1 How to see if an invoice has been paid by the Vendor in TechOne Financials

If a vendor is requesting information about a payment of an invoice, you may see the payment reference by the following:-

By the following steps

1. Click on More Tab

2. Click on Accounts Payable Enquiry under the heading Standard Enquiries
1. Type Vendor name in Search Field
2. Ensure there is not a green tick in the box “only show accounts/commitments with a balance”
3. Highlight the line of the Vendor you are enquiring
4. Click on Transaction Listing
1. Change status to “All”

2. Find the invoice number in the reference field. If the Outstanding amount is 0.00 it has been paid.

3. Click on the allocated amount to find the EFT reference and invoices related to payment.