



# 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

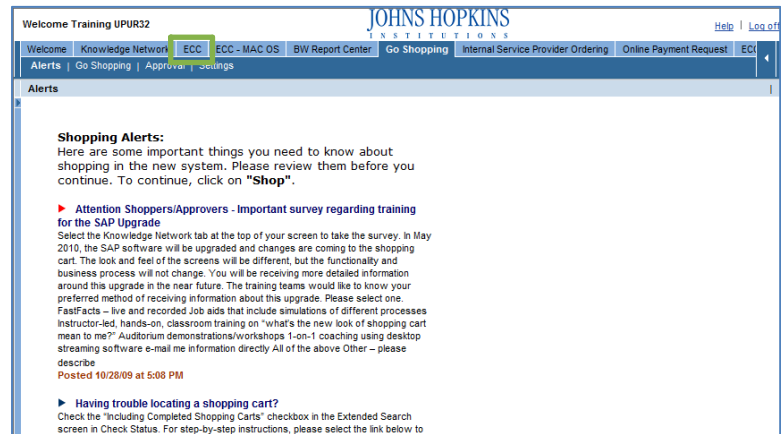
## BEFORE YOU BEGIN

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

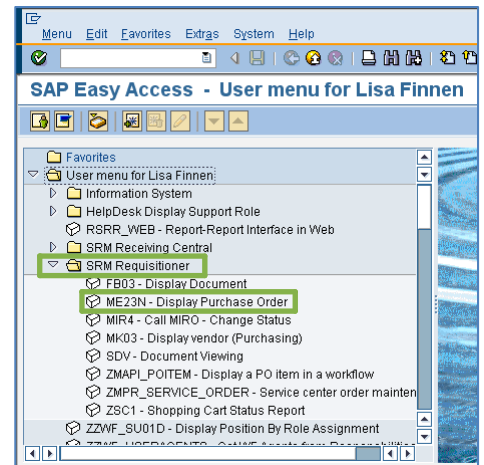
## Search for Paid Invoices by PO

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




### 1. Click on the “ECC” tab.

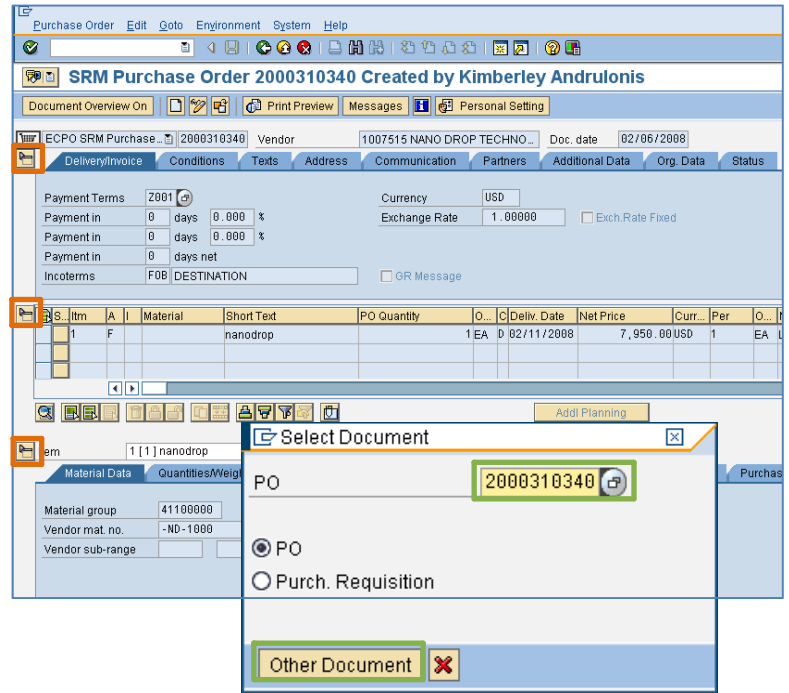


### 2. Access the ME23N Transaction. At the SAP Easy Access menu, click to expand the “SRM Requisitioner” folder, then double click on the “Display Purchase Order” transaction.



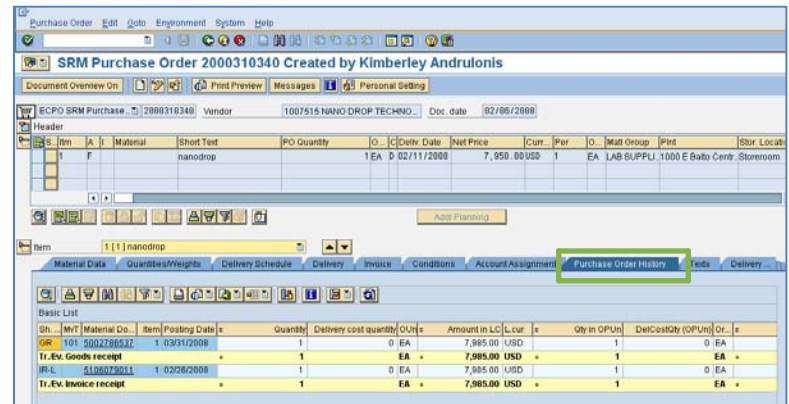
**3. Locate the Order.** If this is the first time you have accessed this transaction, all of the data fields will be blank. If you have accessed this in the past, it will bring up the last purchase order reviewed.

