

Instructions to look up invoices within MyCWU:

- 1. Log into MyCWU
- 2. Navigation:

Enter Invoice # or Supplier Name

| | | | | |
|--------------------------|------------------------------------|----------------------------------|------------------------------------|----------------------------------|
| Search Name | <input type="text" value="ALL"/> | <input type="button" value="Q"/> | | |
| | From | | To | |
| From Business Unit | <input type="text" value="CWUID"/> | <input type="button" value="Q"/> | <input type="text" value="CWUID"/> | <input type="button" value="Q"/> |
| From Voucher ID | <input type="text"/> | <input type="button" value="Q"/> | <input type="text"/> | <input type="button" value="Q"/> |
| From Invoice Number | <input type="text" value=""/> | <input type="button" value="Q"/> | <input type="text"/> | <input type="button" value="Q"/> |
| Supplier SetID | <input type="text" value="CWUID"/> | <input type="button" value="Q"/> | | |
| From Supplier Short Name | <input type="text"/> | <input type="button" value="Q"/> | <input type="text"/> | <input type="button" value="Q"/> |
| From Supplier Name | <input type="text" value=""/> | <input type="button" value="Q"/> | <input type="text"/> | <input type="button" value="Q"/> |
| From Additional Name | <input type="text"/> | <input type="button" value="Q"/> | <input type="text"/> | <input type="button" value="Q"/> |
| From Supplier ID | <input type="text"/> | <input type="button" value="Q"/> | <input type="text"/> | <input type="button" value="Q"/> |

Search

Click the magnifying glass and enter value and click of page and find results (below is a example of search results)

Scroll to bottom

3. Click on the Actions link (see below highlighted yellow area)

Voucher Inquiry Results

| Actions | Business Unit | Voucher ID | Invoice Number | Invoice Date | |
|-----------|---------------|------------|----------------|--------------|--|
| ▼ Actions | CWUID | 00766375 | 34172 | 12/02/2021 | |

4. Choose either View Attachments or Voucher Details

Voucher Inquiry Results

| Actions | Business Unit | Voucher ID | Invoice Number | Invoice Date | |
|-----------|---------------|------------|----------------|--------------|--|
| ▼ Actions | CWUID | 00766375 | 34172 | 12/02/2021 | |

- View Attachments
- Match Workbench
- Scheduled Payments
- Voucher Details
- Review Document Status

5. If you choose Voucher Details, you can view Comments and Attachments by clicking on the links (see below highlighted areas)

Voucher Line Details

Voucher Details

| | | | | |
|---------------|----------------|----------------------|-----------|---------------------------------|
| Business Unit | CWUID | Gross Amount | 56,369.07 | |
| Voucher ID | 00766375 | Misc Charges | 145.00 | |
| Invoice No | 34172 | Total VAT | 0.00 | Attachments (2) |
| Invoice Dt | 12/02/2021 | | | |
| Supplier ID | 0000039170 | | | Comments(0) |
| Name | WS ENTERPRISES | Transaction Currency | USD | |

Invoice Lines

Q | << < 1 of 2 > >>

| | | | | | | |
|------------------|-------|----------------|--------------------------------|--------------|-----------------|-------------|
| Line | 1 | Description | WS ENTERPRISE QUOTE # F-2063 E | | Merchandise Amt | 51,904.00 |
| Item ID | | Quantity | 51,904.0000 | UOM | EA | Unit Price |
| | | | | | | 1.00000 |
| PO Business Unit | CWUID | PO Number | 0000067057 | PO Line | 1 | PO Schedule |
| Receipt Unit | | Receipt Number | | Receipt Line | | Schedule |
| | | | | | | 1 |

Distributions

Q

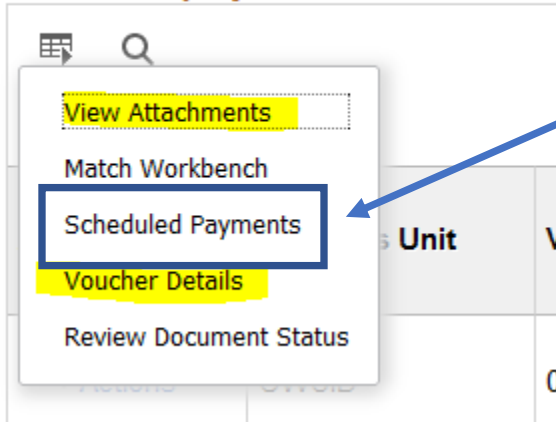
<< < 1-1 of 1 > >>

Details ||>

| Distrib Line | Merchandise Amt | GL Unit | Account | Fund | Dept | Program | Component | Project | Oper Unit | Class |
|--------------|-----------------|---------|---------|------|--------|---------|-----------|----------|-----------|-------|
| 1 | 51,904.00 | CWUID | 54005 | 057 | 504190 | 900 | | 61942293 | 0 | |

6. To view payment information, click on the Scheduled Payments link. Then click the payment reference ID link. It will open a new area called Payment Inquiry. Scroll to the bottom of the screen to view the detail of the payment and also view all the tabs for results.

Voucher Inquiry Results



[Back To Voucher Inquiry](#)

| | | | | | |
|----------------------|---------------------------------|----------------------|-------------------|----------------|-------|
| Business Unit | CWUID | Voucher ID | 00766375 | Invoice Number | 34172 |
| Supplier Name | WS ENTERPRISES & ASSOCIATES INC | | Supplier Location | MILWAUKIE | |
| Gross Invoice Amount | 56,369.07 | Transaction Currency | USD | | |

Details

| Bank SetID | Bank Code | Bank Account | Payment Reference ID | Applied Business Unit | Applied Voucher ID | Payment Date | Payment Amount | Payment Currency | Voucher Paid Amount | Payment Status |
|------------|-----------|--------------|----------------------|-----------------------|--------------------|--------------|----------------|------------------|---------------------|----------------|
| CWUID | USB | CHCK | 626141 | | | 01/25/2022 | 56,369.07 | USD | 56,369.07 | Paid |

A screenshot of a table with 11 columns and 2 rows. The first row is the header. The second row contains data. A blue arrow points to the 'Payment Reference ID' cell, which contains the value '626141' and is highlighted in yellow. The table is part of a 'Details' section, and there are navigation icons at the top right of the table area.

Payment Inquiry

▼ Search Criteria

Search Name

From

From Supplier Name 1

Supplier Location

* Amount Rule

Amount

* Currency

Bank SetID

Bank Code

Bank Account

Bank Account #

From Ref ID

From Payment Date

Payment Method

Payment Inquiry Result

1-1 of 1

Payment Details Additional Info Supplier Details Financial Gateway

| Actions | Source | Payment Reference ID [▲] | Payment Method | Amount | Currency | Creation Date | Payment Date | Payment Status | Reconciliation Status | Reconcile Date |
|-----------|--------|-----------------------------------|----------------|-----------|----------|---------------|--------------|----------------|-----------------------|----------------|
| ▼ Actions | VCHR | 626141 | System Check | 56,369.07 | USD | 01/25/2022 | 01/25/2022 | Paid | Reconciled | 02/01/2022 |