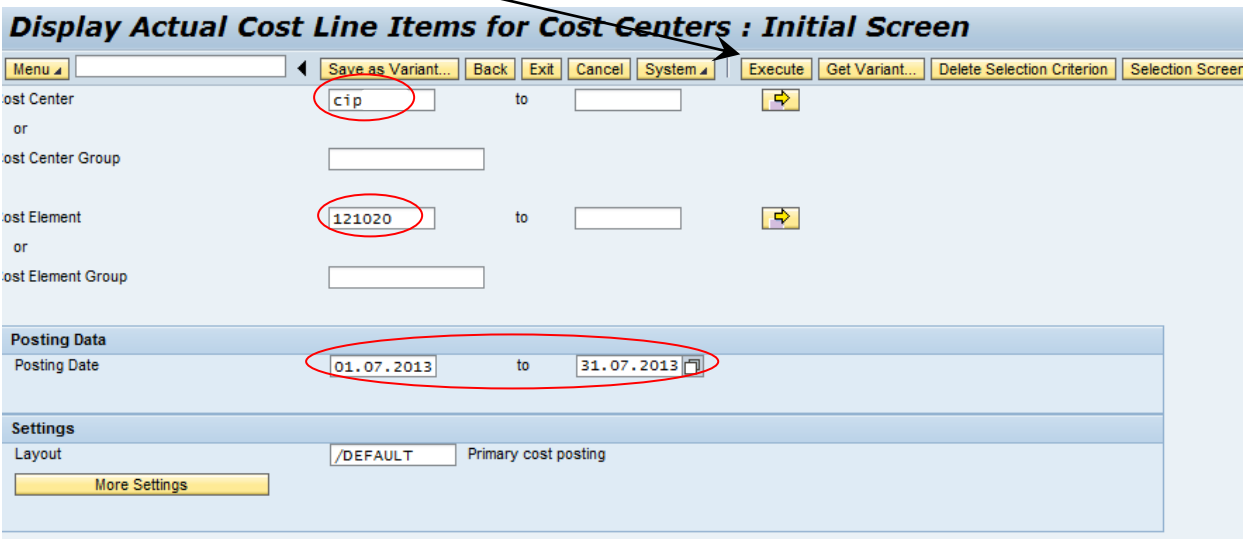


How to find out if an invoice has been paid (Non PO invoice)

- Go into transaction **KSB1**



- Enter the Cost Centre and the G/L Code (if you know it)
- Check the dates meet your requirements
- Click Execute



- Double click anywhere in your chosen line

A screenshot of the 'Display Actual Cost Line Items for Cost Centers' main screen. The table below shows the results of the search. The first three rows are highlighted in yellow.

Cost Element	AuxAcctAsmnt_1	Cost element name	Cost Ctr	CO object name	Val	COArCur	D/C	Posting Date	Per	Name of offsetting account	Name	
121020		Gas	CIF	Junior	38.00	-	C	17.07.2013	4	Gas	Gas invoice July13	
121020		Gas	CIF	Junior	182.71	-	D	17.07.2013	4	Corona Ogc		
121020		Gas	CIF	Junior	370.68	-	D	17.07.2013	4	Corona Ogc		
					515.39							

If there is a number starting with '2' in the Clearing Document box (top line) the invoice has been paid.

To see when the invoice has been paid...

- Double click on the Clearing Document Number

Display Document: Data Entry View

Menu | Back | Exit | Cancel | System | Display Another Document | Select Individual Object | Display Document Header | Taxes | Display Currency | General Ledger View

Data Entry View

Document Number: 1900199822 | Company Code: 1000 | Fiscal Year: 2013
 Document Date: 10.07.2013 | Posting Date: 17.07.2013 | Period: 4
 Reference: 08425516 | Cross-Comp.No.:
 Currency: GBP | Texts exist: | Ledger Group:

C...	Item	Account	PK	Amount	Description	Text	Clng doc.	Curr.	Tx	G/L Account	Cost Center
1000	1	20006880	31	444.82	Corona Ogc		2000116427	GBP	VA	840999	
	2	121020	40	370.68	Gas			GBP	VA	121020	CIP2193
	3	704200	40	74.14	Input VAT			GBP	VA	704200	

The date the invoice has been paid will be display as the Clearing date

Display Document: Line Item 001

Menu | Back | Exit | Cancel | System | Display Another Document | Call U

Vendor: 20006880 | Corona Ogc | G/L Acc: 840999
 Company Code: 1000 | 38 Clarendon Road
 Derbyshire County Council | Watford | Doc. no.: 1900199822

Line Item 1 / Invoice / 31

Amount: 444.82 | GBP
 Tax code: VA

Additional Data

Bus. Area:
 Disc. base: 370.68 | GBP | Disc. Amount: 0.00 | GBP
 Payt Terms: ZP21 | Days/percent: 21 | 0.000 % | 0 | 0.000 % | 0
 Bline Date: 10.07.2013 | Fixed:
 Pmnt Block:
 Invoice ref.: / / 0
 Pmt Method:
 Clearing: 31.07.2013 | 2000116427
 Assignment: 1900199822
 Text: Long text

To see how much was paid to the vendor on that day (in case your payment was part of a batch of payments)...

- Double click on the clearing document number

Your invoice payment is part of the BACS payment shown

Display Document: Data Entry View

Menu | Back | Exit | Cancel | System | Display Another Document | Select Individual Object | Display Document Header | Display Currency | General Ledger View

Data Entry View

Document Number: 2000116427 | Company Code: 1000 | Fiscal Year: 2013
 Document Date: 31.07.2013 | Posting Date: 31.07.2013 | Period: 4
 Reference:
 Currency: GBP | Texts exist: | Ledger Group:

C...	Item	Account	PK	Amount	Description	Text	Clng doc.	Curr.	Tx	G/L Account	Cost Center
1000	1	20006880	25	129,699.65	Corona Ogc		2000116427	GBP		840999	
	2	839002	50	129,699.65	Co-op BACS Out		2000123929	GBP		839002	