

# Status Tracking Columns for Invoice Documents

Invoice Number	Invoice Date	Vendor Name	Amount	Submitted By	Approval Status	Date Approved	Payment Status	Date Paid	Remarks
INV-2024-001	2024-05-01	Acme Supplies	\$1,500.00	Jane Doe	Pending	-	Unpaid	-	Awaiting approval
INV-2024-002	2024-05-03	Beta Services	\$800.00	John Smith	Approved	2024-05-04	Paid	2024-05-07	OK
INV-2024-003	2024-05-05	Gamma Tech	\$3,250.00	Amy Lee	Rejected	2024-05-06	Unpaid	-	Incorrect amount
INV-2024-004	2024-05-06	Delta Logistics	\$2,600.00	Rick Tao	Pending	-	Unpaid	-	In process

**Important Notes:**

- Each invoice should have a unique invoice number for tracking and cross-referencing.
- Status columns help ensure invoices are processed, approved, and paid on time.
- Remarks are useful to note any discrepancies or special instructions.
- Timely updates of approval and payment statuses are essential for accurate financial reporting.
- Only authorized personnel should update the status or sensitive fields.