

## Navigation

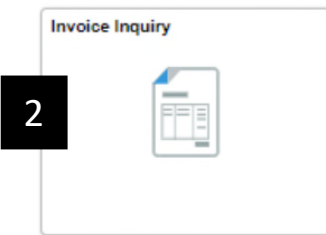
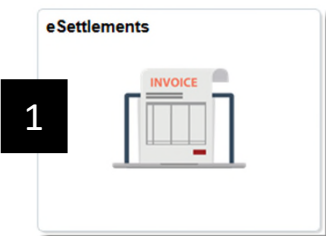
[Onelink.kp.org](https://Onelink.kp.org) > eSettlements > Invoice Inquiry

## Introduction

This quick reference guide provides information on how to review invoice and payment information in the system.

## Important Information

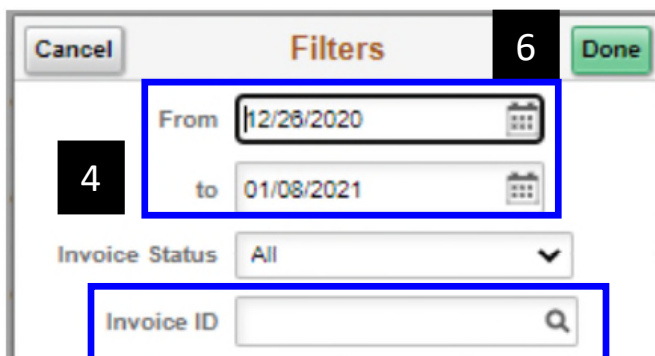
You can only view transactions for your Supplier ID.



- 1) Click **eSettlements** tile.
- 2) Click on the Invoice Inquiry tile.
- 3) To clear and update the search parameters, select the Filter icon.



- 4) Type the **invoice number** you wish to inquire about in the **Invoice** field along with the From and To dates.
- 5) Click on **Reset** to view invoices from the last 30 days.



- 6) Click **Done**.
- 7) The results will be displayed along with the invoice status and payment information.



- 8) To export into Excel, click on the Export Button

Invoice ID	Invoice Date	Invoice Status	Voucher ID	Approval Status	Denial Reason	Match Status	Gross Amount	Currency	Due Date	Payment Status	Payment Date	Payment Reference	Supplier	Location
7265UR1820	01/14/2020	Voucher Created	64836576	Approved		Matched	1,456.52	USD	07/03/2020	Paid	07/09/2020	0004400878	1000134718001	BUY-WARSAW IN
22475631RIZ	01/14/2020	Voucher Created	64062199	Approved		Not Applicable	0.00	USD	06/25/2020	Paid	06/26/2020	0018549354	1000130788002	Buy 02