

Inquire on a Purchase Order to get payment information



Once your requisition is a purchase order, you can inquire on that purchase order and drill down to the specific vouchers and payment information.

Begin at Step 1 if you want to start at the PO to review PO information and drill to vouchers

Begin at Step 10 if you wish to go directly to voucher inquiry

- Step 1.** Navigate to Purchasing → Purchase Orders → Review PO Information → Purchase orders.



- Step 2.** Enter purchase order search criteria and click SEARCH

Purchase Order Inquiry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit:	=	▼	UMAMH	🔍
PO ID:	begins with	▼	0001200035	🔍
Contract SetID:	begins with	▼		🔍
Contract ID:	begins with	▼		🔍
Release Number:	=	▼		
Purchase Order Date:	=	▼		📅
PO Status:	=	▼		▼
Short Vendor Name:	begins with	▼		🔍
Vendor ID:	begins with	▼		🔍
Buyer:	begins with	▼		🔍
Buyer Name:	begins with	▼		🔍
PO Type:	=	▼		▼

Case Sensitive

[Basic Search](#)

[Save Search Criteria](#)



- Step 5.** Click the Document Status link
NOTE: This will pop up a new window so you must have popup blocker disabled on your web browser

PO Document Status

Business Unit: UMAMH PO ID: [0001200035](#) Status: Dispatched
 Document Date: 01/23/2007 Document Type: Purchase Order Budget Status: Valid
 Currency: USD Amount: 175.00
 Buyer: Burns,Diane

Associated Document Customize | Find | View All | First 1-5 of 5 Last

SetID	Business Unit	DOC ID	Document Type	Status	Document Date	Vendor ID	Location
	UMAMH	R000000154	REQ	Approved	01/23/2007		
	UMAMH	70534027	Voucher	Posted	01/12/2007	0000038447	001
	UMAMH	70876508	Voucher	Posted	02/13/2007	0000038447	001
UMASS		0000997949	Payment	Posted	02/22/2007	0000038447	001
UMASS		0001018142	Payment	Unposted	03/29/2007	0000038447	001

[Return to Search](#)

Document ID is the id of the particular Document Type

- REQ is the requisition this purchase order came from
- Voucher are the vouchers entered against the PO
- Payment is the check cut from the vouchers

NOTE: The doc id for payments **is not** the check number

- Step 6.** To view in detail any of the documents, click on the link. Click on the voucher number you want to look at.
You are transferred to the voucher inquiry page

Voucher Inquiry

Search Criteria

Search Name: ALL

Business Unit: From: UMAMH To: UMAMH

Voucher ID: 70534027

Invoice ID: 70534027

Vendor SetID: UMAMH

Short Name: [Empty]

Vendor ID: [Empty]

Vendor Location: [Empty]

Accounting Dt: [Empty]

Invoice Date: [Empty]

Due Date: [Empty]

Entered Date: [Empty]

Origin Set ID: [Empty]

Origin: [Empty]

Control Group ID: [Empty]

Contract ID: [Empty]

PO Business Unit: [Empty]

Purchase Order: [Empty]

Post Status: [Empty]

Voucher Balance: [Empty]

User ID: [Empty]

GL Business Unit: [Empty]

Account: [Empty]

Department: [Empty]

Match Status: [Empty]

Max Rows: 300

[Search] [Clear]

The search fields are already filled in for you, so just click SEARCH

Step 7. At the bottom of the page, specific voucher information is retrieved

Sort Criteria

*Sort By: Voucher ID *Sort Asc.Desc: Ascending [Sort Display]

Display Currency Criteria

Voucher Inquiry Results Customize | Find | View All | First 1 of 1 Last

Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Accounting Entries	Match Status	Match WorkBench	Payment Information	Short Vendor Name
UMAMH	70534027	07A0045793338	01/12/2007	0000038447	[Icon]	Matched	[Icon]	[Icon]	POLSPRNAT-001

↑

Step 8. You are on the Voucher Details tab. To find the check number, click the icon on the Payment Information column



[Back To Voucher Inquiry](#) ←

Business Unit: UMAMH **Voucher ID:** 70534027 **Invoice Number:** 07A0045793338

Vendor Name: POLAND SPRING NATURAL SPRING WATER **Vendor Location:** 001

Gross Invoice Amount: 52.00 **Transaction Currency:** USD

Bank SetID	Bank Code	Bank Account	Payment Reference ID	Applied Business Unit	Applied Voucher ID	Payment Date	Payment Amount	Payment Currency	Voucher Paid Amount	Payment Status
UMASS	FB	CHCK	1466331			02/22/2007	52.00	USD	52.00	Paid

The payment reference id is the check number

Step 9. Click "Back to Voucher Inquiry" link

The Amount tab contains the vouchered amount for this voucher.

