

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"/>
From Voucher ID	<input type="text"/>	<input type="button" value="Q"/>	<input type="text"/>
From Invoice Number	<input type="text"/>	<input type="button" value="Q"/>	<input type="text"/>
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"/>
From Supplier Name	<input type="text"/>	<input type="button" value="Q"/>	<input type="text"/>
From Additional Name	<input type="text"/>	<input type="button" value="Q"/>	<input type="text"/>
From Supplier ID	<input type="text"/>	<input type="button" value="Q"/>	<input type="text"/>

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

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
Receipt Unit		Receipt Number		PO Schedule	1
				Receipt Line	
				Schedule	

Distributions

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	