

## FINDING AN INVOICE IN DOCUWARE (6 PAGES)

Access PO64 in Lawson(1) to find the voucher number. Input PO number (2), PO code (3), line number (4) & select Inquire(5)

INFOR™ PO Line Item History (PO64.1) Welcome Rebecca To TH PROD PRODU po64

Home Inbasket Processflow Integrator: User Level Work Rebecca Carrasco Jobs and Reports Employee Self-Service

Company 199 NEISD PO 80809 0502 Line 1 UOM E Entered Match Analysis Print

Date 12/18/2017 Revision Status Closed

Vendor 10564 GRAINGER Currency USD

Unit Cost 18.65000 EA

Item CABLE TIES Cable Ties, Standard

Type Special UOM EA

	Ship To	Buyer	Date	EAM Work Order	Order	Qty	Amount
	801 BLOSSOM ATHLETIC CENTER	09 SUSIE SALAIZ	01/01/2018		Ordered	15.0000	279.75
					Cancelled		
					Received	15.0000	279.75
					Open To Rcv		
					Matched	15.0000	279.75
					Matched Not Received		
					Open To Match		

Transactions

SC	Type	AOC	Document	Update Date	Unit Cost	Transaction Quantity	UOM
REC			106687	01/08/2018	18.65000	15.0000	EA
INV			9650013510	01/09/2018	18.65000	15.0000	EA

**Click on the PO number and right click using your mouse, the drop down menu below appears. Left click on Drill Around.**

[Home](#)Inbasket ProcessFlow Integrator<sup>®</sup>

User Level Work

Rebecca Carrasco

## Jobs and Reports

Employee Self-Service

[Previous](#)
[Inquire](#)
[Next](#)
[Inquire](#)

Company   NEISD

PO 808009 

0502 Line   

### Match Analysis

Print

UOM  Entered

**Status** Closed

Currency **USD**

Vendor  GRAINGER

Unit Cost	Define	18.65000 EA
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Item	Open
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Type	Special	UOM	EA
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**Ship To** 801 BLOSSOM ATHLETIC CENTER

Buyer 09 SUSIE SALAIZ

Date 01/01/2018

### EAM Work Order







Closed

Line comments

**Matched Not Received**

### Open To Match

## · Transactions

SC	Type	AOC	Document	Update Date	Unit Cost	Transaction Quantity	UOM
	REC		106687	01/08/2018	18.65000	15.0000	EA
	INV		9650013510	01/09/2018	18.65000	15.0000	EA
							
							
							
							

The following box will appear. Click on the + next to Invoices for a PO


Drill Around® -- Webpage Dialog

Close Search Find Next Reset Printable View

**DRILL EXPLORER**

- PO Status
- PO Payment Terms
- PO Shipping Terms
- PO Dropship To
- PO Bill To Address
- PO Totals
- PO Currency Detail
- PO Vendor/Purchase From Detail
- PO Header User Fields
- + Comments to Print on Headers on Internal
- Comments to Print on Purchase Orders
- + Comments to Print on Purchase Orders as
- Comments to Print on Receiving Documents
- Purchase Order Header Display Only Comm
- Purchase Order Header Attachments
- Purchase Order Copy Comments and Error
- Comment to Print on Delivery Tickets
- Comments Pertaining to Vendor Contacts
- Invoice Comments
- + PO Lines
- + Invoice Item Detail For A Purchase Order
- + Purchase Order Distributions-Non Inventor
- + Activities for a Purchase Order
- + Receivers For A PO
- + Invoices For A PO
- Archived Invoices For A PO
- + PO Revisions

PO: 808009 - 0 0502  
Date: 12/18/2017  
Revision: 0  
Released: Yes  
Issued: Yes Via: Fax  
Revised: No  
Cancelled: No  
Closed: Yes  
Lines: 2  
Closed Lines: 2  
Last PO Activity: 01/09/2018  
From Return Number: 0  
Released by: NT00003fa8  
Agreement:



Click on the invoice number, then Invoice URL Attachment, then Invoice Detail. This will show the invoice detail which includes the voucher #.

