# What is the status of my invoice?

The Accounts Payable (Invoice)-On Line Web Center, located on the NJDOT Intranet will provide you with information on the status of your invoice.

# Access the NJDOT Intranet ([http://njdotintranet.njdot.lan/](http://njdotintranet.njdot.lan/)) then navigate to "Others"

# Click on Special Reports



OFFICE SUPPLIES
CALENDAR-PAYROLL '20
PAYCHECK INSERTS
CALENDAR-WALL '20
PLOTTERS
CAR WASH LOCATIONS
RADIO CALL SIGNS
DONATED LEAVE
RECORDS RETENTION
EWING COMPLEX MAPS
RIVER LINE SHUTTLE
FACILITY LOCATIONS
SPECIAL REPORTS
FAX NUMBERS
VAN POOL
GAS STATION LOCATIONS
VISITOR REGISTRATION
LIBRARY
VIDEO CONFERENCES
MOTOR POOL
WEATHER
NEW EMPLOYEES

# Click on Accounting
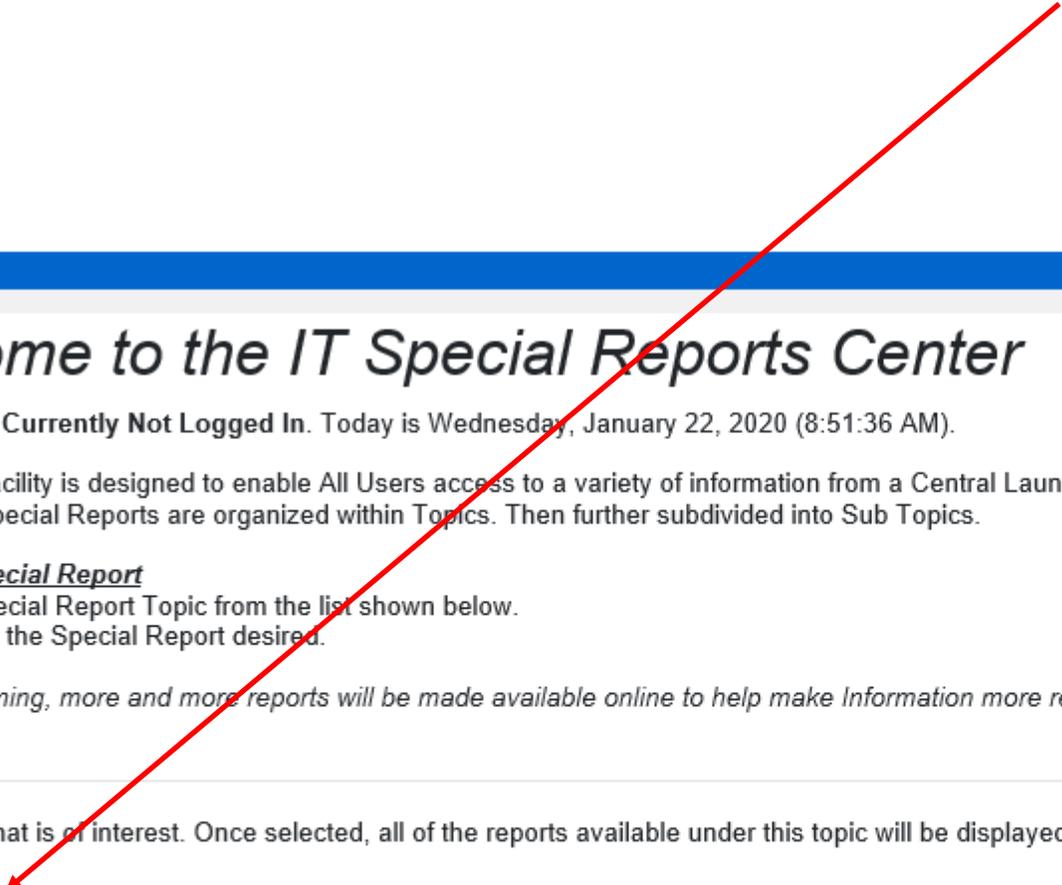
## Welcome to the IT Special Reports Center

Good Morning **Currently Not Logged In**. Today is Wednesday, January 22, 2020 (8:51:36 AM).

