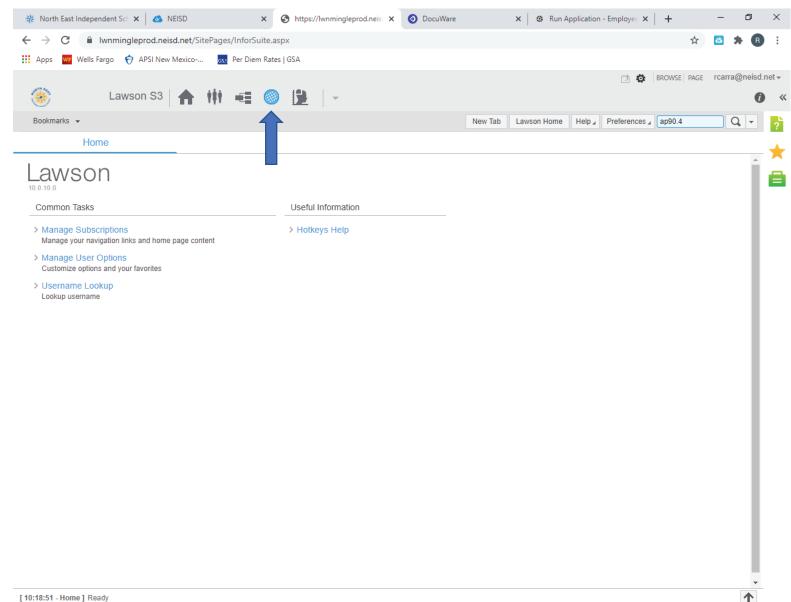
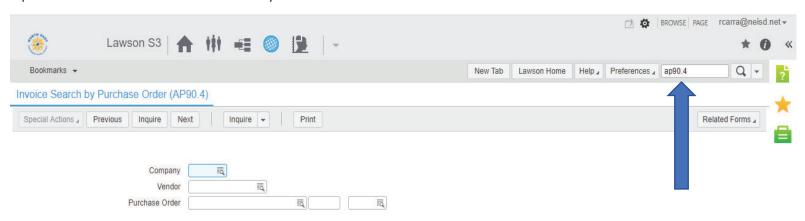
SEARCHING IN LAWSON: INVOICE SEARCH BY PURCHASE ORDER 90.4 - 13 Pages

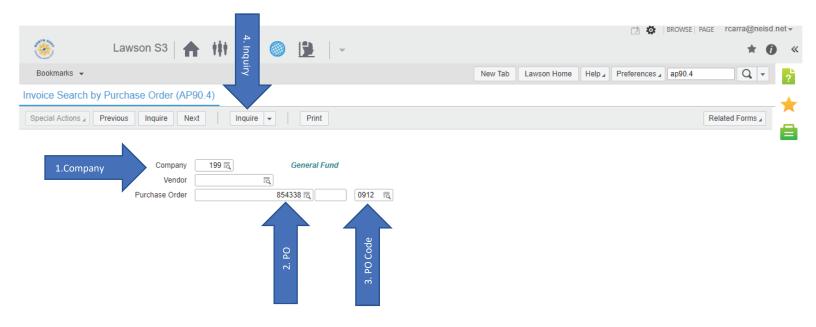




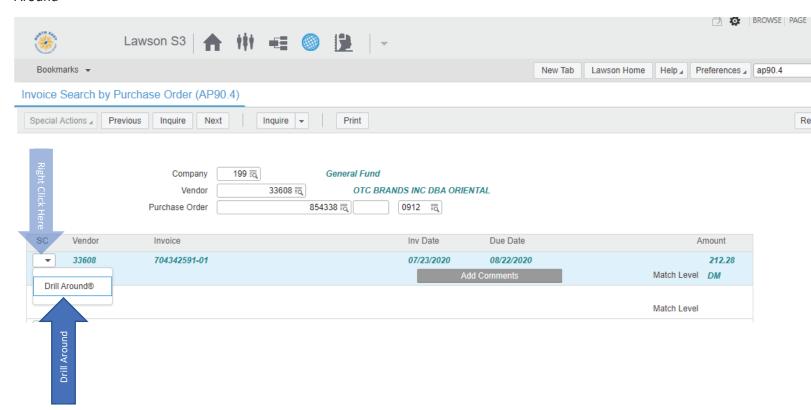
Input AP90.4 to access the Invoice Search by Purchase Order screen



