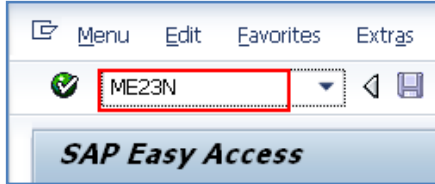
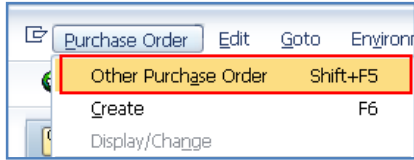
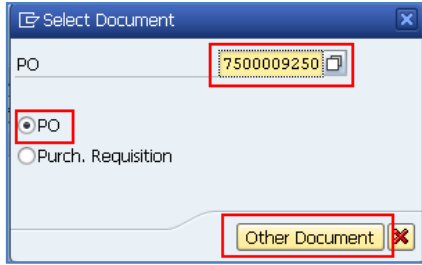


How to Locate Check Information (PO's only)

Process: Check information related to purchase orders can be found using SAP T-code ME23N (Display Purchase Order). These steps will verify check information for purchase orders created in both SAP and SRM systems.

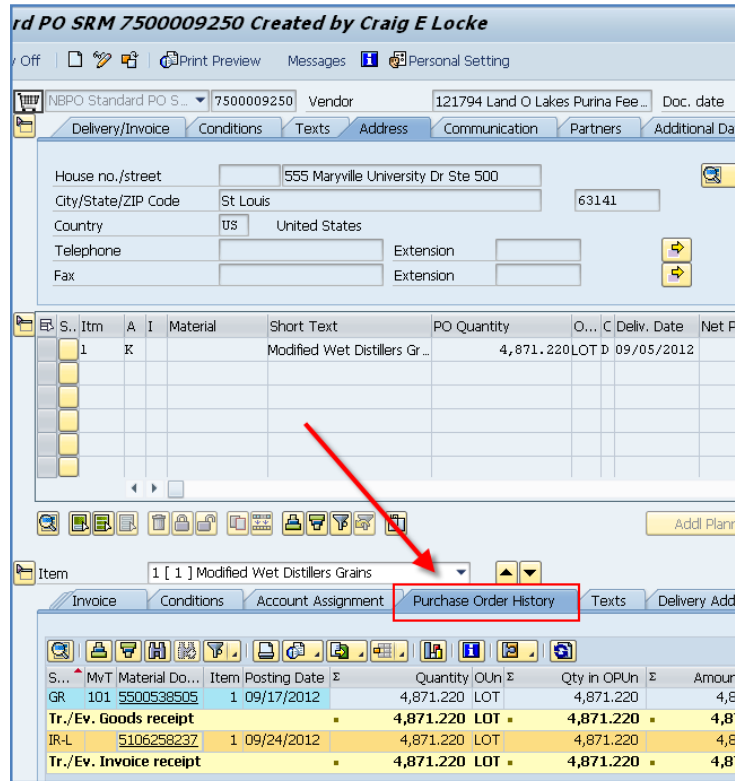
Role: Various

Frequency: As needed

Message	Definition
1. From the SAP Easy Access menu, execute T-code ME23N (Display Purchase Order)	 A screenshot of the SAP Easy Access menu. The menu bar includes 'Menu', 'Edit', 'Favorites', and 'Extras'. A search field contains 'ME23N' and is highlighted with a red box. Below the search field is a button labeled 'SAP Easy Access'.
2. Select Purchase Order / Other Purchase Order from the top menu 3. From the Select Document box, enter the PO number, select the PO radio button, and click Other Document	  Two screenshots illustrating the steps. The first screenshot shows the 'Purchase Order' menu with 'Other Purchase Order' highlighted in yellow. The second screenshot shows the 'Select Document' dialog box with the PO number '7500009250' entered in the PO field, the 'PO' radio button selected, and the 'Other Document' button highlighted with a red box.

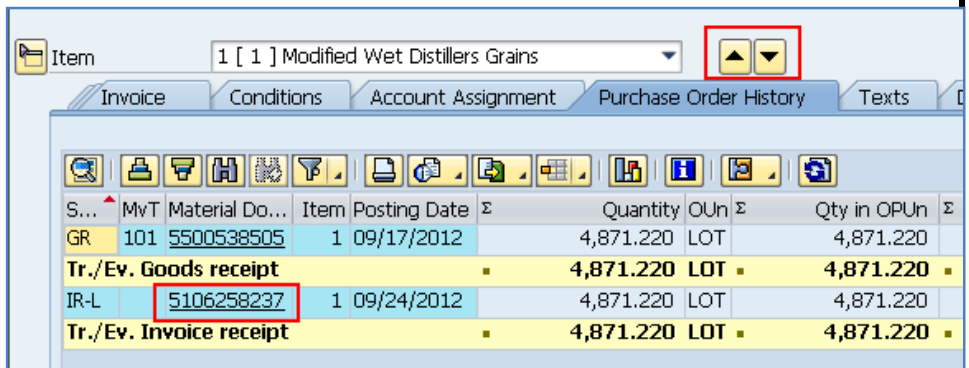
How to Locate Check Information (PO's only)