This Report Facility is designed to enable All Users access to a variety of information from a Central Launch location.
The various Special Reports are organized within Topics. Then further subdivided into Sub Topics.

**To View a Special Report**
**1)** Select a Special Report Topic from the list shown below.
**2)** Then Select the Special Report desired.

*In the year coming, more and more reports will be made available online to help make Information more readily available.*

Select the Topic that is of interest. Once selected, all of the reports available under this topic will be displayed.

*** All Reports Under All Topics ***

▷ ACCOUNTING                    ▷ ADMINISTRATION                 ▷ IT - APPLICATIONS DEVELOPMENT
▷ MVC                           ▷ MYDOT                          ▷ OPD
▷ PROCUREMENT                   ▷ REMEDY

# Click Once On Accounts Payable (Invoice) On Line Web Center

## Selected Topic Reports Available

### You have Selected Topic: (ACCOUNTING)

Good Morning **Currently Not Logged In**. Today is Tuesday, November 01, 2016 (11:03:33 AM).

This Report Facility is designed to enable All Users access to a variety of information from a Central Launch location.
The various Special Reports are organized within Topics. Then further subdivided into Sub Topics.

**To View a Special Report**
**1)** Select the Special Report from the Details List below.

*In the year coming, more and more reports will be made available online to help make Information more redily available.*

| Action | Report Title | Date |
|--------|-------------|------|
| **Group:** | **ACCOUNTING / Accounts Payable** | |
| 🔍 ⓘ | Accounts Payable (Invoice) - On Line Web Center | 5/9/2002 |
| 🔍 ⓘ | Accounts Payable Reports | 2/27/2008 |
| **Group:** | **COF Manager** | |
| 🔍 ⓘ | COF Manager Search Form | 4/19/2006 |
| **Group:** | **Procedures** | |
| 🔍 ⓘ | Accounting - Auditing Procedures | 11/20/2003 |
| 🔍 ⓘ | Accounting - Auditing Procedures - PowerPoint Presentation | 1/15/2004 |

# Enter Search Criteria And Click On Process Request



Vendor Reference is the Vendor Name. Note that it will bring you back every invoice that is related to that vendor.

Date In Department: Use the exact date or a range

NO COMMAS PLEASE when using the Original Amount.
Put in the exact amount or a range.

**Division of Accounting**
**Bureau of Auditing**
**Accounts Payable (Invoice) Search**

| Accounts Payable Invoice Status Search Form | |
|---|---|
| This Web Application is designed to provide the ability to find the *Current Status* of an Accounts Payable (Invoice) and/or information about past completed Accounts Payable (Invoices). | |
| **To View an Accounts Payable (Invoice)** | |
| 1) Enter as Much Information as you know about your request. 2) Click the *Process Request* Button or Press the *Enter* Key to obtain your information. | |

| Enter Any Known Information | Enter Search Criteria |
|---|---|
| Reference Number | [_____] (i.e. 2002-01808) |
| Vendor Reference | [_____] (i.e. AMBOY) |
| Type of Invoice | [_____ ▼] (i.e. CONSTRUCTION) |
| Description | [_____] (i.e. MIDDLESEX) |
| Date In Department *(Or Range)* | [_____] --Between-- [_____] |
| Original Amount *(Or Range)* | [_____] --Between-- [_____] |
| | 🔍 Process Request |

# Example Of A Search Using An Exact Amount

# This Search Returned One Record – Click On View



Division of Accounting
Bureau of Auditing
Accounts Payable (Invoice) Search

| Accounts Payable Invoice Status Search Form (Listing) |
|---|
| (1) Possible Invoice Result for Requested Search Criteria Identified |
| * To View a Detailed Status of a listed Invoice, (Press the Details View Link) |

| Reference # | Vendor | Description | Date In | Original Amount | Details |
|---|---|---|---|---|---|
| 2017-00734 | PARSONS BRINCKERHOFF INC | AGREE: 2002PM33 AD: 08/29/02 | 7/11/2016 | 9,094.61 | View |

# Status of Invoice

**Date In** = Date In Department (PPI)
**Date Approved** = Date Approved By Engineering Supervisor
**Date Received A/P**= Date Invoice Was Received in Accounting Operations.

