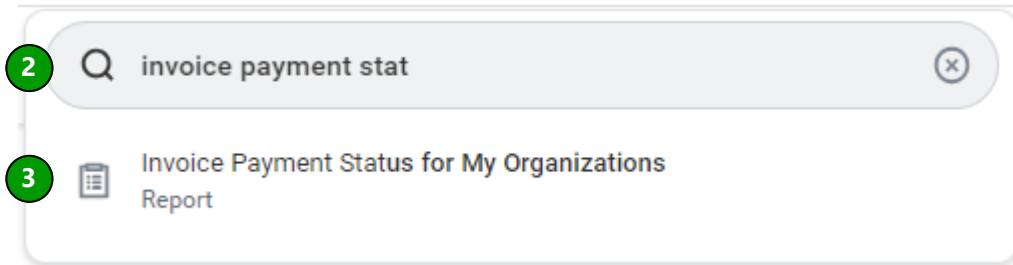# Invoice Payment Status for My Organizations Report

The Invoice Payment Status for My Organizations Report allows a Cost Center based role (such as Cost Center Financial Analyst or Cost Center Manager) to track the status of payments received for sponsored awards and customer contracts. The report will be run by Workday Cost Center. This report may also be used for monitoring accounts receivable. Once a payment has posted to an invoice created using eSMART Invoicing, users should create and apply the payment in eSMART to the invoice.

NAVIGATE TO INVOICE REPORT

1. From the Home page, click in the **Search Bar**.

2. Type **Invoice Payment Status for My Organizations,** or part of the name, as it is a dynamic search.

3. Select **Invoice Payment Status for My Organizations**.

Invoice Payment Status for My Organizations Report

Complete Invoice Payment Status Prompts

The Company and Organization prompts must always be completed for the report to return results.

1. **Company** defaults to Consolidated Vanderbilt University Medical Center and should not be changed.

2. **Organization:** Enter Workday **Cost Center** in this prompt. This will return all results for open invoices associated with the specified cost center. For example, entering CC03161 will return results for all invoices that have been created for customer contracts and awards associated with the VICC- AE Grants and Gifts.

The following prompts are optional, but may be used to narrow results returned:

3. **Payment Status** – Select Paid or Unpaid to only view paid or unpaid invoices.

4. **Customer Invoice Document** should remain blank.

5. **Award** - Select an award to view invoices for a single award.

6. **Revenue Category** should remain blank.

7. **Worktags** may be added to view results for a specific grant, etc.

Invoice Payment Status for My Organizations Report

Complete Invoice Payment Status Prompts, cont.

8. **Invoice Document Status** should remain blank.

9. **Award Type** may be selected for specific award type, such as Grant, Contract, VU Grant.

10. **Invoice Date On or After** may be added to filter results by a specific invoice date range.

11. **Invoice Date On or Before** may be added to filter results by a specific invoice date range.

12. **Payment Date On or After** may be added to filter results by a specific payment date range.

13. **Payment Date On or Before** may be added to filter results by a specific payment date range.

14. Once you have completed your prompts, select **OK**.

Invoice Payment Status for My Organizations Report

All Workday payments received from sponsored awards will have an invoice associated with them. Award payments are not posted directly to revenue. Invoices created outside of Workday, such as in eSMART Invoicing or OnCore, will have the invoice number listed in the Line Item Description column.

Invoice Payment Status Results

1. **Customer Invoice Document** is the Workday Invoice name.

2. **Invoice Number** is the Workday invoice number.

3. **Customer** will be blank if it is a sponsor invoice, but will be populated if it is a customer invoice.

4. **Sponsor** is the name of the sponsor for the award, but will be blank if it is a Customer invoice.

5. **Sponsor for the Award** is the name of the sponsor for the award.

6. **Invoice Status** will be Approved or Cancelled.

7. **Invoice Date** is the date the invoice was generated.

8. **Due Date** is the system generated due date for the payment.

① Customer Invoice Document	② Invoice Number	③ Customer	④ Sponsor	⑤ Sponsor for the Award	⑥ Invoice Status	⑦ Invoice Date	⑧ Due Date
Customer Invoice: CI00013366	CI00013366		ISOThrive, LLC	ISOThrive, LLC	Approved	05/01/2023	05/31/2023
Customer Invoice: CI00008926	CI00008926		ISOThrive, LLC	ISOThrive, LLC	Approved	04/21/2023	05/21/2023
Customer Invoice: CI00008939	CI00008939		9 Meters Biopharma, Inc.	9 Meters Biopharma, Inc.	Approved	04/20/2023	05/20/2023
Customer Invoice: CI00015007	CI00015007		Intercept Pharmaceuticals, Inc.	Intercept Pharmaceuticals, Inc.	Approved	06/01/2023	07/01/2023

Invoice Payment Status for My Organizations Report

Invoice Payment Status Results

9. **All Customer Invoice Payments** lists payments that have been received by the sponsor. If this is blank, then VUMC is still awaiting payment.

10. **Payment Date** is the date a payment was received. If this is blank, VUMC is still awaiting payment.

11. **Total Invoice Amount** is the amount of the invoice in Workday.

12. **Line Amount** will typically be the same as the Total Invoice Amount, unless there is more than one invoice line.

13. **Grant** is the grant worktag number and name on the invoice and payment.

14. **Award** is the award number and name that the grant worktag is associated to. .

15. **Line Item Description** is the Invoice number generated outside of Workday. This is the eSMART Invoice number for those invoices that originated in eSMART Invoicing or the invoice number generated from another CTMS, such as OnCore.

16. **Award Number** is the award number that the grant worktag is associated to.

All Customer Invoice Payments	Payment Date	Total Invoice Amount	Line Amount	Grant	Award	Line Item Description	Award Number
Customer Payment Invoice Application: ISOThrive, LLC - 06/26/2023 - 400	06/26/2023	400.00	400.00	GR014444 4040007201 A RANDOMIZED, DOUBLE-BLIND, PLACEBO-CONTROLLED, MULTI-CENTER	AWD001234: A RANDOMIZED, DOUBLE-BLIND, PLACEBO-CONTROLLED, MU 04/05/2023 (version 1)	GR014444-202305-0002	AWD001234
Customer Payment Invoice Application: ISOThrive, LLC - 05/16/2023 - 8650	05/16/2023	8,650.00	8,650.00	GR014444 4040007201 A RANDOMIZED, DOUBLE-BLIND, PLACEBO-CONTROLLED, MULTI-CENTER	AWD001234: A RANDOMIZED, DOUBLE-BLIND, PLACEBO-CONTROLLED, MU 04/05/2023 (version 1)	GR014444-202304-0001	AWD001234
		6,362.00	6,362.00	GR014998 4041117100 A DOUBLE-BLIND, PLACEBO-CONTROLLED, MULTICENTER STUDY TO EVA	AWD019876: A Double-Blind, Placebo-Controlled, Multicenter St 11/01/2022 (version 0)	GR014998-202304-0005	AWD019876
		1,750.00	1,750.00	GR014999 4041117101 A PHASE 2A, RANDOMIZED, DOUBLE-BLIND, PLACEBO-CONTROLLED, MU	AWD013468: A Phase 2a, Randomized, Double-Blind, Placebo-Cont 03/23/2023 (version 0)	GR014999-202306-0002	AWD013468

QUESTIONS?

Please email BusinessEducation@vumc.org.