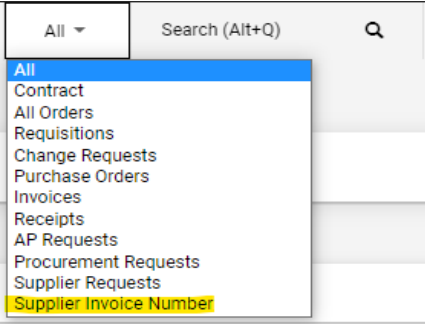
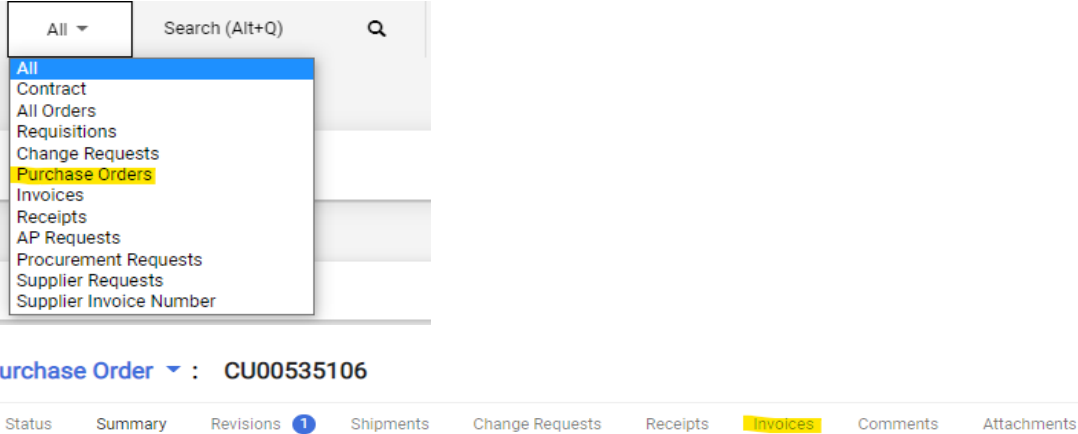
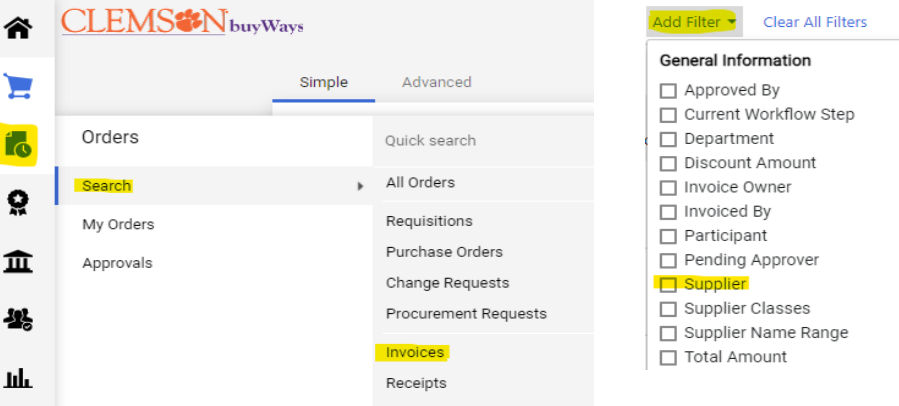


BuyWays Invoice Payment Status

Search Criteria	Next steps	
Supplier Invoice Number	From the BuyWays home page, in the header bar, you can search for invoices by the supplier invoice number. Change the search criteria in the drop down list to 'supplier invoice number' and enter the invoice number and click to search. A listing of all invoices containing your search criteria will populate. From the search results, you can look for a specific invoice. If you do not see the invoice you are looking for, please contact Shared Services.	
Purchase Order (PO) Number	From the BuyWays home page, in the header bar, you can search for invoices by purchase order number. Change the search criteria in the drop down list to 'purchase orders' and enter the PO number and click to search. The PO information will return, click on the PO number to access the invoice details. Once in the PO, click 'Invoices' to view all invoices processed against the PO. If you do not see the invoice you are looking for, please contact Shared Services.	
Supplier Name	From the BuyWays home page, on the left pane, select the search icon, then select 'Invoices.' Once in the search portal, under the 'Add filter' drop down list, select 'Supplier.' At this point, follow the prompts to search and select your desired supplier. Once selected, all invoices processed to the supplier will populate. If you do not see the invoice you are looking for, please contact Shared Services.	

## Electronic Funds Transfer: Employee Reimbursement Status – Travel and Non-Travel

Navigate to this web link <https://cubs.sites.clemson.edu/index.php>, then select “electronic funds transfer” in the right hand pane under quick info. This link is also available in the auto-generated email you receive notifying you of an upcoming electronic funds transfer.

