LOOKING UP PAYMENTS ON PO’S AND DV’S

PO PAYMENT LOOKUP

Main Menu- Payment Request Search

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

Select ‘Disbursement Info’ to see check number.
‘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.
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