- 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 colapsed, by clicking the  button.
- Make sure the second and third sections are expanded, by clicking the  button.




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

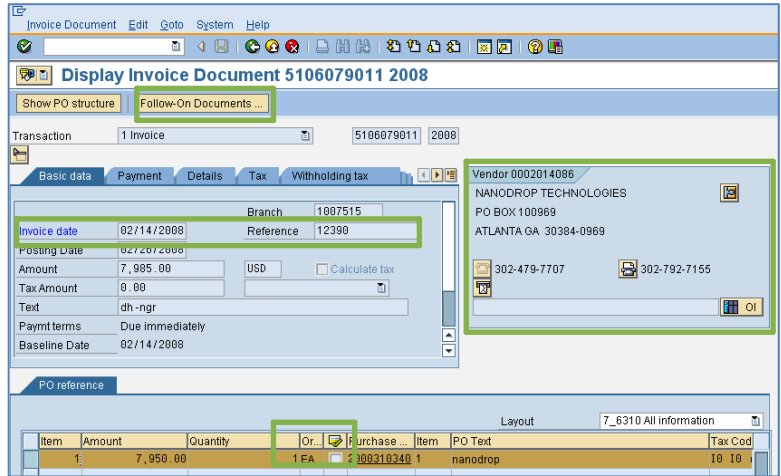
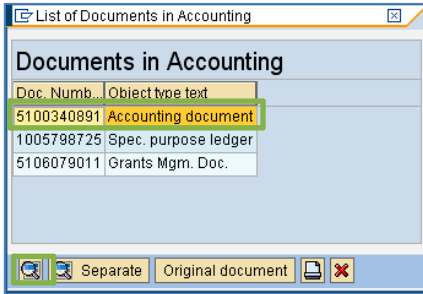
- Note: if the **Purchase Order History** tab is not listed, this indicates that neither a goods receipt or an invoice has been posted to this purchase order.
- In this example, a goods receipt (GR line) and an invoice (IR-L line) have been posted.
- Click on the invoice link. This will open the Display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



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

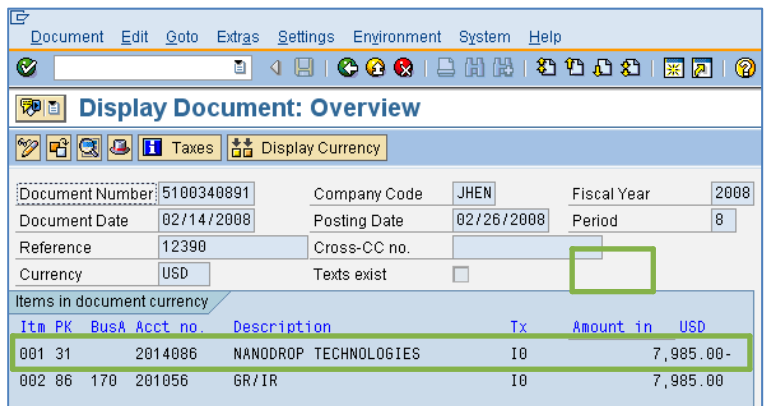
## 5. The Display Invoice Document window.

- 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.



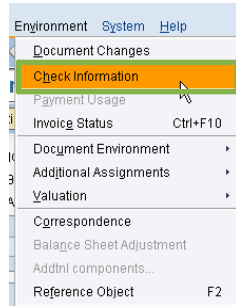
## 6. The Display Document: Overview window.

- 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 clearing number.
- Click on **“Environment,”** then click on **“Check Information.”**



The screenshot shows the 'Display Document: Line Item 001' window. The 'Vendor' section includes: Vendor 2014086, NANODROP TECHNOLOGIES, G/L Acc 201001, Company Code JHEN, PO BOX 100969, Branch 1007515, JOHNS HOPKINS ENTERPRI... ATLANTA, and Doc. no. 5100340891. The 'Line Item 1 / Invoice / 31' section shows Amount 7,985.00 USD. The 'Additional Data' section includes: Bus. Area, Disc. base 7,985.00 USD, Disc. Amount 0.00 USD, Pay Terms Z001, Days/percent 0 0.000 % 0 0.000 % 0, Bline Date 02/14/2008, Fixed, Pmnt Block, Invoice ref. / / 0, Pmt Method 1 Pmt meth.supl., Clearing 04/01/2008 / 2000490949, Assignment, and Text dh-ngr. A 'Long text' button is visible at the bottom right.

## 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.

The screenshot shows the 'Display Check Information' window. The 'Check recipient' is JHEN and the 'Payment document no.' is 2000490949. The 'Bank details' section includes: House Bank UC001, Bank Key 021309379, Account ID 79034, Bank Account 601879034, Bank name JPMORGAN CHASE BANK, NA, and City 13206 SYRACUSE. The 'Check information' section includes: Check number 10251444, Currency USD, Payment date 04/01/2008, Amount paid 7,985.00, Check encashment 04/04/2008, Cash discount amount 0.00, and Extract creation 04/01/2008 09:30:11.

## 9. Exit.

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



The screenshot shows the 'Display Check Information' window with the back button highlighted in the toolbar.