

# Instructions to look up invoices within MyCWU:

1. Log into MyCWU
2. Navigation: Main Menu > Financial Management > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher
3. Enter the information that you have – Invoice number, Supplier (vendor) ID# or PO number.

Search Criteria

From	To
Search Name: ALL	
From Business Unit: CWUID	To Business Unit: CWUID
From Invoice Number: [ ]	To Invoice Number: [ ]
Supplier SetID: CWUID	To Supplier SetID: [ ]
From Supplier Short Name: [ ]	To Supplier Short Name: [ ]
From Supplier Name: [ ]	To Supplier Name: [ ]
From Additional Name: [ ]	To Additional Name: [ ]
From Supplier ID: [ ]	To Supplier ID: [ ]
Supplier Location: [ ]	
Entry Status: [ ]	
Incomplete Voucher: [ ]	
From Accounting Date: [ ]	To Accounting Date: [ ]
From Invoice Date: [ ]	To Invoice Date: [ ]
From Due Date: [ ]	To Due Date: [ ]
From Entered Date: [ ]	To Entered Date: [ ]
Origin Set ID: [ ]	
From Origin: [ ]	To Origin: [ ]
From Control Group: [ ]	To Control Group: [ ]
From Contract ID: [ ]	To Contract ID: [ ]
Lease Number: [ ]	
PO Business Unit: [ ]	
From PO ID: [ ]	To PO ID: [ ]

**EXAMPLE:** If you are looking up a supplier, you may want to use the “Advanced Lookup” to allow for you to use the “contains” in the supplier name search.

If you only search for the initial search page, it provides limited search capabilities.

### Look Up From Supplier ID

Search by: Supplier ID ▼ begins with

Search
Cancel
Advanced Lookup

Search Results

### Look Up From Supplier ID

SetID CWUID

Supplier ID begins with ▼

Short Supplier Name begins with ▼

Supplier Name contains ▼ Cloud

Search
Clear
Cancel
Basic Lookup

**Example:** if you are looking up an invoice, to see when/if it was paid; go to the Invoice line and enter the number then click on the magnifying glass:

Main Menu > Financial Management > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher

Look Up From Invoice Number
x
Help

Search by: Invoice Number ▼ begins with 22009

Search
Cancel
Advanced Lookup

Search Results

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Invoice Number	Invoice Date	Short Supplier Name	Supplier ID	Supplier Name
22009	03/07/2008	COCACOLA	0000000644	COCA COLA
22009	06/30/2022	FRASINTE-001	0000003453	FRASCA INTERNATIONAL INC
22009	04/14/2004	SOREMARI-001	0000025601	SORENSEN MARINE
22009	02/20/2009	LIZAJENS-001	0000037672	LIZA JENSEN
22009	01/07/2025	CENTWASH-013	0000054709	CENTRAL WASHINGTON DAIRY PRODUCTS
220091	04/03/2012	OZUNAMELIZ-003	SF22217035	Meliza V. Ozuna
22009198	12/02/2020	JOHNCONT-001	0000002709	JOHNSON CONTROLS FIRE PROTECTION LP

Select the one that you are looking for.

Once you have done that, scroll to the bottom of the page and then click the Search button:

Max Rows  **Search**

Sort Criteria

\* Sort By

\* Sort Asc/Desc

> Display Currency Criteria

The results will show at the bottom of the page:

Max Rows  **Search**

Sort Criteria

\* Sort By

\* Sort Asc/Desc

> Display Currency Criteria

**Voucher Inquiry Results**

1-5 of 5 | View All

Voucher Details | Amounts | More Details | Supplier Details

Actions	Business Unit	Voucher ID↓	Invoice Number	Invoice Date	Supplier ID	Entry Status	Incomplete	Match Status	Short Supplier Name
Actions	CWUID	00819592	22009	01/07/2025	0000054709	Postable	<input type="checkbox"/>	Matched	CENTWASH-013
Actions	CWUID	00774550	22009	06/30/2022	0000003453	Postable	<input type="checkbox"/>	Matched	FRASINTE-001
Actions	CWUID	00416837	22009	02/20/2009	0000037672	Postable	<input type="checkbox"/>	Matched	LIZAJENS-001
Actions	CWUID	00296958	22009	03/07/2006	0000000644	Postable	<input type="checkbox"/>	Not Applicable	COCACOLA
Actions	CWUID	00217009	22009	04/14/2004	0000025801	Postable	<input type="checkbox"/>	Matched	SOREMARI-001

