Data Miner Techniques
How Do I Check the Payment Status of an Invoice?

How Do I Locate an Invoice in Data Miner?

You can view details for an invoice using the AP Expenditure Detail analysis, which can be found in the EBO Finance folder in your Data Miner catalog.

The AP Expenditure Detail analysis requires you to complete the General Ledger (GL) Date filter and at least one of the Departmental Activity (DA) filters. In addition to those filters, you can also enter the
- Transaction number
- Supplier name
- General Ledger (GL) accounting segments

You can also designate whether or not you would like to see fringe information.

If you are unsure of the DA, you can use two wildcard symbols (%%) in the DA is LIKE (pattern match) filter to search all DAs to find the DA that is connected to the invoice.

"If you do not enter a DA, then please enter a Supplier or Transaction Number."

After you enter information in the filters, select the Yes radio button for Run Analysis, and then click Apply. Results will return for all invoices that match the filters you entered.

Note: If you would like to search for a PCard transaction by Supplier Name, use the name of the bank that processes the PCard. The Description column contains the name of the supplier from whom the goods/services were actually purchased.
What Do the Results Mean?

After you click “Apply,” you will see details for your invoices. To view the payment status of a particular invoice, look under the **Payment Interface Status** column.

The letter (or lack of letter) will tell you the status of the payment:

- **I** – **Interfaced**: The invoice has interfaced with OASIS (received by the state, but not yet processed or rejected)
- **E** – **Error**: The invoice failed to interface with OASIS
- **A** – **Approved**: The invoice has been successfully received and processed in OASIS (approved to be paid, not necessarily paid)
- **R** – **Re-send**: The invoice has been adjusted by WVU and is ready to be resent to the State
- **P** – **Paid**: The invoice has been paid
- If the cell is **blank**, then the invoice has not yet interfaced with OASIS.

**Example:**

Someone has asked you to find the status of an invoice. If the invoice has not been paid, then this person would also like to know when the invoice was entered into MAP.

What you know:

- **DA** – 250403100
- **Sent to PCPS** – 10/20/14
- **Supplier** – ULTRADENT PRODUCTS INC.

![AP Expenditure Detail](image)

Complete the **GL Date Between**, **DA**, and **Supplier Name** filters with the information you know. You can use either DA filter. Select the radio button for **Run Analysis**, and then click **Apply**.

![Example Image](image)
To make it easier to see, here is the result with the unnecessary columns removed:

<table>
<thead>
<tr>
<th>DA</th>
<th>GL Date</th>
<th>Supplier Name</th>
<th>Voucher Number</th>
<th>Payment Interface Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>250403100</td>
<td>10/20/2014</td>
<td>ULTRADENT PRODUCTS INC</td>
<td>GAXUG1102014995</td>
<td>A</td>
</tr>
</tbody>
</table>

There is an A in the **Payment Interface Status** column, which means the invoice has been successfully received and processed (approved to be paid, not necessarily paid).

The best way to tell when PCPS entered the invoice into MAP is to look in the **Voucher Number** column. The voucher number is a combination of four codes:

- **GAX** – The first three characters indicate the type of payment. For example, GAX for general or TVE for travel.
- **UGX1** – The next four characters will always be UGX1.
- **102014** – The following six characters reflect the date the invoice was keyed into MAP.
- **995** – The last three characters are unique identifiers for the voucher number.

From the voucher number, you know that PCPS entered the invoice on 10/20/2014.

If the invoice is an Intra-University transfer or does not have a voucher number, then the **GL Date** column will give you an idea of when PCPS entered the invoice.

**What You See is Not All You Get:**

There are additional columns in AP Expenditure Detail that you can easily include. These include
- Payment Doc ID,
- Single Payment Flag,
- Invoice Code Errors, and more.

To include a column, right-click in a column header, hover over **Include column**, and then click on the column you would like to include.