4. The Purchase Order will display on the screen. Go to the bottom Details section and access the Purchase Order History tab



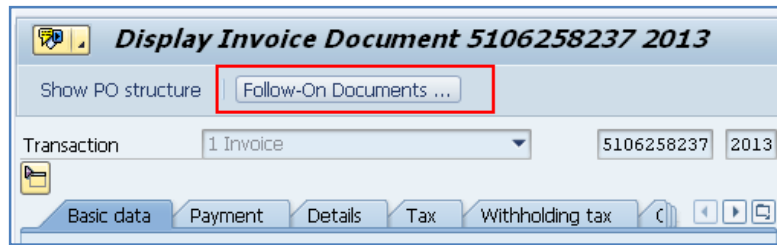
5. Click on the invoice receipt posting number

Note: If the order has multiple line items, it is possible different invoice receipts may be associated with each line item. Use the up/down arrows to move between line items as needed.

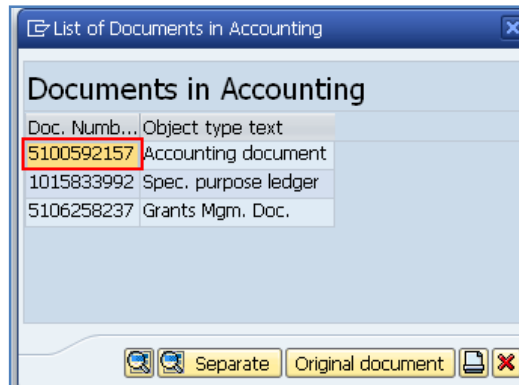


How to Locate Check Information (PO's only)

