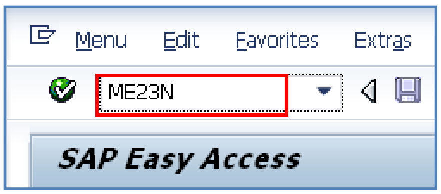
Quick Reference Card

How to Locate Check Information (PO's only)

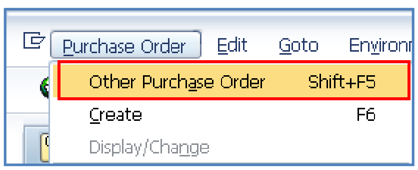
<table>
<tr><td colspan="2">Process: Check information related to purchase orders can be found using SAP T-code ME23N (Display Purchase Order). These steps will verify check information for purchase orders created in both SAP and SRM systems.</td></tr>
<tr><td>Role: Various</td><td>Frequency: As needed</td></tr>
</table>

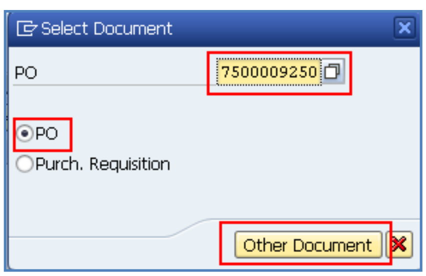
<table>
<tr><th>Message</th><th>Definition</th></tr>
<tr><td>1. From the SAP Easy Access menu, execute T-code ME23N (Display Purchase Order)</td><td>



</td></tr>
<tr><td>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</td><td>





</td></tr>
</table>

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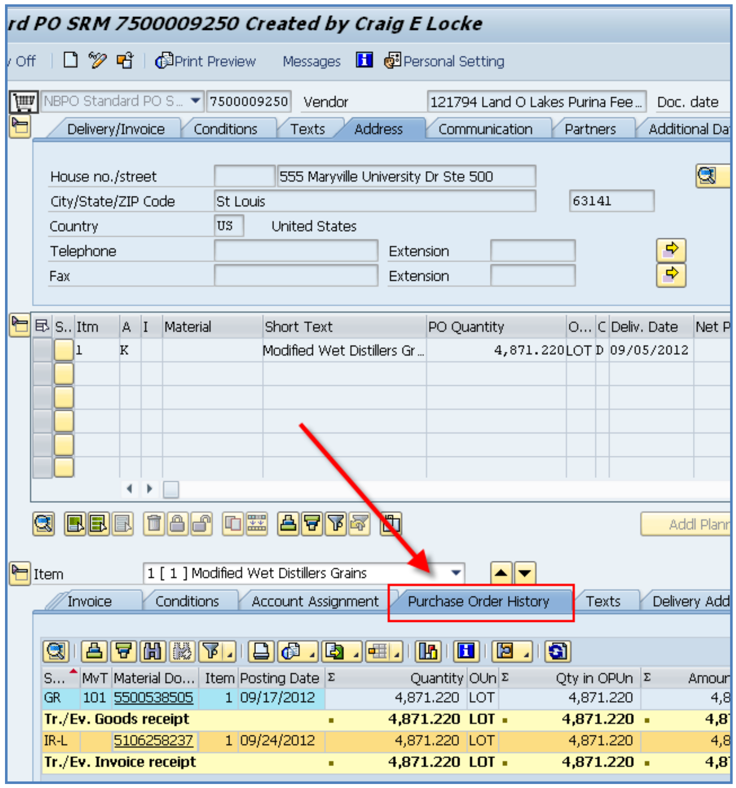
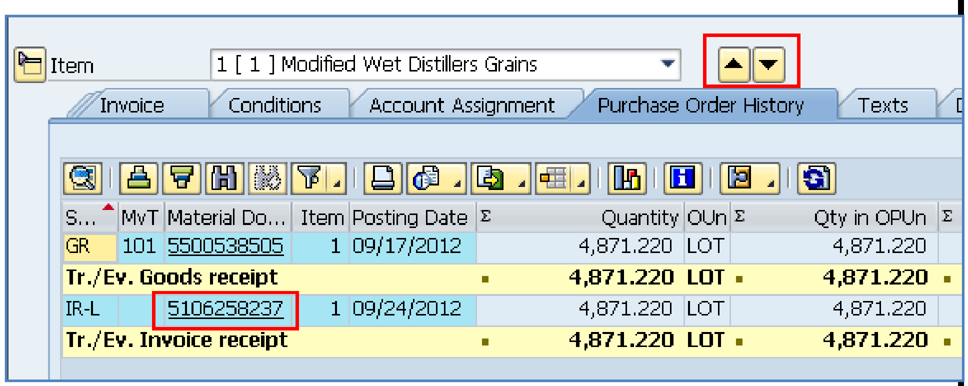
4. The Purchase Order will display on the screen. Go to the bottom Details section and access the Purchase Order History tab



