# Invoice & Payment Portal Field Definitions

**Vendor Number/ Vendor Code**

VUS (USA) or VCN (Canada) followed by 9 digits. This number is unique to each individual vendor/entity in Accounts Payable.

**PO Number**

The first 4 digits are the sponsoring district, the next 2 digits correspond with the year entered, and the last 5 digits are uniquely assigned to each invoice entered

**Invoice Number**

The unique ID listed on the physical invoice given to us

**Invoice Date**

The date listed on the invoice, this is not necessarily the date the invoice was entered into our system

**Invoice Amount**

The current amount due on the invoice billed to Waste Connections

**Currency**

USD (United States) or CAD (Canada)

**Invoice Status**

Submitted: The invoice is entered in our system but awaiting full approval

Approved: Payment will be made on scheduled pay date. In the voucher number section there should now be a VOxxxxxxx instead of an INV number. (If the invoice is approved after the scheduled payment date, the invoice will be included in the next payment run.)

**Posting Date**

The date the invoice was fully approved and staged to pay out

**Terms**

The length of time defined in your original agreement to be paid for approved invoices. ie if you are on 15 day terms, once your invoice has been approved you will be paid out in 15 days/the next available payment run

**Sched Pay Date**

If the invoice is fully approved prior to this date, a payment will be produced on the next payment cycle following that date.

**Note:** This date is calculated by invoice date plus the vendor terms set up in the vendor master.

**Payment Mode**

Check - traditional check disbursements
ACH - automated clearing house (USA) / electronic funds transfer (Canada)
PNC - PNC ActivePay dedicated card payments
Wire - federal wire payments.

**Payment Amount**

The net amount of the payment processed.

**Note:** If this field shows 0.00 and there is not a payment reference number, the invoice is still in the approval process. If this field shows 0.00 and the payment reference number begins with "DISB" the invoice(s) were offset by an existing credit posted in AP.

**Payment Reference**

Individually sequenced reference numbers that are assigned when payments are processed and posted in Accounts Payable.

**Clear Date**

The date the check cleared the Waste Connections bank account.

**Note:** This is only for checks

**Voucher Number**

A unique reference number for every invoice entered into Accounts Payable.

**Note:** Multiple vouchers can be included in a single payment

**Payment Date**

The date that the check was cut or electronic payment was sent. If you are paid via ACH please allow 2-3 days after the payment date for funds to reflect in your bank account.