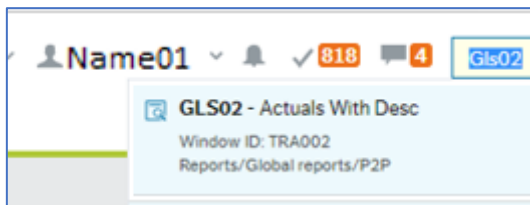




# Business World Quick Guide

## Has a supplier invoice been paid?

If you want to find out if your incoming invoice (payment transaction to a supplier) has been paid, you can run a report called a GLS02. You can search for it using the search bar on the top right of your BW window like in the screenshot below.



Once the report is open you can enter the PO number or other criteria e.g., cost centre, transaction number, supplier ID etc. In this example the PO number has been entered and then the **Search** button used to find the transaction. The results show below.

**GLS02 - Actuals With Desc**

Window ID: TRA002  
Reports/Global reports/P2P

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**Selection criteria**

Customer/Supplier ID like:

Customer/Supplier Name like:

Year like:

Period greater than or equal to:

Period less than or equal to:

Trans Date greater than or equal to:

Trans Date less than or equal to:

Trans Type like:

Cost Centre like:

Cat6 like:

Account between:  and

Cat5 like:

Trans No like:

Order No like:

Cipfadet not like:

Invoice No like:

Account like:

ID1 like:

Company like:

A - Unauthorised items:

B - General Ledger:

C - Historical GL:

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**Results**

Search | Detail level | All levels | Copy to clipboard

#	Cost Centre	Cost Centre (T)	Account	Account (T)	Period	Trans Date	Trans Type	TC	Customer/Supplier ID	Customer/Supplier Name	Payment Date	Trans No	Order No	Invoice No
1	AC0033	Safeguarding West	A44620	Preventative Expenditure	202210	01/12/2022	II	P2	505322	S L Rental Southampto...	10/01/2023	3565632	200687...	1222

If there is a date populated in the **Payment Date** field (shown in yellow in the screenshot), then the supplier was paid via the payment run on that date. It will then take 3 working days for the money to be credited to the supplier's bank account (unless there is a bank holiday in which case this could take longer). At the same time the payment run is completed, the supplier is either emailed or posted, a remittance advice to show what amount they will receive into their bank account. The amount they receive maybe more than your payment as they could be receiving payment for multiple transactions.

Please note that if there are no payments against the PO then nothing will show up in the report against the PO number.

If you have any further questions, please do not hesitate to contact the Business World inbox at [Bw.help@southampton.gov.uk](mailto:Bw.help@southampton.gov.uk).