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.



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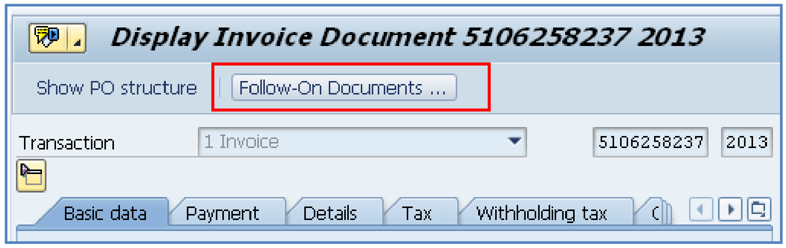
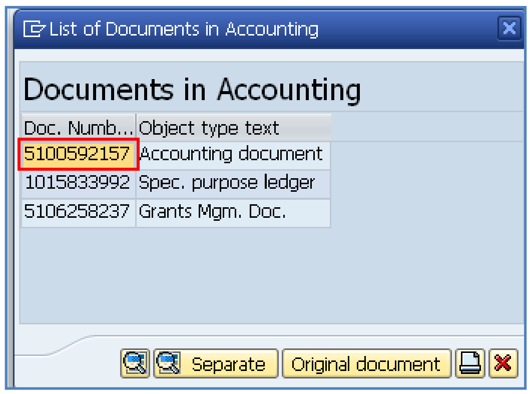
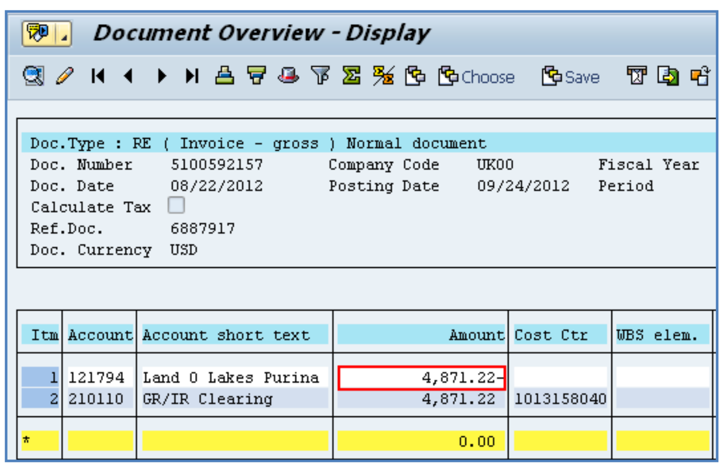
6. Click Follow-On Documents button	
7. Double-click into Accounting document number	
8. Double-click into the amount on the vendor line item	