Drill Around® -- Webpage Dialog

Close Search Find Next Reset Printable View

**DRILL EXPLORER**

- Purchase Order Header Attachments
- Purchase Order Copy Comments and Errors
- Comment to Print on Delivery Tickets
- Comments Pertaining to Vendor Contacts
- Invoice Comments
- PO Lines
- Invoice Item Detail For A Purchase Order
- Purchase Order Distributions-Non Inventory
- Activities for a Purchase Order
- Receivers For A PO
- Invoices For A PO
  - 9650013510
    - Invoice URL Attachment
    - Invoice Detail**
    - Invoice Parameters
    - Invoice Origin
    - Invoice User Fields
    - Match Information
    - Match Invoice Totals
    - Invoice Note/Report/Check Comments
    - Invoice Notes
    - Invoice Report Comments
    - Invoice Check Comments
    - Invoice Payment Addendum
  - Vendor
  - Payment Schedule
  - Expense Distributions

Vendor: GRAINGER  
Remit To Location:  
Invoice: 9650013510 0 Invoice  
Invoice Amount: 491.55 USD  
Discount Amount: 0.00  
Net Payable: 491.55  
Taxable Amount: 0.00  
Tax Amount: 0.00 Tax Code  
Paid Amount: 491.55  
Tax Adjust:  
Invoice Description:  
Status: History  
Approved: Yes MA126  
Payment Number: 1728 CBC ISSUED  
Invoice Date: 12/20/2017 Payment Date: 01/11/2018  
Due Date: 01/19/2018 NET30  
Voucher: 503027  
Purchase Order: 808009 0 0502

Go to Docuware and access the Invoices – Standard Search Dialog cabinet. Input the Voucher Number in the Voucher Number field and click the Search button

Docuware

Becky Carrasco  
North East ISD

Web Basket-rcarra

Searches

Invoices - Standard Search Dialog

Search

Voucher Number 503027

Invoice Number

Invoice Date

Vendor Name

Vendor Number

PO Number

Total Amount

AP Code

Control Group Number

Control Group Date

Document Type

Status

Buyer Code

Navigation

Doc 1 / 0

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Tools

Display

Stamps

Annotations

Overview

No document opened

The invoice will appear. You can review the invoice as needed. The End!

DocuWare
Becky Carrasco
North East ISD
Web Basket-rcarra
Searches
Invoices...
Change search
Type
Voucher Number
Invoice Number
Invoice Date
PDF
503027

Navigation
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Tools
Display
100%
Stamps
AP Status
Audit Questions
Audited
Budget Mana...
Date Stamp
Invoice Data...
Annotations

PAGE 1
**GRAINGER**
5011 RITTIMAN RD  
SAN ANTONIO, TX 78218-4638  
www.grainger.com
SHIP TO  
ATTN: TIM WOODS  
NORTHEAST ISD  
12002 JONES MALTSBERGER RD  
SAN ANTONIO TX 78216-2917
BILL TO  
NORTHEAST ISD  
8961 TESORO DR. # 201  
SAN ANTONIO TX 78217-6226
NEISD  
Accounting Dpt.  
DECEMBER 22, 2017
RECEIVED—EMAIL
**Voucher #**  
**503027**
**ORIGINAL INVOICE**
GRAINGER ACCOUNT NUMBER 809819857  
INVOICE NUMBER 9650013510  
INVOICE DATE 12/20/2017  
DUE DATE 01/19/2018  
AMOUNT DUE \$491.55
PO NUMBER: 808009-0-0502  
CALLER: TIM WOODS  
CUSTOMER PHONE: 2106578800  
ORDER NUMBER: 1309117072  
INCO TERMS: FOB ORIGIN
**MATCH EXCEPTION—receiving**
**THANK YOU!**
FEI NUMBER 36-1150290  
FOR QUESTIONS ABOUT THIS INVOICE OR ACCOUNT CALL 1-800-472-4643

PO LINE #	ITEM #	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
	36J166	CABLE TIE, STANDARD, 14.5 IN., BLK, PK100 MANUFACTURER # 36J166	15	18.65	279.75
	36J172	CABLE TIE, STANDARD, 23.6 IN., BLACK, PK50 MANUFACTURER # 36J172 Delivery #6382067775 Date Shipped: 12/20/2017 Carrier: UPS GROUND No. of Pkgs. 2 Wt: 35.100 Trk #: 1Z394E280376305486 1Z394E280376306118 SHIPPED FROM: DC ROANOKE 936 201 FREEDOM DRIVE, ROANOKE, TX 76262-3320	15	14.12	211.80