Sort Criteria

*Sort By: *Sort Asc.Desc:

Display Currency Criteria

Voucher Inquiry Results

Business Unit	Voucher ID	Transaction Currency	Gross Invoice Amount	Voucher Unpaid Balance	Unapplied Prepayments	Total Non-Merch	Entered VAT	Gross Amount Paid	Net Amount Paid
UMAMH	70534027	USD	52.00					52.00	52.00

Step 10. To review all your vouchers for a particular Purchase Order, navigate directly to the voucher inquiry page:

Accounts Payable → Review Accounts Payable Information → Vouchers → Voucher

The screenshot shows the 'Vouchers' page with a sidebar menu on the left. The main content area contains a grid of links for various voucher-related actions. The 'Voucher' link in the bottom right of the grid is highlighted with a red box.

Step 11. Voucher Inquiry

Search Criteria

Search Name	<input type="text" value="ALL"/>	
Business Unit	From <input type="text" value="UMAMH"/>	To <input type="text" value="UMAMH"/>
Voucher ID	<input type="text"/>	<input type="text"/>
Invoice Id	<input type="text"/>	
Vendor SetID	<input type="text" value="UMASS"/>	
Short Name	<input type="text"/>	<input type="text"/>
Vendor ID	<input type="text"/>	<input type="text"/>
Vendor Location	<input type="text"/>	<input type="text"/>
Accounting Dt	<input type="text"/>	<input type="text"/>
Invoice Date	<input type="text"/>	<input type="text"/>
Due Date	<input type="text"/>	<input type="text"/>
Entered Date	<input type="text"/>	<input type="text"/>
Origin Set ID	<input type="text"/>	<input type="text"/>
Origin	<input type="text"/>	<input type="text"/>
Control Group ID	<input type="text"/>	<input type="text"/>
Contract ID	<input type="text"/>	<input type="text"/>
PO Business Unit	<input type="text"/>	<input type="text"/>
Purchase Order	<input type="text"/>	
Post Status	<input type="text"/>	
Voucher Balance	<input type="text"/>	
User ID	<input type="text"/>	
GL Business Unit	<input type="text"/>	
Account	<input type="text"/>	
Department	<input type="text"/>	
Match Status	<input type="text"/>	
Max Rows	<input type="text" value="300"/>	<input type="button" value="Search"/> <input type="button" value="Clear"/>

The accounts payable business unit defaults in for you. You can search for any combination of these fields, although the narrower you make your search the better. We will search by purchase order number.

NOTE: if the invoice was paid prior to 12/31/06, you **must** change the Vendor SetID field to your campus setid (ex: UMAMH) since that is how the vendors were maintained prior to 89.

If the invoice was paid 1/1/07 or after, leave the default Vendor SetID of UMASS populated.

Step 12. Enter PO Business Unit and Purchase Order and click SEARCH

Voucher Inquiry

Search Criteria

Search Name:

Business Unit: From: To:

Voucher ID:

Invoice Id:

Vendor SetID:

Short Name:

Vendor ID:

Vendor Location:

Accounting Dt: [B1] To: [B1]

Invoice Date: [B1] To: [B1]

Due Date: [B1] To: [B1]

Entered Date: [B1] To: [B1]

Origin Set ID:

Origin:

Control Group ID:

Contract ID:

PO Business Unit: Purchase Order:

Post Status:

Voucher Balance:

User ID:

GL Business Unit:

Account:

Department:

Match Status:

Max Rows:

Step 13. All the vouchers entered against this purchase order appear in a list at the bottom of the page.

Max Rows:

Sort Criteria

'Sort By: 'Sort Asc.Desc:

Display Currency Criteria

Voucher Inquiry Results Customize | Find | View All | First 1 of 2 Last

Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Accounting Entries	Match Status	Match WorkBench	Payment Information	Short Vendor Name
UMAMH	70534027	07A0045793338	01/12/2007	0000038447		Matched		\$	POLSPRNAT-001
UMAMH	70876508	07B0045793338	02/13/2007	0000038447		Matched		\$	POLSPRNAT-001

Step 14. Click the Amounts tab to view the voucher dollar amounts.

Sort Criteria

'Sort By: 'Sort Asc.Desc:

Display Currency Criteria

Voucher Inquiry Results

1-2 of 2

Business Unit	Voucher ID	Transaction Currency	Gross Invoice Amount	Voucher Unpaid Balance	Unapplied Prepayments	Total Non-Merch	Entered VAT	Gross Amount Paid	Net Amount Paid
UMAMH	70534027	USD	52.00					52.00	52.00
UMAMH	70876508	USD	24.00					24.00	24.00

Step 15. You can click to expand all the lines. At whatever tab you are on or if you've expanded all the lines, you can click the spreadsheet icon, , to download the voucher information to a spreadsheet where you can sum to get your total payments or do any other excel functions.

Step 16. End of Procedure



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