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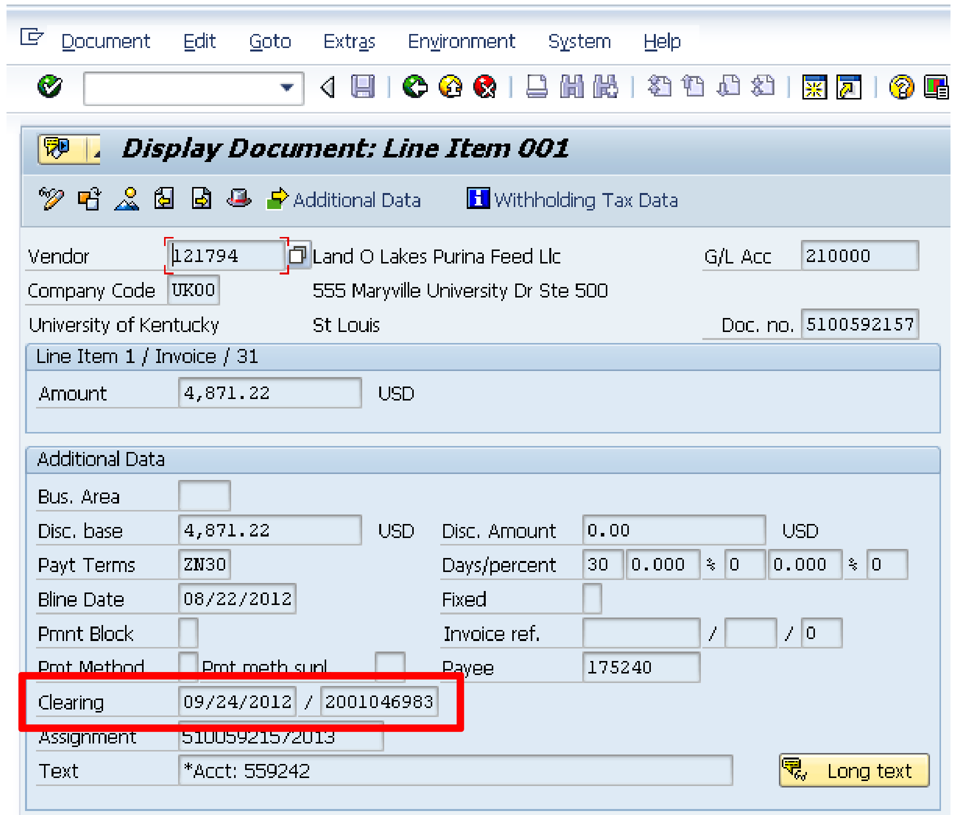
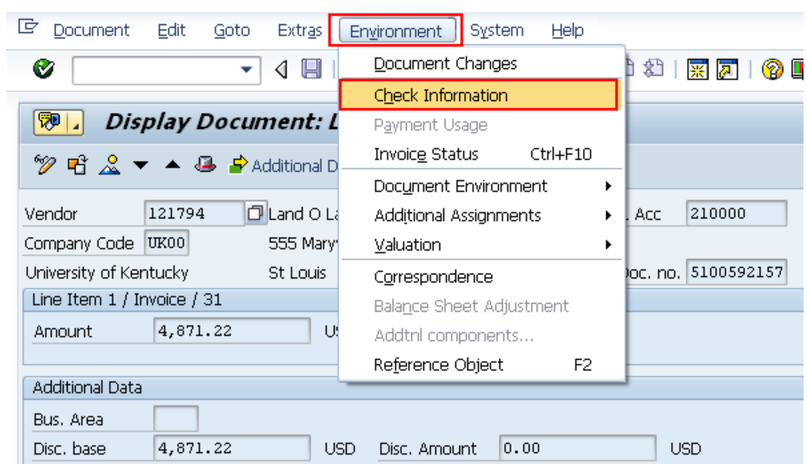
9. The Display Document: Line Item 1 screen will provide additional information regarding the transaction including a Clearing date and document number if a payment has been processed.

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

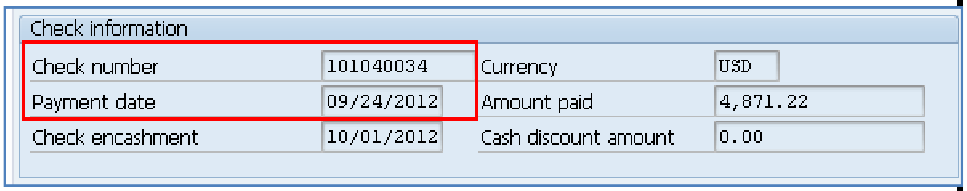
If the Clearing Document number begins with a "18" (18XXXXXXXX), the PO was processed through Payment Plus.



