



## How to Use This Page

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### Mason Vendor Payment Instructions

#### I. How to Perform a Search for the First Time?

Please enter two of the following data fields to start a search payment status:

1. Invoice Amount
2. Invoice Number\*
3. Purchase Order Number (i.e., EPXXXXXX, EXXXXXX, KXXXXXX)\*\*

*\* Invoice Numbers do not include spaces or special characters, such as “/”, - or :”*

*\*\* User does not need to enter prefixes such as “EP” or “K” in the Purchase Order Number field to perform a search. If unsure, you can always enter the “%” preceding the numerical values to perform a search.*



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Please enter two of the following data fields to start a search on payment status: Invoice Amount, Invoice Number or Purchase Order Number. After the first search is validated, you will be able to search through all available fields.

Invoice Number:

AP Receipt Date:

Vendor Number:

Voucher Number:

Invoice Amount:

PO Number:

Check Number:

Sort Report by:

After a successful first search is performed using the fields listed above, you will be able to search for information on the vendor payment history through all available fields. For example, if you are interested in inquiring about invoices for a range of dates, you must first do a successful simple inquiry, after which the “range of date” option will become available for searching.

Vendors who are familiar with their George Mason University vendor number (i.e., GXXXXXXXX) can also use this field to perform initial queries.



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Please enter two of the following data fields to start a search on payment status: Invoice Amount, Invoice Number or Purchase Order Number. After the first search is validated, you will be able to search through all available fields.

**You have successfully received at least one valid response during this session and may use date ranges if desired. Please scroll down to see your search results.**

Invoice Number:

AP Receipt Date:    TO

Vendor Number:

Voucher Number:

Invoice Amount:

PO Number:

Check Number:

Sort Report by:

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Invoice Number	AP Receipt Date	Vendor Number	Voucher Number	Invoice Amount	PO Number	Scheduled Pay Date	Check Number	Check Date	Payment Method
387796	08-DEC-2014	G00506307	I1525552		3240.00,2150679	07-JAN-2015	S0581862	06-JAN-2015	Paper Check

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## II. Issues Finding your Invoice?

Should you receive the message “Enter two of the applicable data points to begin a search...Five failed search attempts will lock you out of the system for 30 minutes”, it may be due to one of the following reasons:

1. You may not have the correct data points to perform an initial search. Make sure to double check you have 2 of the 3 initial data fields and retry your search
2. Your invoice may not have been submitted to GMU Accounts payable yet. Make sure you have submitted the invoice in PDF format to [acctpay@gmu.edu](mailto:acctpay@gmu.edu). Within the invoice, make sure to also reference the Purchase Order number (i.e., EPXXXXXX) provided to you by the ordering party. Invoices are paid NET 30 from the date the invoice is received at GMU Accounts Payable or when good/services are rendered; whichever is later
3. If you have performed steps 1 and 2 and cannot obtain a result from your initial search, your invoice may not have been processed for payment yet. It normally takes two weeks for Accounts Payable to post invoices after receipt. You can come back to the website in two weeks to check on the status of the invoice, or you can also contact [acctpay@gmu.edu](mailto:acctpay@gmu.edu) to inquire about your invoice status.

## III. Issues Using the Date Range Fields After a 1<sup>st</sup> Valid Search?

If you have completed the 1<sup>st</sup> valid search in the Payment Inquiry Portal and the Vendor Number field is locked on the screen, you will have the opportunity to search for all payment information for the past two years through any of the available search fields. One of these fields is the date range or ‘AP Receipt Date’ fields. Please remember to clear all other data fields prior to using the date range functionality or an error message may pop up.

For example, you had successfully inquired for the payment status of an invoice by using the Invoice Number and Invoice Amount fields and you are now interested in searching for all payments received between 2014 and 2015. You can perform this search by clearing the information originally typed in the Invoice Amount and Invoice Number fields, and use the AP Receipt Date fields to select your timeframe. We would appreciate your feedback on this new portal. Please email your comments to [acctpay@gmu.edu](mailto:acctpay@gmu.edu) or call 703.993.2580.

## Employee/Student Payment Instructions

### I. How to Perform a Search for the First Time?

Please enter two of the following data fields to start a search payment status:

1. G Number\*
2. Reimbursement Amount
3. Invoice Number\*\*

\* User must type "G" when entering G Number

\*\* Travel and F&B reimbursements invoice numbers will be the 1<sup>st</sup> date of the travel dates/event in MM/DD/YY format



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Please enter two of the following data fields to start a search on payment status: G Number(i.e.,GXXXXXXXX), Invoice Amount or Invoice Number. After the first search is validated, you will be able to search through all available fields.

