Purchase Order:
Search for Paid Invoices by PO

Use this Job Aid to:

- Learn how to check for a Paid status of a Purchase Order

BEFORE YOU BEGIN

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

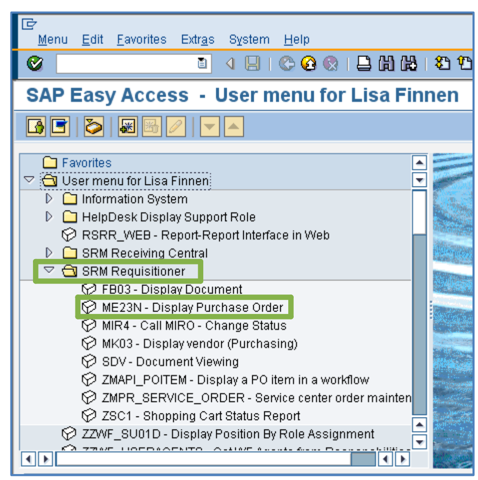
Search for Paid Invoices by PO

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

1. Click on the "ECC" tab.

2. Access the ME23N Transaction.

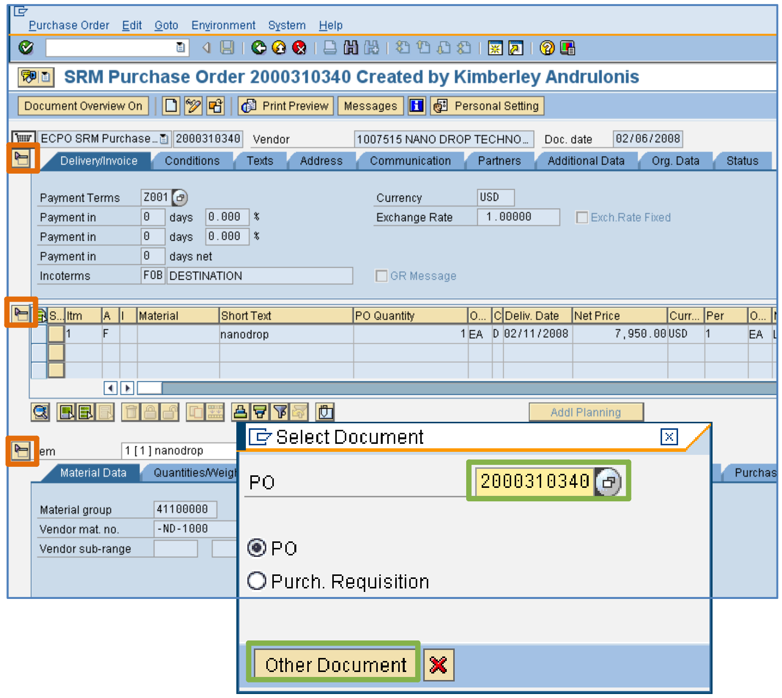
At the SAP Easy Access menu, click to expand the "**SRM Requisitioner**" folder, then double click on the "**Display Purchase Order**" transaction.



3. Locate the Order.

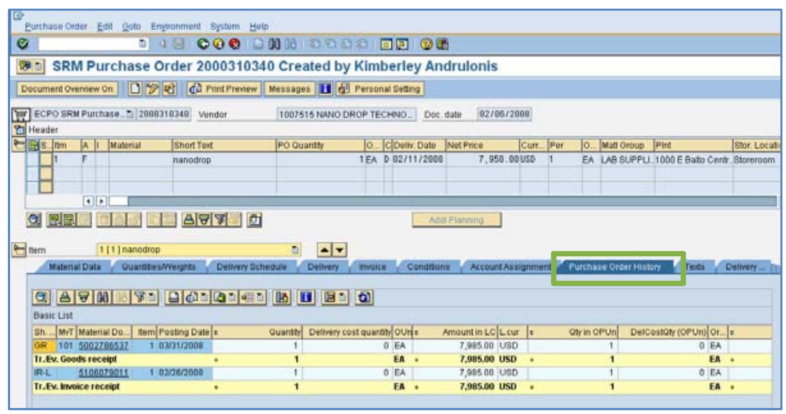
If this is the first time you have accessed this transaction, all of the data fields will be blank. If you have accessed this in the past, it will bring up the last purchase order reviewed.

