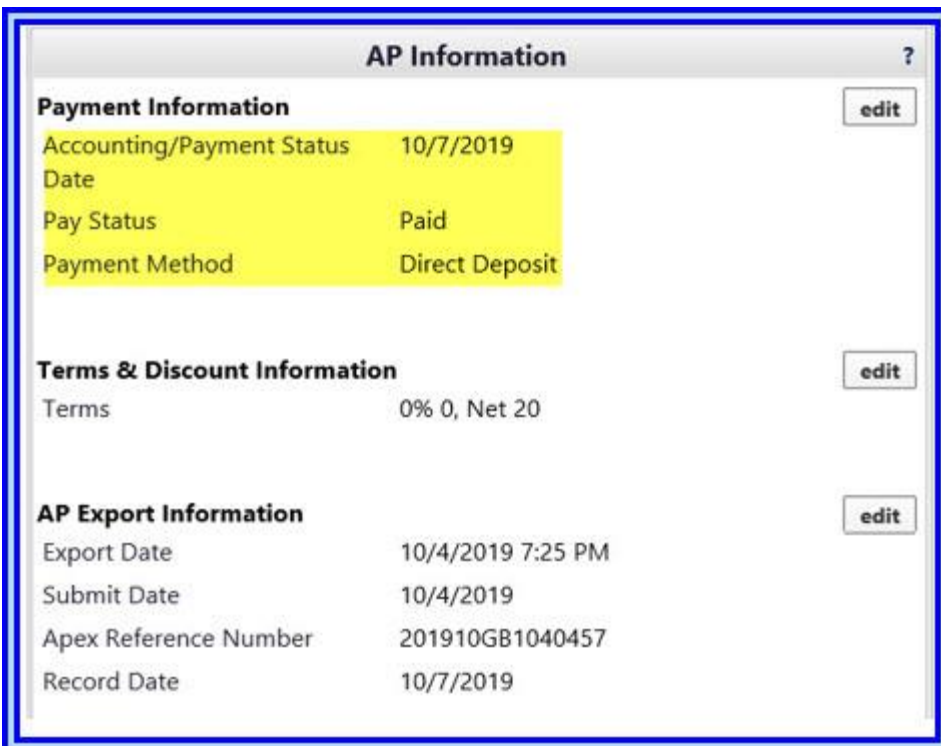


- The History tab will show the date and time the status date was updated.



Line No	Date/Time	User	Step(s)	Action	Field Name	From	To	Note
	10/7/2019 1:36 PM	System	Modified		Apex Reference Number	empty	201910081070217	
	10/7/2019 1:36 PM	System	Modified		Accounting/Payment Status Date	10/6/2019	10/7/2019	
	10/6/2019 9:24 PM	System		Invoice sent via external system				The invoice has been successfully sent to ERP
	10/6/2019 9:24 PM	System	Modified		Sent To ERP	false	true	
	10/6/2019 8:27 PM	System		Invoice Approvals Completed				

- 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.



AP Information		?
<b>Payment Information</b>		<input type="button" value="edit"/>
Accounting/Payment Status Date	10/7/2019	
Pay Status	Paid	
Payment Method	Direct Deposit	
<b>Terms &amp; Discount Information</b>		<input type="button" value="edit"/>
Terms	0% 0, Net 20	
<b>AP Export Information</b>		<input type="button" value="edit"/>
Export Date	10/4/2019 7:25 PM	
Submit Date	10/4/2019	
Apex Reference Number	201910GB1040457	
Record Date	10/7/2019	

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- The History Tab shows the payment details.

The screenshot shows the 'History' tab of a software application. At the top, there are navigation tabs: Buyer Invoice, Approvals, Matching, Comments, Supplier Messages, Attachments, and History (which is highlighted). Below the tabs, there is a 'Click to filter history ?' button and an 'Export CSV' link. The main area displays a table with the following columns: Line No, Date/Time, User, Step(s), Action, Field Name, From, To, and Note. The table contains five rows of data, all of which were modified by the 'System' user on 10/7/2019 at 11:36 AM. The actions include 'External Note', 'Payment Method', 'Record Date', 'Accounting/Payment Status Date', and 'Pay Status'.

Line No	Date/Time	User	Step(s)	Action	Field Name	From	To	Note
	10/7/2019 11:36 AM	System	Modified		External Note	empty		*** Payment #6628554 *** Amt: \$216.54
	10/7/2019 11:36 AM	System	Modified		Payment Method	Unknown	Direct Deposit	
	10/7/2019 11:36 AM	System	Modified		Record Date	empty	10/7/2019	
	10/7/2019 11:36 AM	System	Modified		Accounting/Payment Status Date	10/5/2019	10/7/2019	
	10/7/2019 11:36 AM	System	Modified		Pay Status	Payable	Paid	

- 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”.

The screenshot shows the 'AP Information' section of a software application. It is divided into three sub-sections: 'Payment Information', 'Terms & Discount Information', and 'AP Export Information'. The 'Accounting/Payment Status Date' field in the 'Payment Information' section is highlighted in yellow.

AP Information	
<b>Payment Information</b>	
Accounting/Payment Status Date	10/4/2019
Pay Status	Paid
Payment Method	Direct Deposit
<b>Terms &amp; Discount Information</b>	
Terms	0% 0, Net 0
<b>AP Export Information</b>	
Export Date	10/3/2019 1:25 PM
Submit Date	10/3/2019
Apex Reference Number	201910GB1030235
Record Date	10/4/2019

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- 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.