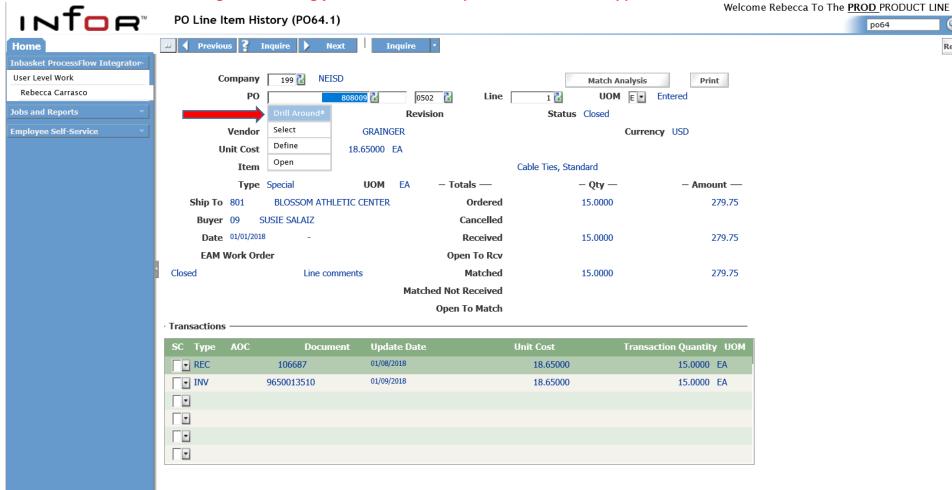
FINDING AN INVOICE IN DOCUWARE (6 PAGES)

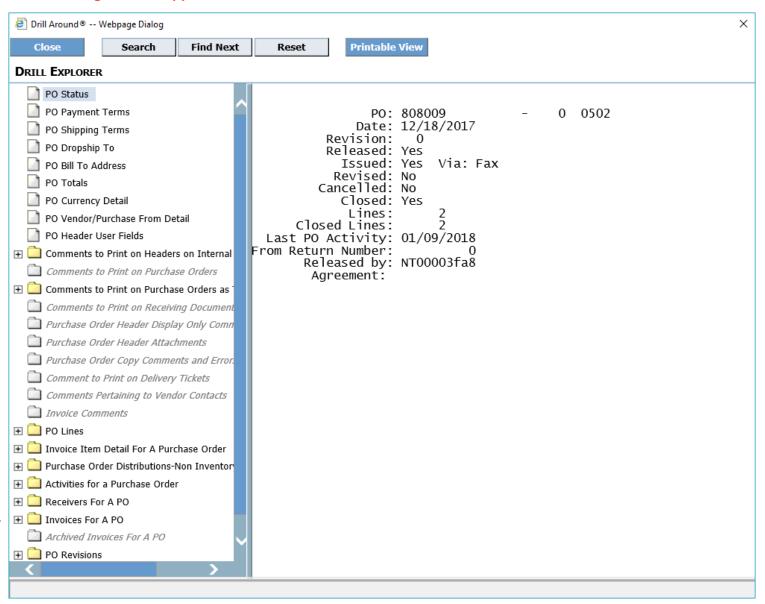
Access PO64 in Lawson(1) to find the voucher number. Input PO number (2), PO code (3), line number (4) & select Inquire(5) Welcome Rebecca To The PROD PRODU INTOR PO Line Item History (PO64.1) po64 Inbasket ProcessFlow Integrator User Level Work mpany Print Match Analysis Rebecca Carrasco UOM E ⋅ Entered 808009 0502 Line lobs and Reports 12/18/2017 Date Revision Status Closed GRAINGER Employee Self-Service 10564 Currency USD Vendor Unit Cost 18.65000 EA Item CABLE TIES Cable Ties, Standard Type Special MOU EA - Totals -- Qty -- Amount -Ship To 801 BLOSSOM ATHLETIC CENTER. Ordered 15.0000 279.75 Cancelled Buyer 09 SUSIE SALAIZ Date 01/01/2018 Received 279.75 15.0000 EAM Work Order Open To Rcv Closed Matched 15.0000 279.75 Line comments Matched Not Received Open To Match Transactions 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 . F-F

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

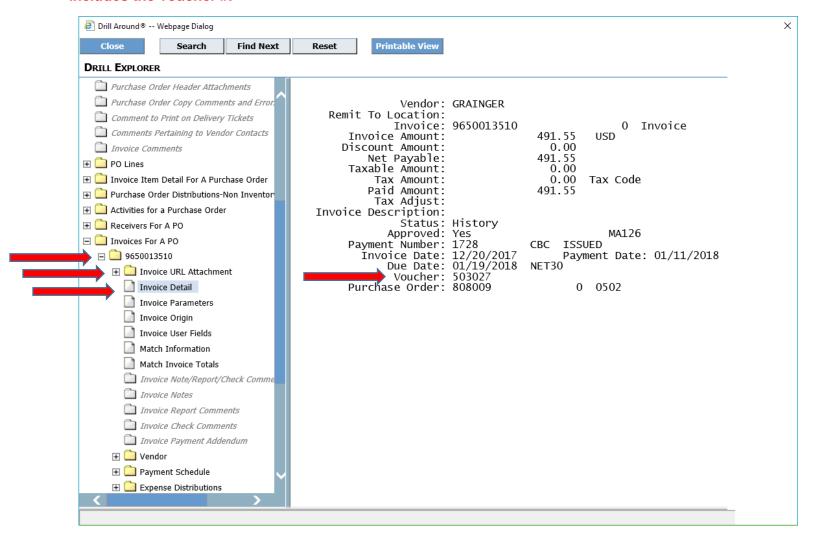
Relat



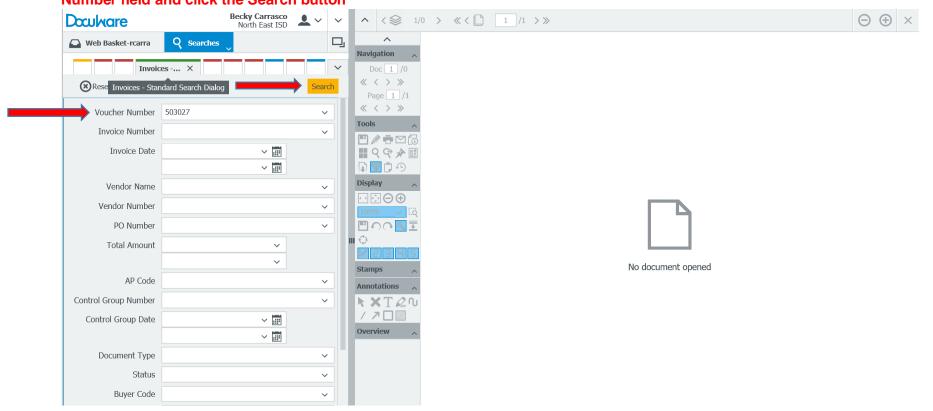
The following box will appear. Click on the + next to Invoices for a PO



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



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



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