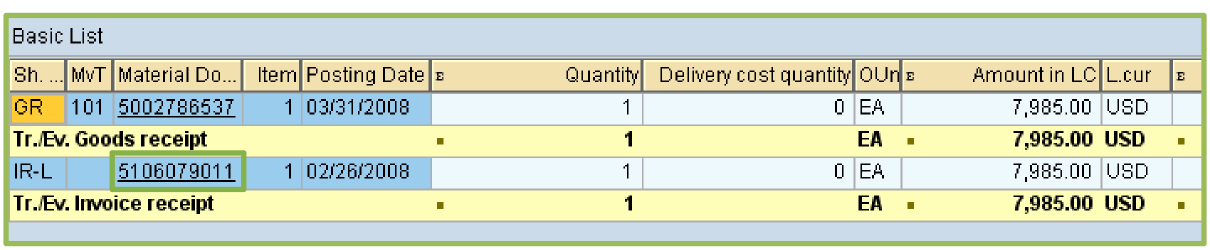
- Click on the **"Other Purchase Order"** button. This will open the Select Document window. 
- In the Select Document window, enter the PO number and click on the Other Document button.
- This will pull the information for the PO entered.
- Make sure the first section is colasped, by clicking the button.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



4. Click the Purchase Order History tab.

- Note: if the Purchase Order History 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 reciept (GR line) and an invoice (IR-L line) have been posted.
- Click on the invoice link. This will open the Display Invoice document window.



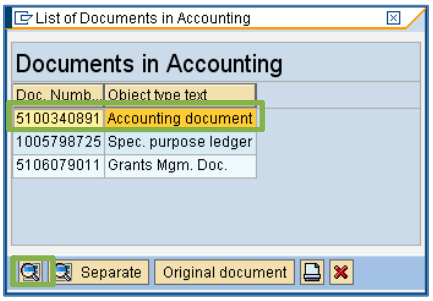


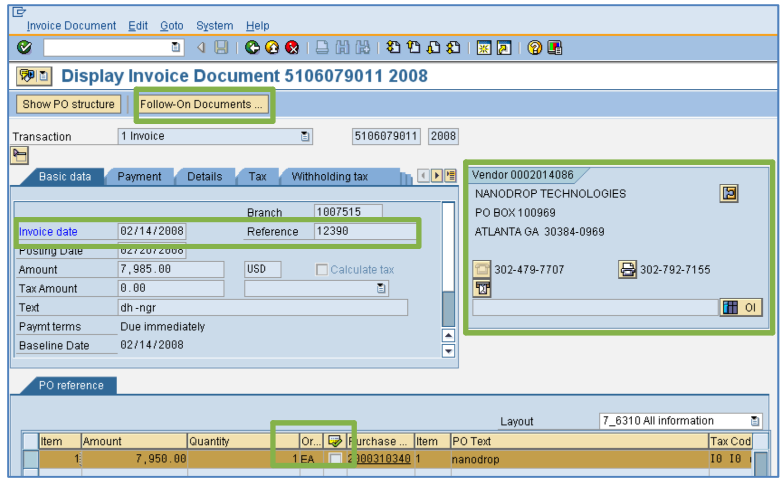
Basic List

Sh. ...	MvT	Material Do...	Item	Posting Date	Σ	Quantity	Delivery cost quantity	OUn	Σ	Amount in LC	L.cur	Σ
GR	101	5002786537	1	03/31/2008		1	0	EA		7,985.00	USD	
Tr./Ev. Goods receipt					▪	**1**		**EA**	▪	**7,985.00**	**USD**	▪
IR-L		5106079011	1	02/26/2008		1	0	EA		7,985.00	USD	
Tr./Ev. Invoice receipt					▪	**1**		**EA**	▪	**7,985.00**	**USD**	▪

