

## Transaction Inquiry Quick Reference Card (Orders, Receipts, Invoices, Payments)

Invoices, and Payments.





- To access, login to the Dallas ISD iSupplier account using the username and password provided.
- Once logged in, click 'DISD iSupplier User' open up menu. Click on [Transaction Inquiry Home](#) page.

Home

- The Home tab provides an at a glance view of all orders. Click on the [View PDF](#) button to see an official copy of the purchase order.
- The [Orders at a Glance](#) button will take the supplier to the Orders/Purchase Orders and will list all purchase orders/agreements issued by DISD.
- A list of purchase orders can be exported to Excel by clicking the [Export](#) button.

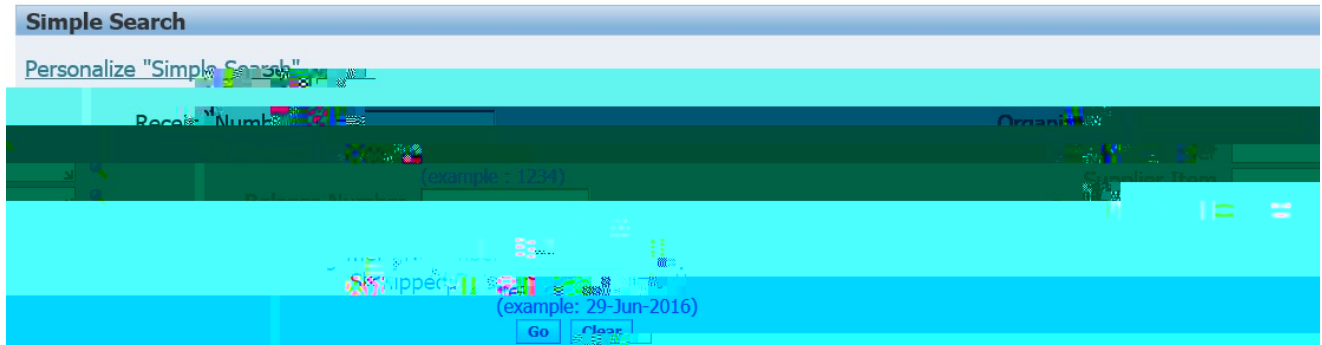


## Transaction Inquiry - Quick Reference Card (Orders, Receipts, Invoices, Payments)

- Click on the PO Number to review additional details related to the PO
  - o In the Actions field, Click on View Changes and click on the  button to see any changes against the PO Number.
  - o In the Actions field, Click on View PDF and click on the  button to see a copy of the PO Number.
  - o In the Actions field, Click on View Receipts and click on the  button to see any receipts against the PO Number.
  - o In the Actions field, Click on View Payments and click on the  button to see any payments against the PO Number.
  
- ~~Click on the Ship to Location link to review additional details related to the shipment.~~
- ~~Click on the Compare to Original PO icon if applicable to the PO.~~
- ~~Click on the Compare to Previous PO icon if applicable to the PO.~~
- ~~Click on the Show all PO Changes icon if applicable to the PO.~~



## Transaction Inquiry - Quick Reference Card (Orders, Receipts, Invoices, Payments)



- Click on a receipt number to see additional details related to receipt.
- Click on the PO number to see additional details related to PO.

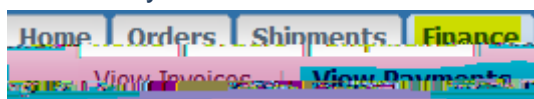
### Finance

#### Finance/View Invoices



- The Finance/View Invoices History tab provides details of all invoices issued.
- Provide a value in any of the fields provided and click on **Go** button.
- Click on a specific Invoice to review details related to that invoice number.
- Click on the link in the On Hold field to review invoice details.
- Click on the Due Date field to review scheduled payment details.
- Click on the PO number to review details related to the PO.
- The list of invoices can be exported by clicking **Export** button.

#### Finance/View Payments



- The Finance/View Payments History tab provides details of all payments made.
- Provide a value in any of the fields provided and click on **Go** button.
- Click on a specific Payment to review details related to that payment number.
- Click on the link in the Invoice field to review all invoices tied to the particular payment.
- Click on the link in the PO number field to review all purchase orders tied to the particular payment.
- The list of payments can be exported by clicking **Export** button.

#### Finance/Create Invoices



- The Finance/Create Invoices tab allows the supplier to create a new invoice.
- Navigate to the far right where it states 'Create Invoice With a PO' and click on the **Go** button.
- Key in the PO number to invoice against and then click **Go** button.
- Place a check in the  box for the items to be invoiced.

- Click on the **Next** button when finished.
- Key in the invoice number in the InvoiceNumberfield and then click on the **Next** button.
- Review your invoice for accuracy and then click on the **Submit** button.
- The Accounts Payable department will review your invoice and process for payment.