

Step-by-Step Guide

Viewing the Status of Payments



In This Guide

This guide demonstrates how to search for purchase order payment information.

1. Navigate by selecting **document search**.
2. Enter the PO number in the **Search All Documents** field and click the **Go** button -- or -- Select **my purchase orders**.

The screenshot shows the OK Corral Document Search interface. The user is logged in as Donna McKee. The search field contains 'E000167'. The 'document search' tab is highlighted in red. The 'my purchase orders' link is also highlighted in red.

3. Select the PO by clicking on PO number.

The screenshot shows the OK Corral Document Search results page. The user is logged in as Roger Requestor. The search results show two documents. The 'E000307' PO number is highlighted in red. A red arrow points to the 'E000307' PO number.

Document Number	Document Type	Document Owner	Document Date/Time	Supplier	Document Total
E000307	Purchase Orders	John Smith	12/14/2011 10:37 AM	John Deere Company	750.00 USD
685556	Requisitions	John Smith	12/14/2011 10:29 AM	John Deere Company	750.00 USD

4. Click the **Invoices** tab.
5. Select the appropriate Invoice No.

The screenshot shows the OK Corral Invoices - PO E000307 page. The user is logged in as Donna McKee. The 'Invoices' tab is highlighted in red. The '89476' invoice number is highlighted in red.

Invoice No.	Invoice Date	Due Date	Invoice Type	Invoice Status	Invoice Total	Invoiced By
88725	12/14/2011	12/14/2011	Invoice	In Process	200.00 USD	Smith, John
88726	12/14/2011	12/14/2011	Invoice	In Process	300.00 USD	Smith, John
89476	12/21/2011	12/21/2011	Invoice	Payable	100.00 USD	Smith, John

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6. The Invoice **Summary** tab displays the payment information in the **Payment Information** section.

The screenshot shows the 'Summary - Supplier Invoice No. 6aaa (Doc. No. 89470)' page. The 'Payment Information' section is highlighted with a red box. The page includes a navigation bar with 'home/shop', 'favorites', 'forms', 'carts', 'approvals', 'history', 'document search', and 'more >>'. The main content area is divided into several sections: 'General', 'Addresses', 'Note/Attachments', 'Payment Information', and 'Discount, Tax, Shipping & Handling'. The 'Payment Information' section is highlighted with a red box and contains the following data:

Payment Information	
Accounting Date	12/21/2011
Pay Status	Payable
Payment Method	Unknown
Record No.	no value
Record Date	no value
FRS Vendor Number	no value

Pay Status: **Paid** will display when the payment has been processed.

Payment Method: **Check** will display when the payment has been processed.

Check Number: Warrant or **Check Number** will display when payment has been processed.

Check Date: The payment date **MM/DD/YYYY** will display when the payment has been processed.

You have successfully viewed the payment status.