Invoice Amount Equals The Amount Entered Into The Search

Date Approved For Payment In MACSE

Vendor Name

Document ID Indicates The Invoice Has Been Keyed Into MACSE

## Accounts Payable Invoice Status Search Form (Details)

### Status Details for Invoice Reference Number:(2017-00734)

| Primary ID | Reference # | Vendor Reference | |
|---|---|---|---|
| 304731 | 2017-00734 | PARSONS BRINCKERHOFF INC | |
| Description | | Type | Payee Reference |
| AGREE: 2002PM33 AD: 08/29/02 | | CONSULTANT | N/A |

| Date In | Date Approved | Date Received A/P |
|---|---|---|
| 7/11/2016 | 7/14/2016 | 7/27/2016 |

| DP Number | Contract Number | Final/Interim | |
|---|---|---|---|
| N/A | 0307024 | N/A | |
| Impediment | | Impediment Release Date | Date Returned to (A/O) |
| N/A | | N/A | N/A |

| PPI Date | Document ID | Document Date | | |
|---|---|---|---|---|
| 7/11/2016 | 9974591 | 8/2/2016 | | |
| | Batch | Reduced | Original Amount | Split |
| | False | False | 9094.61 | False |

| Invoice Amount | Estimate Prepared By | Date Estimate Out | Date Estimate In |
|---|---|---|---|
| $ 9,094.61 | N/A | N/A | N/A |

| Date Invoice Out | Returned Cert/Final PV | Final Invoice Reviewer | Final Invoice Processed Date |
|---|---|---|---|
| N/A | N/A | N/A | N/A |

| ...er | MACSE Approved Date |
|---|---|
| ...N | 8/3/2016 |

Completion of the above Approval Officer and MACSE Approved Date indicates the invoice has been paid.
If you have any further questions please contact The Vendor Help Desk at the
following internet address: http://www.state.nj.us/transportation/business/vendorhelp/

Print

Date Printed : 11/1/2016

# (Invoice) On Line Web Center –Viewing Reports

**Selected Topic Reports Available**
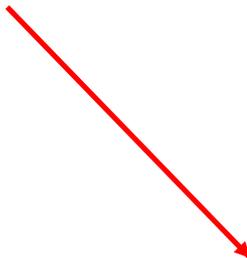
## You have Selected Topic: (ACCOUNTING)

Good Morning **Currently Not Logged In**. Today is Tuesday, November 01, 2016 (11:03:33 AM).

This Report Facility is designed to enable All Users access to a variety of information from a Central Launch location.
The various Special Reports are organized within Topics. Then further subdivided into Sub Topics.

### *To View a Special Report*
**1)** Select the Special Report from the Details List below.

*In the year coming, more and more reports will be made available online to help make Information more redily available.*

| Action | Report Title | Date |
|---|---|---|
| **Group:** | **ACCOUNTING / Accounts Payable** | |
| 🔍 ⓘ | Accounts Payable (Invoice) - On Line Web Center | 5/9/2002 |
| 🔍 ⓘ | Accounts Payable Reports | 2/27/2008 |
| **Group:** | **COF Manager** | |
| 🔍 ⓘ | COF Manager Search Form | 4/19/2006 |
| **Group:** | **Procedures** | |
| 🔍 ⓘ | Accounting - Auditing Procedures | 11/20/2003 |
| 🔍 ⓘ | Accounting - Auditing Procedures - PowerPoint Presentation | 1/15/2004 |

**Please Select Type of Summary Report from Available List Below**

| Available Reports: | Outstanding Invoices ▼ |
|---|---|

**This is the Outstanding Invoice Report**
This report will show all the Invoices that are overdue (in days) based on the Date In Department Field to the present date. Please select The Begin Date and End Date for Date In Department and the minimum for how many days and greater the Invoices are outstanding.

1) Enter the Date In Department Beginning Date.
2) Enter the Date In Department Ending Date.
3) Enter the How many days overdue or greater.
4) Press the Process Report button.

