Emory Express Payment Information

To review supplier payment information in Emory Express,

1. Pull up the Purchase Order using “Search for” at the top right of your Emory Express Home Page:
   a. Change “Search for” option to “PO No.”
   b. Enter PO number
   c. Go

2. Select the PO Number
3. Select the “Invoices” tab on the PO Status page

4. Select the “Voucher No.”
5. Payment Information will appear on the Invoice Summary Page

1. **Pay Status** - Review the status of the supplier payment. Options include:
   - *Payable*: Invoice is processed and ready to pay on the due date
   - *In Process*: Invoice is pending or was recently pending the “receiving” process
   - *Paid*: Payment remitted to the supplier
   - *Cancelled*: Payment was stopped or voided per customer request

2. **Payment Method** - Determine if payment was issued by check or ACH (direct deposit)
3. **Payment Reference** - Locate the check number or ACH reference number directly in Emory Express
4. **Payment Date** - Know the exact date payment remitted by referencing the Pay Status section of your Invoice page