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

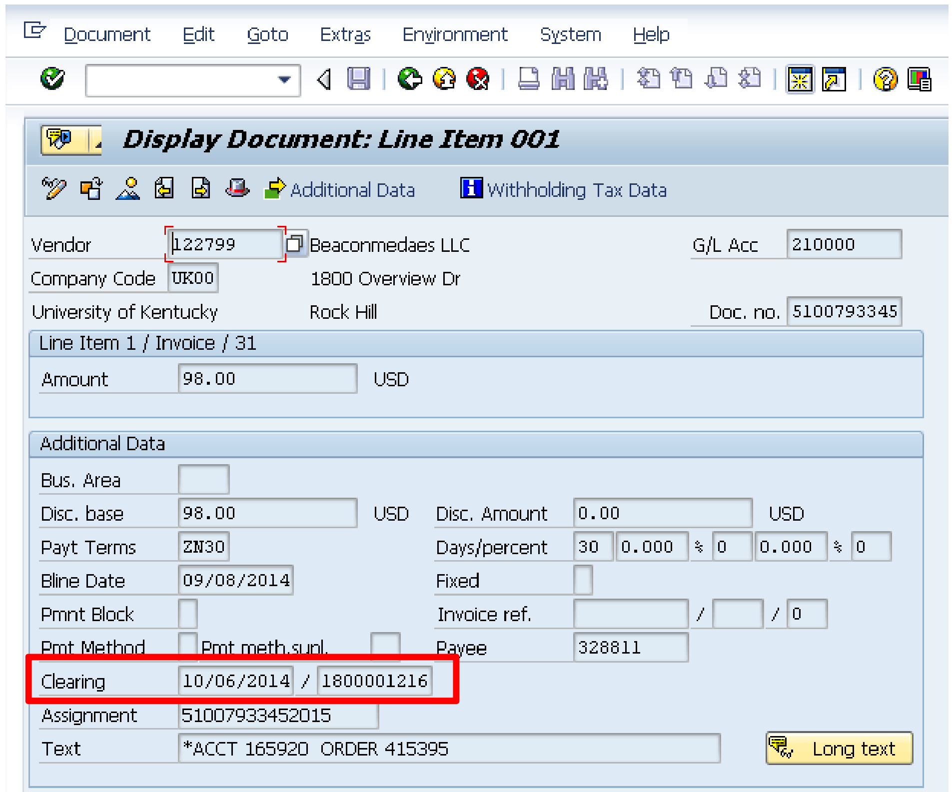


10. Screen will show check number and date of issue



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



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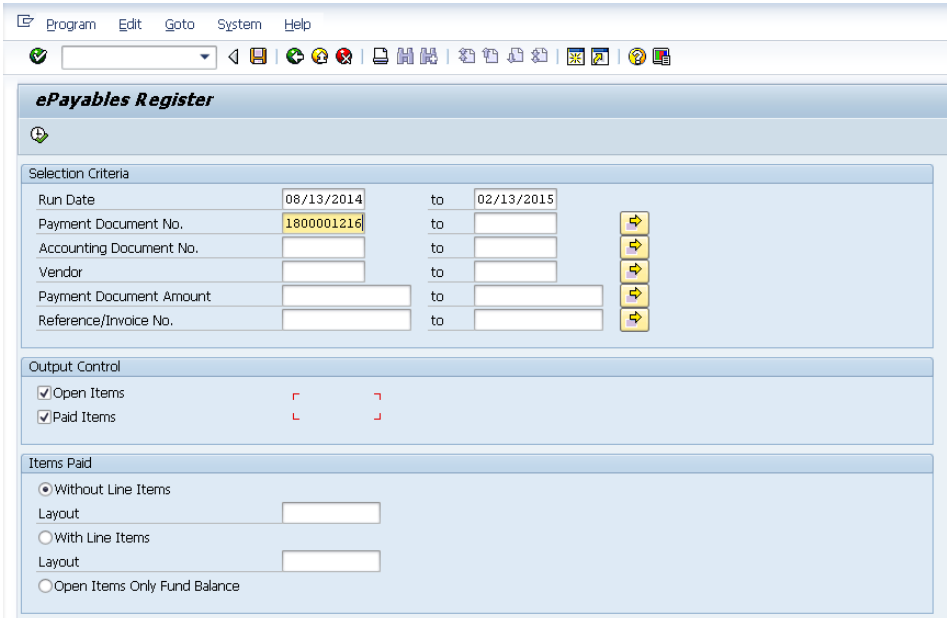
On screen ZFI_EPAY_REGISTER paste the Clearing Document Number into the Payment Document No field.

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.



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.