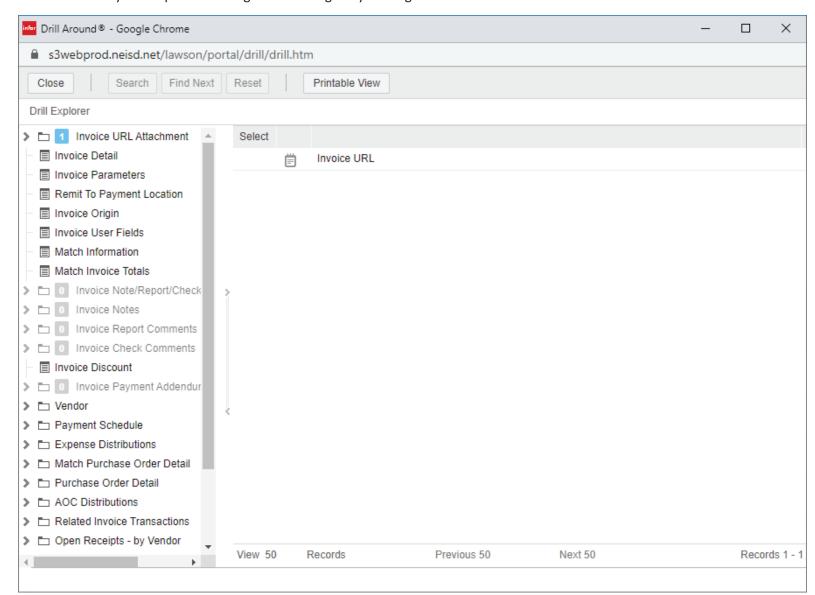
Input 199 in the Company field and the PO number in the Purchase Order field. Do not forget the PO Code. Using PO 854338-0912 for this example. Then click on Inquire.



Any invoices that have been input against that PO will appear. This screen only shows the vendor number, invoice number, Invoice Date, Due Date, and Invoice Amount. To find the invoice status, you will have to "Drill Around". Right click on the box to the left of the Vendor number and "Drill Around" will appear. Left click on the words "Drill Around"



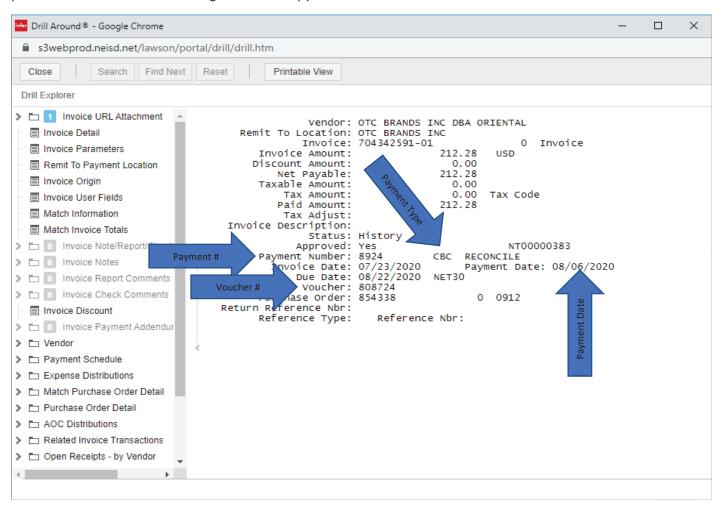
The following screen will appear. There is a plethora of information to be found. This is a search screen. Please feel free to click away and explore. Nothing can be changed by clicking around on the search screens.



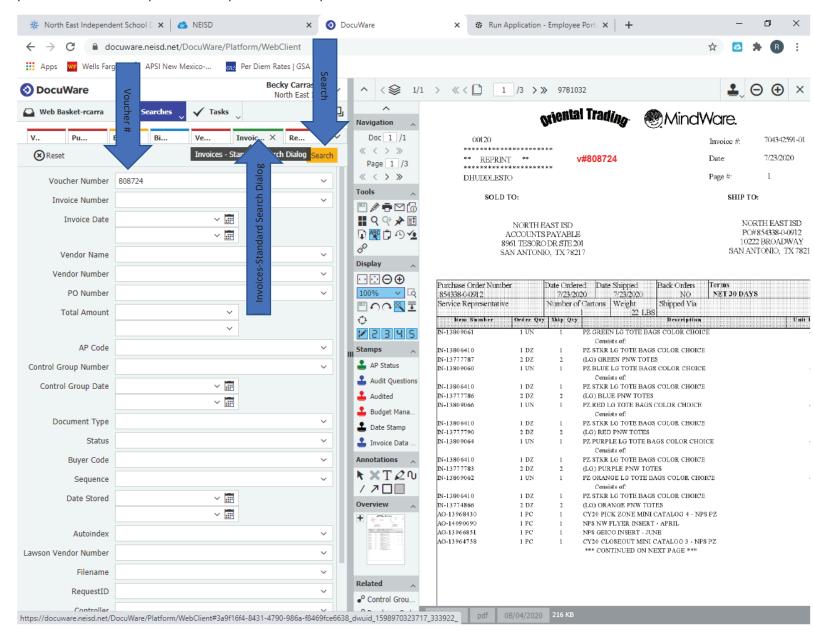
To find out if an invoice has been paid, click on Invoice Detail and the following screen will appear. In this example the invoice has been paid. Look at Payment Number and Payment Date. Next to the Payment number are the letters CBC. This is the payment type. So, Invoice 704342591-01 was paid on 8/6/20 in the amount of \$212.28 and it was paid by CBC.

