Reviewing Purchase Orders for Their Payments

Method 1

1) Click on **Main Menu**

![Main Menu](image1)

2) Click on **Accounts Payable**

![Accounts Payable](image2)

3) Click on **Review Accounts Payable Info**

![Review Accounts Payable Info](image3)
Reviewing Purchase Orders for Their Payments

4) Click on **Interfaces**

5) Click on **Purchase Order**

6) **PO Number**: [Enter the PO Number]
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7) Click Search

8) Review the Payment Status column (there will be a screen for each line of the PO)

Method 2

9) Click on Main Menu
Reviewing Purchase Orders for Their Payments

10) Click on Purchasing

11) Click on Purchasing Orders

12) Click on Review PO Information
Reviewing Purchase Orders for Their Payments

13) Click on **Activity Summary**

![Activity Summary](image)

14) **PO Number:** [Type in the purchase order number]

![PO Activity Summary](image)
Reviewing Purchase Orders for Their Payments

15) Click **Search**

16) Click on **Invoice**
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17) Click on the **Invoice Button**

![Invoice Button Image]

18) Click on **Voucher Number**

![Voucher Number Image]
### Voucher Inquiry

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voucher ID</td>
<td>[Field]</td>
</tr>
<tr>
<td>Vendor Name</td>
<td>[Field]</td>
</tr>
<tr>
<td>Vendor ID</td>
<td>[Field]</td>
</tr>
<tr>
<td>Vendor Location</td>
<td>[Field]</td>
</tr>
<tr>
<td>Start Date</td>
<td>[Field]</td>
</tr>
<tr>
<td>Due Date</td>
<td>[Field]</td>
</tr>
<tr>
<td>Amount</td>
<td>[Field]</td>
</tr>
<tr>
<td>Payee</td>
<td>[Field]</td>
</tr>
<tr>
<td>Payment Method</td>
<td>[Field]</td>
</tr>
<tr>
<td>Payment Date</td>
<td>[Field]</td>
</tr>
<tr>
<td>Payment Reference</td>
<td>[Field]</td>
</tr>
<tr>
<td>Payment Type</td>
<td>[Field]</td>
</tr>
<tr>
<td>Payment Description</td>
<td>[Field]</td>
</tr>
<tr>
<td>Payment Status</td>
<td>[Field]</td>
</tr>
</tbody>
</table>

Search Criteria:
- [Search Box]
- [Search Button]
- [Reset Button]
- [Clear Button]

### Activity Summary

<table>
<thead>
<tr>
<th>Summary</th>
<th>[Field]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>[Field]</td>
</tr>
<tr>
<td>Date</td>
<td>[Field]</td>
</tr>
</tbody>
</table>

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Scroll to the bottom of this page:
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19) Click on the **Payment Information Button**

20) Review the **Payment Status**

Once the invoice is paid, the hardcopy can be disposed of.