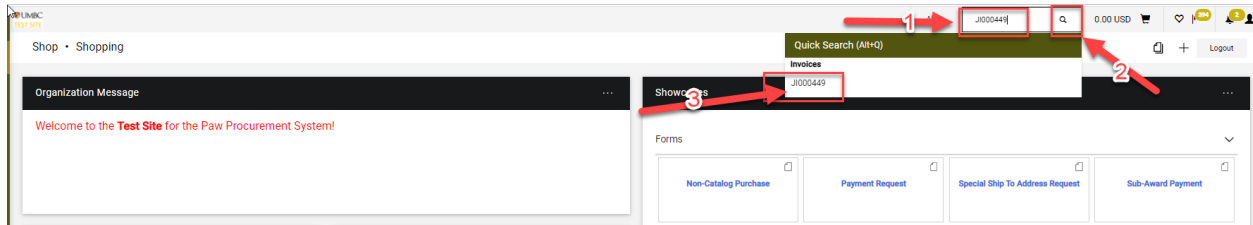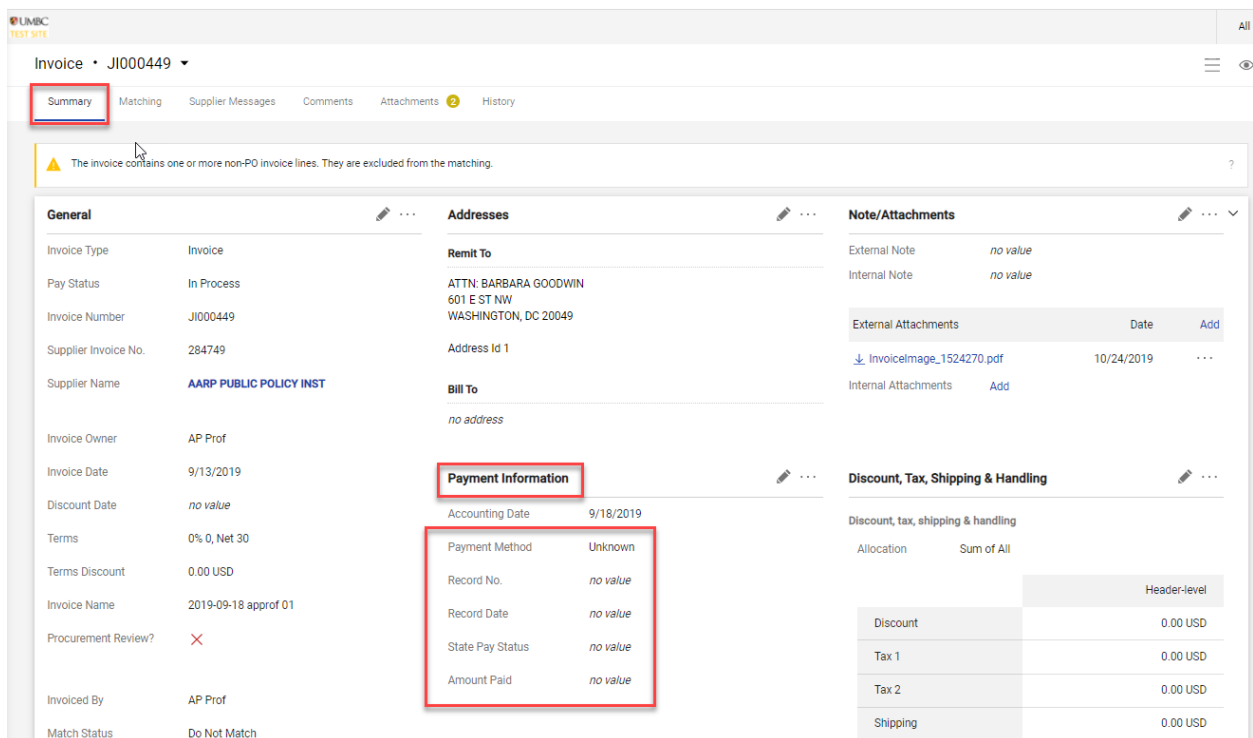# Invoice Status

Locate your Invoice.

Make sure you are in the **Summary** tab

The above example currently shows "no value" but throughout the life of this invoice, those fields will update accordingly. See the below definitions.

- Pay Status = *Paid*- this invoice has paid by the State. The **Payment Information** section will display the payment method, record number, and amount paid.
- Pay Status = *Payable*- this invoice has been approved for payment and exported to PeopleSoft. The State Pay Status will update to Sent to State under the Payment Information section.

- Pay Status = *In Process*- this invoice is not yet ready to pay. Scroll down the **Summary** page to the **Lines** section and check the *Matching Summary* chart for each line.