From: [cubs2000@clemson.edu](mailto:cubs2000@clemson.edu) <[cubs2000@clemson.edu](mailto:cubs2000@clemson.edu)>

Sent: Tuesday, February 2, 2021 9:01 PM

To: [REDACTED]

Subject: ACH Funds Transfer Notice

Electronic Funds Transfer Notice -

EMPLID	BUS UNIT	Payment Advice #	Total Amount
[REDACTED]	EMPLY	[REDACTED]	79.48

Expense Reimbursements Direct Deposit to Employee Bank Account

A payment advice is located at the link below for your records.

To view you must be connected to the Clemson network or install VPN - <http://vpn.clemson.edu/>

[https://cubsfs.clemson.edu/ps/ps/EMPLOYEE/ERP/c/CU\\_CUSTOM.CU\\_EFT\\_VOUCH\\_COMP.GBL?](https://cubsfs.clemson.edu/ps/ps/EMPLOYEE/ERP/c/CU_CUSTOM.CU_EFT_VOUCH_COMP.GBL?)

Log in with your Clemson University credentials. If you cannot log in, please contact Shared Services ([FSS@Clemson.edu](mailto:FSS@Clemson.edu))

A list of your recent employee reimbursements will be available to view.



Empl ID [REDACTED] Name [REDACTED]

Disclaimer: I understand any reimbursement by Clemson University is subject to terms of payment maintained by CU Payroll office. It is the responsibility of the payee to verify with his/her financial institution when funds are available.

In most instances, funds are available within 24-48 hours of payment date; however, email notification does not constitute deposit of funds.

Reimbursements displayed are limited to the previous 12 months.

Voucher ID	Payment ID	Invoice Number	Voucher Amt	Payment Date	EFT Total Amount	Business Unit
[REDACTED]	[REDACTED]	[REDACTED]	\$11.60	09/03/2020	\$11.60	EMPLY

You can also click on the Voucher Id number and access more detailed information related to the reimbursement.



EFT Voucher Detail: [REDACTED]

Disclaimer: I understand any reimbursement by Clemson University is subject to terms of payment maintained by CU Payroll office. It is the responsibility of the payee to verify with his/her financial institution when funds are available.

In most instances, funds are available within 24-48 hours of payment date; however, email notification does not constitute deposit of funds.

Reimbursements displayed are limited to the previous 12 months.

Business Unit:	EMPLY	EFT Ref Number:	[REDACTED]
Voucher Amount:	\$11.60	Payment Date:	09/03/2020
Invoice Number:	[REDACTED]	Payee:	[REDACTED]
EFT Total:	\$11.60	Invoice Date:	08/25/2020
Payment Acct:	[REDACTED]	Payment Message:	

Description: [REDACTED]

**Voucher Payment Status: Non-Employee Reimbursement**

Log into [PeopleSoft Financials](#) with your Clemson University credentials. If you cannot log in, please contact Shared Services ([FSS@Clemson.edu](mailto:FSS@Clemson.edu)).

Navigate to “Clemson Home”, then “Vouchers”, and select the “Find an Existing Value” tab

You can search by a combination of known information: voucher id, supplier invoice number, supplier id or name.

Note: You will need to change the business unit to “CUF” for foundation vouchers, “CUFP” for employee foundation vouchers

[Clemson Home](#)

Clemson Home

Budget Journal

CU Print Data

Deposits

Billing Invoices

Journals

Payroll Corrections

Process Monitor

Project Information

Vouchers

Purchase Orders

Voucher Bud. Errors

Query

## Voucher

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Keyword Search

Add a New Value

### Search Criteria

\*Business Unit

=

CU

Q

Voucher ID

begins with

Invoice Number

begins with

Invoice Date

=

Calendar Icon

Short Supplier Name

begins with

Supplier ID

begins with

Q

User ID

begins with

Supplier Name

begins with

Voucher Style

=

Once you have selected the voucher, select the “Related Documents” tab for payment information.

New Window | Pers

<a href="#">Summary</a>	<a href="#">Related Documents</a>	<a href="#">Invoice Information</a>	<a href="#">Payments</a>	<a href="#">Voucher Attributes</a>	<a href="#">Error Summary</a>
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Business Unit CU

Voucher ID [REDACTED]

Voucher Style Regular Voucher

Supplier ID [REDACTED]

Invoice No [REDACTED]

Invoice Date 01/01/2021

▼ Payment Details

[Grid Icon] [Search Icon]
◀ ◀ 1-1 of 1 ▶ ▶ | View All

Actions	Details	Payment Status	Scheduled to Pay	Payment Reference	Remit SetID	Remit Supplier	Remitting Address	Payment Method	Gross Payment Amount	Paid Amount	Payment Currency
▼ Actions	[Grid Icon]	Paid	02/01/2021	1239016	CU	[REDACTED]	1	CHK	150,000.00	150,000.00	USD