5. The Display Invoice Document window.

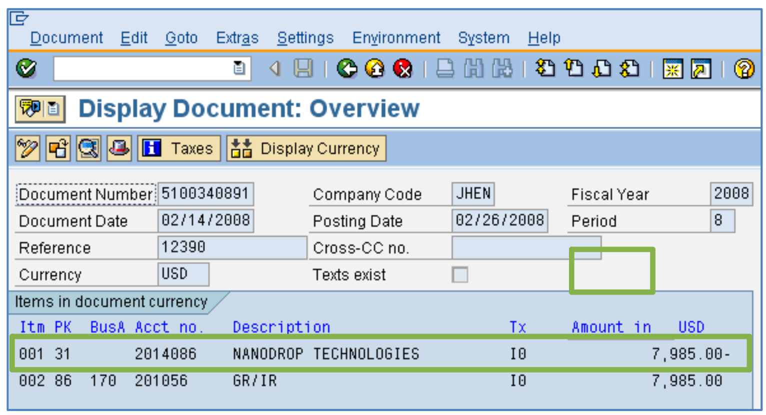
- The "**Basic Data**" tab displays the invoice date, invoice number, vendor information, and the PO number is listed at the bottom.
- Click on the Follow-On Documents ... button. This will open the List of Documents in Accounting Window.
- Click on the "**Accounting Document**" line, then click the button.



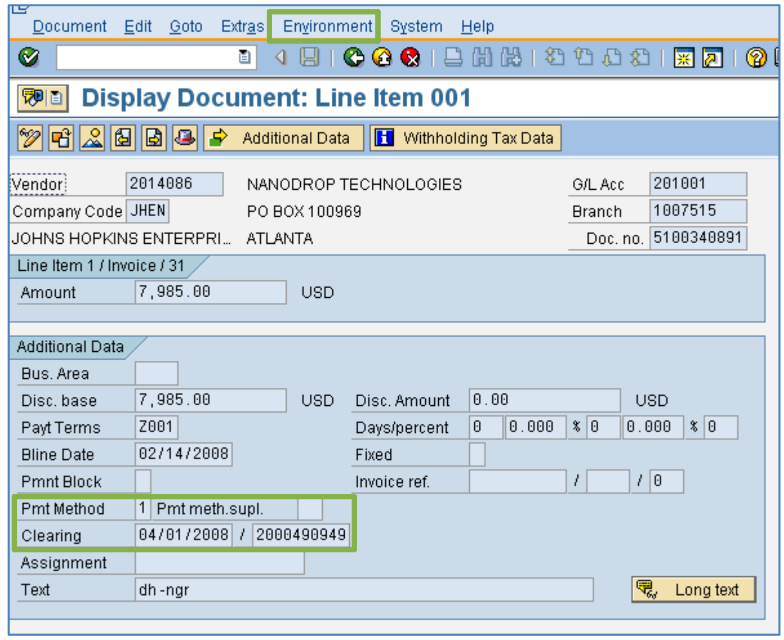


6. The Display Document: Overview window.

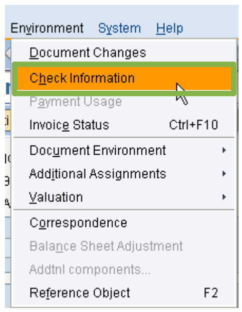
- Double click on the vendor name line.



7. The Display Document: Line Item 1 window.

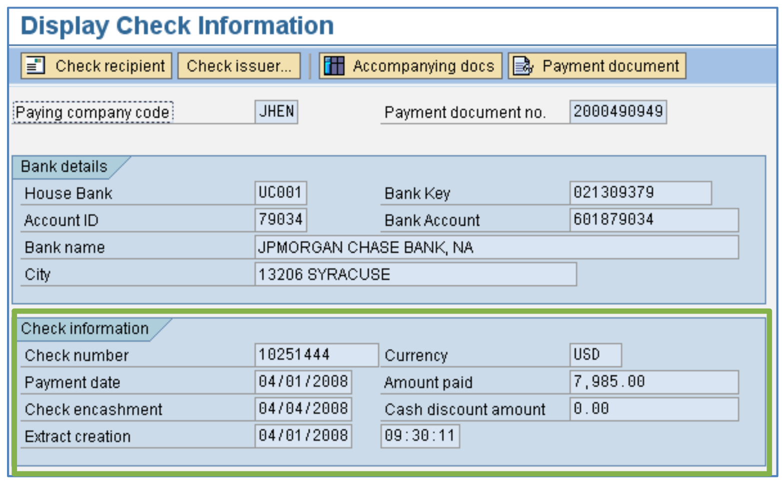


- In this example, the Payment Method is a 1 (JHU Check), so we can view the detail check information.
- Note if the Payment Method is a Wire or ACH, the most information you will have is the clearing date and clearning number.
- Click on "**Environment**,"then click on "**Check Information.**"



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.



9. Exit.

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