LOOKING UP PAYMENTS ON PO'S AND DV'S

PO PAYMENT LOOKUP

Main Menu- Payment Request Search

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action list		Logged in User: plotsch
Message Of The Day		
begins af 6:00pm August 5.		to KPS the night of Aug 3. July Month-End processing
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Lookup by Vendor or PO

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Date Created To:		
Document Description:		
Organization Document Number:		
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Invoice Number:		
Purchase Order #:		
Requisition F:		
Vender #:	8	
PO Chart Code		
PO Organization Code:	<u> </u>	
Process Campus:	- 8	
Customer #:		
Isvoice Date From		
Invoice Date To: Pay Date From:		

List of Payment Requests against Architecture Plus(8647-0). Shows Paid or not, Select Document Number to see more info

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* Invoice N Pa * Invoic PO En Payment Atlachment Ind Extrac	e Date: 07/10/20 d Date: licator: /io	000 07:05 AM			

'Disbursement Number' is the Check# and 'Disbursement Date' is the check date. Check numbers starting with a '1' are EFT and those starting with a '7' are paper checks.

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DV PAYMENT LOOKUP

You can only see check numbers for Payment Requests against PO's, for Disbursement Vouchers you must look under the 'Pre-Disbursement Processor Status' Tab. Payment has been made only if it says Paid and gives a Paid Date

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