4. Click on the Actions link (see below highlighted yellow area)

**Voucher Inquiry Results**

1-5 of 5 | View All

Voucher Details | Amounts | More Details | Supplier Details

Actions	Business Unit	Voucher ID↓	Invoice Number	Invoice Date	Supplier ID	Entry Status	Incomplete	Match Status	Short Supplier Name
▼ Actions	CWUID	00819592	22009	01/07/2025	0000054709	Postable	<input type="checkbox"/>	Matched	CENTWASH-013
▼ Actions	CWUID	00774550	22009	06/30/2022	0000003453	Postable	<input type="checkbox"/>	Matched	FRASINTE-001
▼ Actions	CWUID	00416837	22009	02/20/2009	0000037672	Postable	<input type="checkbox"/>	Matched	LIZAJENS-001

You will have a list of options:

- View Attachments
- Review Accounting Entries
- Match Workbench
- Payment Information
- Voucher Details
- Review Document Status

**View Attachments** will show you the link to any attachments. There is usually the voucher, which will be the actual document that AP received along with any emails or other supporting documents (see more below).

**Review Accounting Entries** will show you the actual chartfields and journal information.

**Match Workbench** will show you the general matching information.

**Payment Information** will lead you to the actual payment information (see more below).

**Voucher Details** will give you more information for the voucher, particularly PO information and a link to comments.

**Review Document Status** will show you more information regarding the PO, as in receiving information.

5. Choose the appropriate option – this will usually be either **View Attachments** or **Payment Information**.

**View Attachments:**

> Display Currency Criteria

View Attachments | Review Accounting Entries | Match Workbench | Payment Information | Voucher Details | Review Document Status

Amounts | More Details | Supplier Details

Voucher ID↓	Invoice Number	Invoice Date	Supplier ID	Entry Status	Incomplete	M
00819592	22009	01/07/2025	0000054709	Postable	<input type="checkbox"/>	M



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Business Unit CWUID Voucher ID 00819592 Invoice Number 22009  
 Supplier Name CENTRAL WASHINGTON DAIRY PRODUCTS Supplier Location ELLENSBURG  
 Gross Invoice Amount 58.25 Transaction Currency USD

**Details**

1-1 of 1 View All

Bank SetID	Bank Code	Bank Account	Payment Reference ID	Applied Business Unit	Applied Voucher ID	Payment Date	Payment Amount	Payment Currency	Voucher Paid Amount	Payment Status
CWUID	USB	CHCK	313338			02/05/2025	381.25	USD	58.25	Paid

This shows you the Payment date (= day check printed / day ACH was sent to bank). For any additional information, please contact AP with the voucher ID (at the top of the page) and or the Payment Reference ID.

To get back to the Voucher Inquiry page, click the **“Back To Voucher Inquiry Link”**

[Back To Voucher Inquiry](#)

Business Unit CWUID Voucher ID 00819308 Invoice Number SH26472  
 Supplier Name CLOUD 9 SPORTS Supplier Location MAPLE VALL  
 Gross Invoice Amount 3,400.42 Transaction Currency USD

**Details**

1-1 of 1 View All

Bank SetID	Bank Code	Bank Account	Payment Reference ID	Applied Business Unit	Applied Voucher ID	Payment Date	Payment Amount	Payment Currency	Voucher Paid Amount	Payment Status
CWUID	USB	CHCK	670352			01/23/2025	3,400.42	USD	3,400.42	Paid

If you are still not seeing what you are looking for, or need more information, please contact Accounts Payable, either by email ([AccountsPayable@cwu.edu](mailto:AccountsPayable@cwu.edu)) or by phone: Lisa Saucier x1986; Melissa Wolford x1985.