VPConnect: Review Invoice Status and Details

The Invoice Query allows you to search for one or more invoices that were entered through VPConnect. This query does not find invoice records submitted to IAConnect via any other method.

1. Login to VPConnect

2. Select “Inquiry” and click “Invoice Query” to search for one or more invoices

3. Enter “Invoice Number” and click “Search”

4. Click “Search” to see all records that are matching selected criteria and invoice details will be displayed