- If you enter a Beginning Date and NOT an Ending Date then Ending Date will default to today's date
- If you enter an Ending Date and NOT a Beginning Date then it will Select all records prior to the Ending date
- If no dates are entered the search gets all outstanding Invoices
- If the days overdue is not specified then "0" will be the default

**Enter the Beginning Date (i.e. 01/01/2008)**

[          ] 📅

**Enter the Ending Date (i.e.12/31/2008)**

[          ] 📅

**Days Overdue (i.e. 30 - Overdue by 30 days or greater. 0 If left blank)**

[          ]

📖 Process Report

Click On Drop Down To View A List Of Available Reports

Note That Directions Are Provided. Please Read Prior to Processing A Report.

**Division of**
**Accounting & Auditing**
**Accounts Payable Administration**

**Please Select Type of Summary Report from Available List Below**

| Available Reports: | Outstanding Invoices ⌄ |
| --- | --- |

This is the Ou
This report will
Date In Depart
and End Date
and greater th

Outstanding Invoices

Paid Invoices Non CON

Paid Invoices Con/Fin

1) Enter the Da
2) Enter the Da
3) Enter the H
4) Press the P

Contract Manager WIP Reports By Type

Contract Manager Paid Reports By Type

Contract Manager Paid Held Over 10 Days Summary

If you enter a
Date will defa
If you enter a
all records pi
If no dates ar
If the days ov

Contract Manager Paid Held Over 10 Days Detail

Contract Manager Paid Held Over 20 Days Summary

Contract Manager Paid Held Over 20 Days Detail

WIP Consultant Only

WIP Construction Final By Impediment

WIP Construction Final By Contractor Name

WIP Construction Final By Auditor Name

Days Overdu

List Of Available Reports: Clicking on the down arrow next to Available Reports will give you a list of reports to choose from as shown to the left.
**Note:**
**-Paid Invoices Non CON represents all paid invoices except for construction and construction final.**
**-Paid Invoices Con/Fin represent all paid construction and construction final estimates.**

# Example Report Representing Paid Invoices Non CON for FY 2021

**Division of Accounting & Auditing**
**Accounts Payable Administration**

## Please Select Type of Summary Report from Available List Below

**Available Reports:** Paid Invoices Non CON

**This is the Paid Invoice Report NOT including Construciton**
This report will show all NON-Construction/Final Invoices that are paid based on the Date In Department Field to the present date. Please select The Begin Date and End Date for Department In Date to show all Invoices paid for that range.

1) Enter the Date In Department Beginning Date.
2) Enter the Date In Department Ending Date.
3) Press the Process Report button.

- If you enter a Beginning Date and NOT an Ending Date then Ending Date will default to      today's date
- If you enter an Ending Date and NOT a Beginning Date then it will Select all records prior      to the Ending date
- If no dates are entered the search gets all paid Invoices

**Enter the Beginning Date (i.e. 01/01/2008)**

07/01/2020

**Enter the Ending Date (i.e.12/31/2008)**

06/30/2021

📖 Process Report

Read instructions

Enter the appropriate fiscal year or period that you are interested in.

Click once of Process Report

# Select From The Available Reports - Paid Invoice GB Vendor is used in this example



Information Technology
Applications Development and Systems Support

| Available Report(s): | Paid Invoices Aging Schedule |
| | Paid Invoices GB Auditor Average Days to Process and Approval Detailed Report |
| | Paid Invoices GB Auditor Average Days to Process and Approval Summary Report |
| | Paid Invoices GB Processor |
| | Paid Invoices GB Type |
| | **Paid Invoices GB Vendor** |

Retrieve Report

To Print a Report, select the Report from the **Available Report(s)** dropdown, then
Click on the Retrieve Report Button.
The Selected Report Details will be Presented and the Report can then be printed.

If you have any questions please Contact the IT Development Staff at 609-530-2585.

Posted Length: 231   Printing Crystal Reports within NJDOT Intranet

Version 2.0.3.1

# Enter Appropriate Information In Report Title



Click once on Retrieve Report

# Resulting Report



Select Vendor By Scrolling Through The Vendor Names And Clicking Once On The Vendor Name To Select.

# Questions