



## **Invoice Payment Status**

Version 2.0  
Date: May 15, 2016  
Status: Approved

# Researching Invoice Payment Status

**Step 1:** Click on **All Invoices and Credit Memo** section. You will see a list of all PO invoices and credit memos created through SWIM.



**List of Invoices and Credit Memos. (\*\*For detailed invoice status, go to Invoice Status Report on main screen.\*\*)**

Print | Download | Invoice Status Report

Type	Number	Name	Inv. Date	Submission Status	Total Amt.
Invoice	<a href="#">TEST440044</a>	<del>XXXXXXXX</del> 03/16/2016 18:41	17.03.2016	Document Sent	218,50 USD
Invoice	<a href="#">TEST4455434</a>	<del>XXXXXXXX</del> 03/16/2016 18:41	16.03.2016	Document Sent	109,25 USD
Credit Memo	<a href="#">CREDTEST21</a>	<del>XXXXXXXX</del> 01/15/2016 12:40	09.03.2016	Document Sent	50,00 USD
Invoice	<a href="#">TEST9604AA445</a>	<del>XXXXXXXX</del> 01/15/2016 12:40	08.03.2016	Document Sent	50,00 USD

“**Document Sent**” is the final status.

If an invoice is “**In Process**,” Viacom has not received it. Open the invoice, click **PROCESS** to continue working on it. Examine all relevant fields, and hit **SEND** to submit this invoice when complete.

When viewing an individual purchase order in SWIM, you may click “Display Document Flow” at the top of the screen to show a list of any Invoices or Credit Memos created from this purchase order.

Further info, and info on ALL non-PO invoices (or other invoices not created through SWIM), can only be found on the **Invoice Status Report**.

**Step 2: Run an Invoice Status Report:** Click the **Invoice Status Report** button.

**List of Invoices and Credit Memos. (\*\*For detailed invoice status, go to Invoice Status Report on main screen.\*\*)**

Print | Download | Invoice Status Report

Type	Number	Name	Inv. Date	Submission Status	Total Amt.
Invoice	<a href="#">TEST440044</a>	<del>XXXXXXXX</del> 03/16/2016 18:41	17.03.2016	Document Sent	218,50 USD
Invoice	<a href="#">TEST4455434</a>	<del>XXXXXXXX</del> 03/16/2016 18:41	16.03.2016	Document Sent	109,25 USD
Credit Memo	<a href="#">CREDTEST21</a>	<del>XXXXXXXX</del> 01/15/2016 12:40	09.03.2016	Document Sent	50,00 USD
Invoice	<a href="#">TEST9604AA445</a>	<del>XXXXXXXX</del> 01/15/2016 12:40	08.03.2016	Document Sent	50,00 USD

**Step 3:** A pop-up will appear. Allow all pop-ups from this site if necessary. The screen may be refreshed, which may log you out on the first attempt. If you get a window asking for username and password, this is a temporary glitch. Change the “SRP 100” to “SRP 200” and then type again your SWIM name and password.

No switch to HTTPS occurred, so it is not secure to send a password

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System:

Client: \*

User: \*

Password: \*

Language:

**Step 4:** Enter the selection criteria and click the **Execute** button to see the status of the invoice.

**Selection Criteria**

Vendor#:

Invoice #:

Invoice Date:  to:

Invoice Status:

PO #:

PO Flag:

Non-PO Flag:

View: [Standard View]

Vendor Inv#	DocumentNo	Inv/Credit	Document Header Text	Doc. Date	Invoice Status	Loc.curr.amount	Pymnt Date	CoCd
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If you have more than 10 invoices, there is a scroll bar on the far right to scroll down. You may click on the title of any column to sort by that title. If you have too many results, you can restrict your results using the selection criteria fields (invoice date range for example) and click **Execute** again.

Invoice #:

Invoice Date:  to:

Invoice Status: APPROVED

PO #:

PO Flag:

Non-PO Flag:

View: [Standard View]

Vendor Invoice No.	Invoice Date	Inv/Credit	PO No.	Invoice Status	Invoice Amount	Inv Curr	Due Date	Payment Date	Pay Met
113344AABB	11.02.2016	INVOICE	2000330824	APPROVED	109,25	USD	27.03.2016		
TEST9116AA	05.01.2016	INVOICE	2000321974	APPROVED	65.000,00	USD	19.02.2016		
CREDITEST111	03.03.2016	CREDITMEMO	2000308818	APPROVED	32.500,00-	USD	03.03.2016		
TEST9604AA445	08.03.2016	INVOICE	2000330824	APPROVED	50,00	USD	08.03.2016		
CREDITEST21	09.03.2016	CREDITMEMO	2000330824	APPROVED	50,00-	USD	09.03.2016		
TEST4455434	16.03.2016	INVOICE	2000331051	APPROVED	109,25	USD	30.04.2016		
TEST440044	17.03.2016	INVOICE	2000331051	APPROVED	218,50	USD	01.05.2016		

On this report:

“Submitted” means the invoice is received, but still in processing and approval.

“Approved” means the invoice is complete and waiting to be paid based on the vendor’s net terms.

-For above, see the last “pending review” field for criteria that may delay payment.

“Paid” means the payment has been processed based on the vendor’s payment method.