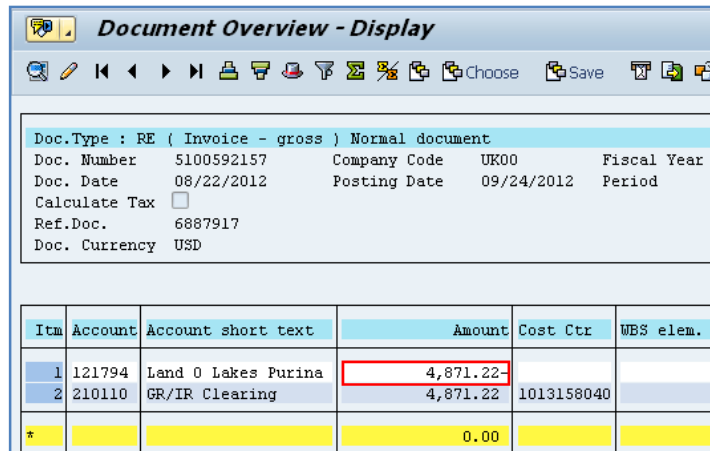
6. Click Follow-On Documents button



7. Double-click into Accounting document number



8. Double-click into the amount on the vendor line item

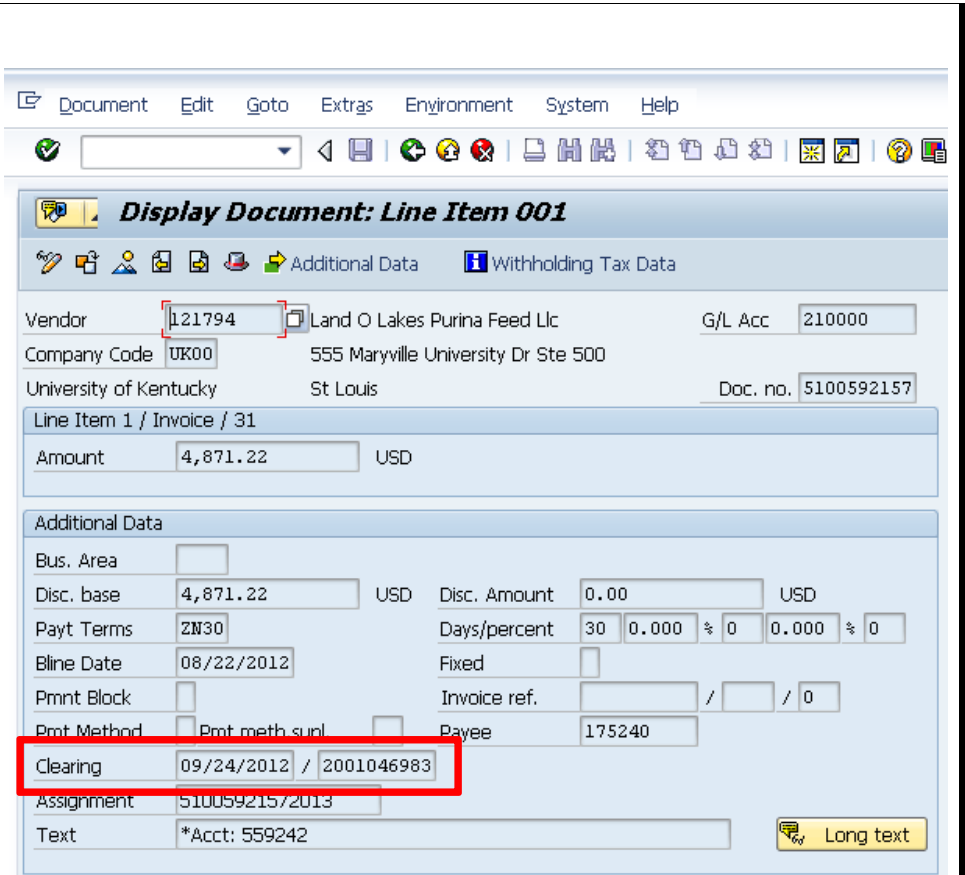


How to Locate Check Information (PO's only)

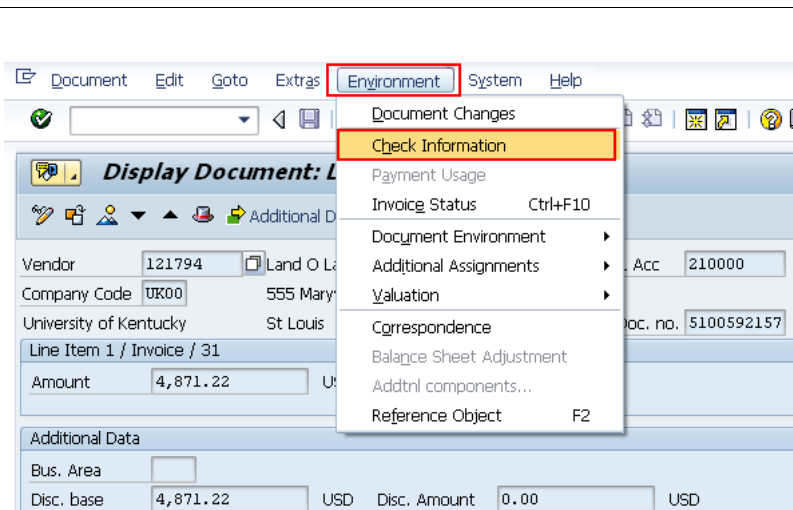
9. The Display Document: Line Item 1 screen will provide additional information regarding the transaction including a Clearing date and document number if a payment has been processed.

If the Clearing Document begins with a "2" (2XXXXXXXXXX), then a check has been issued for this PO.

If the Clearing Document number begins with a "18" (18XXXXXXXXXX), the PO was processed through Payment Plus.



9. From the Display Document screen, click Environment from the menu and select Check Information



How to Locate Check Information (PO's only)

10. Screen will show check number and date of issue

Check information			
Check number	101040034	Currency	USD
Payment date	09/24/2012	Amount paid	4,871.22
Check encashment	10/01/2012	Cash discount amount	0.00

PAYMENT PLUS INFORMATION:

To retrieve the Payment Plus information, copy the Clearing document number from the Display Document: Line Item 001 screen and go to SAP Screen ZFI_EPAY_REGISTER

Document Edit Goto Extras Environment System Help

Display Document: Line Item 001

Additional Data Withholding Tax Data

Vendor 122799 Beaconmedaes LLC G/L Acc 210000

Company Code UK00 1800 Overview Dr

University of Kentucky Rock Hill Doc. no. 5100793345

Line Item 1 / Invoice / 31

Amount 98.00 USD

Additional Data

Bus. Area

Disc. base 98.00 USD Disc. Amount 0.00 USD

Payt Terms ZN30 Days/percent 30 0.000 % 0 0.000 % 0

Bline Date 09/08/2014 Fixed

Pmnt Block Invoice ref. / / 0

Pmt Method Pmt meth. supl. Payee 328811

Clearing 10/06/2014 / 1800001216

Assignment 51007933452015

Text *ACCT 165920 ORDER 415395 Long text

How to Locate Check Information (PO's only)

On screen ZFI_EPAY_REGISTER paste the Clearing Document Number into the Payment Document No field.

If the Clearing Document Number was within the last 6 months, Execute the search.

If the Document number is older than 6 months, adjust the Run Date fields and Execute the search.

The screenshot shows the 'ePayables Register' application window. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'ePayables Register' and contains several sections:

- Selection Criteria:** A table with search fields and date ranges.

Run Date	08/13/2014	to	02/13/2015	
Payment Document No.	1800001216	to		↕
Accounting Document No.		to		↕
Vendor		to		↕
Payment Document Amount		to		↕
Reference/Invoice No.		to		↕
- Output Control:** Checkboxes for 'Open Items' and 'Paid Items', each with a red 'L' and 'J' icon to its right.
- Items Paid:** Radio buttons for 'Without Line Items' (selected) and 'With Line Items', each followed by a 'Layout' label and an empty text box. Below these is another radio button for 'Open Items Only Fund Balance'.

Note: It is required to have a date range in the Run Date Fields to expedite the payment information search. The Run Date Fields will default to the previous 6 months.