Invoice Number:

AP Receipt Date:

G Number:

Voucher Number:

Reimbursement Amount:

PO Number:

Check Number:

Sort Report by:

After a successful first search is performed using the fields listed above, you will be able to search for information on payment history through all available fields. For example, if you are interested in inquiring about payment for a range of dates, you must first do a successful simple inquiry, after which the "range of date" option will become available for searching.



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Please enter two of the following data fields to start a search on payment status: G Number (i.e. GXXXXXXX), Invoice Amount or Invoice Number. After the first search is validated, you will be able to search through all available fields.

You have successfully received at least one valid response during this session and may use date ranges if desired. Please scroll down to see your search results.

Invoice Number:

AP Receipt Date:  |  |  TO  |  |

G Number:

Voucher Number:

Reimbursement Amount:

PO Number:

Check Number:

Sort Report by:  Ascending

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Invoice Number	AP Receipt Date	G Number	Voucher Number	Reimbursement Amount	PO Number	Scheduled Pay Date	Check Number	Check Date	Payment Method
LI13071	23-OCT-2012	G00742152	I1320554	600.00		08-NOV-2012	L0014298	08-NOV-2012	Paper Check
LI13073	23-OCT-2012	G00742152	I1321703	650.00		16-NOV-2012	L0014310	16-NOV-2012	Paper Check
LI13079	23-OCT-2012	G00742152	I1326559	400.00		14-DEC-2012	L0014332	14-DEC-2012	Paper Check
LI13080	05-DEC-2012	G00742152	I1327595	13000.00		19-DEC-2012	L0014340	18-DEC-2012	Paper Check
LI13092	23-OCT-2012	G00742152	I1327591	200.00		19-DEC-2012	L0014340	18-DEC-2012	Paper Check
LI13082	23-OCT-2012	G00742152	I1327053	700.00		19-DEC-2012	L0014340	18-DEC-2012	Paper Check
LI13118	23-OCT-2012	G00742152	I1331122	200.00		29-JAN-2013	L0014389	29-JAN-2013	Paper Check
LI13119	23-OCT-2012	G00742152	I1331123	600.00		31-JAN-2013	L0014389	29-JAN-2013	Paper Check
LI13140	23-OCT-2012	G00742152	I1336011	200.00		13-FEB-2013	L0014404	12-FEB-2013	Paper Check
LI13164	14-MAR-2013	G00742152	I1341209	600.00		15-MAR-2013	L0014455	15-MAR-2013	Paper Check
LI13173	14-MAR-2013	G00742152	I1341209	600.00		15-MAR-2013	L0014455	15-MAR-2013	Paper Check
LI13194	17-APR-2013	G00742152	I1347028	30.00		25-APR-2013	L0014464	23-APR-2013	Paper Check
LI13195	17-APR-2013	G00742152	I1347022	30.00		25-APR-2013	L0014464	23-APR-2013	Paper Check

## II. Issues Finding your Invoice?

Should you receive the message “Enter two of the applicable data points to begin a search. Five failed search attempts will lock you out of the system for 30 minutes”, it may be due to one of the following reasons:

1. You may not have the correct data points to perform an initial search. Make sure to double check you have 2 of the 3 initial data fields and retry your search
2. You may not have submitted your request to Accounts Payable. Please confirm your documentation was sent to Mailstop MSN 3C1 or the travel team at Mailstop MSN 3G6
3. If you have performed steps 1 and 2 and cannot obtain a result from your initial search, your request may not have been processing yet. Depending on type of request, Accounts Payables needs a minimum of 10 business days to process the requests. You can come back to the website in a few days to check on the status, or you can also contact [acctpay@gmu.edu](mailto:acctpay@gmu.edu) to inquire about your payment status

Please keep in mind that if you have an inquiry on the payment status of vendor invoice, you also can search for it by using the Purchase Order number, vendor invoice number or invoice amount in the “Mason Vendor” section of this webpage.

## III. Issues Using the Date Range Fields After a 1<sup>st</sup> Valid Search?

If you have completed a 1<sup>st</sup> valid search in the Payment Inquiry Portal and the G Number field is locked on the screen, you will have the opportunity to search for all payment information for the past two years through any of the available search fields. One of these fields is the date range or ‘AP Receipt Date’ fields. Please remember to clear all other data fields prior to using the date range functionality or an error message may pop up.

For example, you had successfully inquired for the payment status of an invoice by using the Invoice Number and Reimbursement Amount fields and you are now interested in searching for all payments received between 2014 and 2015. You can perform this search by clearing the information originally typed in the Invoice Amount and Invoice

Number fields, and use the AP Receipt Date fields to select your timeframe. We would appreciate your feedback on this new portal. Please email your comments to [acctpay@gmu.edu](mailto:acctpay@gmu.edu) or call 703.993.2580.