Before you begin

You need to have identifying information for the order (the Shopping Cart number, vendor, and/or date, etc).

Search for Paid Invoices by PO

Perform this procedure when you need to check on the paid status of a purchase order.

1. **Click on the “ECC” tab.**

   ![ECC tab image]

2. **Access the ME23N Transaction.** At the SAP Easy Access menu, click to expand the “SRM Requisitioner” folder, then double click on the “Display Purchase Order” transaction.

   ![SAP Easy Access menu]

3. **Search for Paid Invoices by PO.**

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   - **Perform this procedure when you need to check on the paid status of a purchase order.**

   - **1. Click on the “ECC” tab.**
   - **2. Access the ME23N Transaction.** At the SAP Easy Access menu, click to expand the “SRM Requisitioner” folder, then double click on the “Display Purchase Order” transaction.
3. **Locate the Order.** If this is the first time you have accessed this transaction, all of the data fields will be blank. If you have accessed this in the past, it will bring up the last purchase order reviewed.

- Click on the "Other Purchase Order" button. This will open the Select Document window.
- In the Select Document window, enter the PO number and click on the button.
- This will pull the information for the PO entered.
- Make sure the first section is collapsed, by clicking the button.
- Make sure the second and third sections are expanded, by clicking the button.

4. **Click the Purchase Order History tab.**

- Note: if the tab is not listed, this indicates that neither a goods receipt or an invoice has been posted to this purchase order.
- In this example, a goods receipt (GR line) and an invoice (IR-L line) have been posted.
- Click on the invoice link. This will open the Display Invoice document window.
5. The Display Invoice Document window.

- The “Basic Data” tab displays the invoice date, invoice number, vendor information, and the PO number is listed at the bottom.

- Click on the “Follow On Documents” button. This will open the List of Documents in Accounting Window.

- Click on the “Accounting Document” line, then click the button.


- Double click on the vendor name line.
   - In this example, the Payment Method is a 1 (JHU Check), so we can view the detail check information.
   - Note if the Payment Method is a Wire or ACH, the most information you will have is the clearing date and clearing number.
   - Click on “Environment,” then click on “Check Information.”

8. The Display Check Information window.
   - This displays the Check number, the Payment Date, The total amount of the check and if the check has been cashed the date will display in the Check encashment field.

   - Continue to click the back button to exit the transaction.