There are four types of payments CBC (Commerce Bank Card), APC (Accounts Payable Card), ACH (Direct Deposit) and CHK (Check). The payment number is an internal number for CBC, APC, and ACH payments. If there is a CHK (check) payment, that is the only number that should be given to the vendor. If you have any questions regarding the payment, please direct them to the responsible AP Specialist.

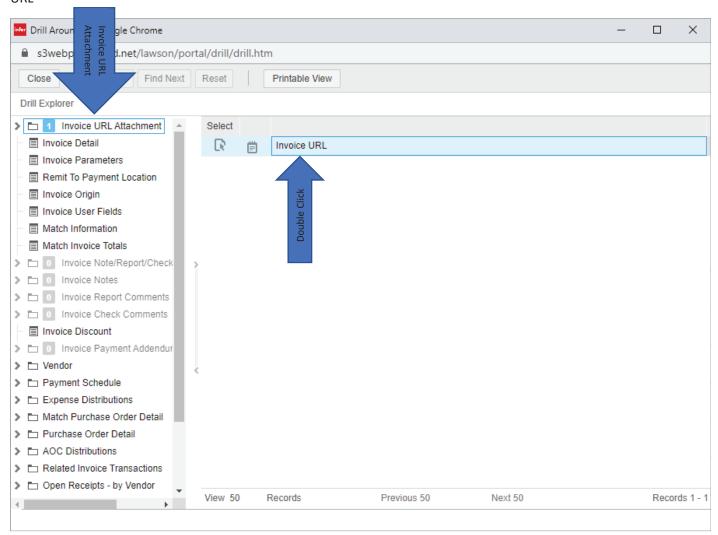
The voucher number can also be found on this screen. This is useful if you are looking for a copy of the invoice and it cannot be found in Lawson. Pages 8-11 explain how to find a copy of the invoice in Lawson. The next page shows the procedure in Docuware for finding an invoice copy if it's not available in Lawson.



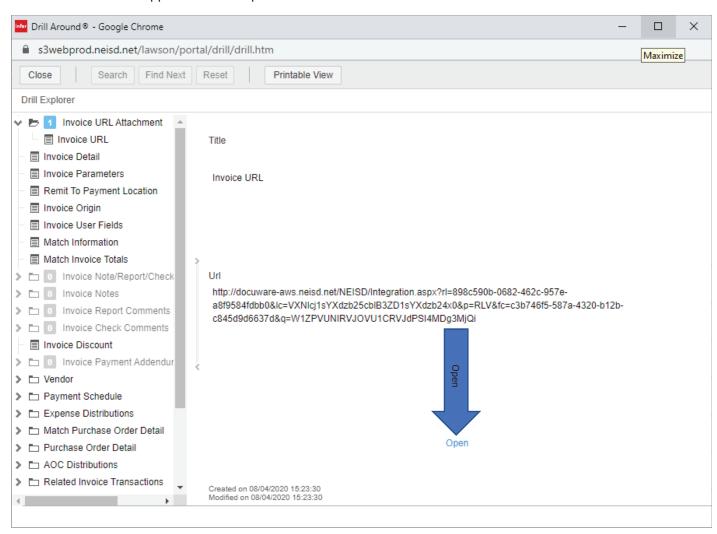
Finding the Invoice copy in Docuware. Access Docuware, go to the search tab, select Invoices-Standard Search Dialog and input the voucher number in the Voucher Number field and hit search. It should appear at that time. If not, please contact the responsible AP Specialist for help.



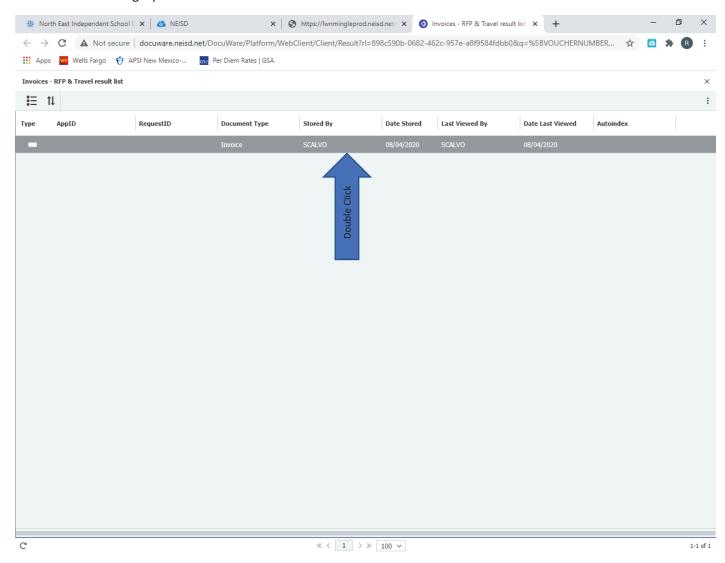
A copy of the invoice can also be viewed in Lawson. Click on Invoice URL Attachment. Then double click on Invoice URL



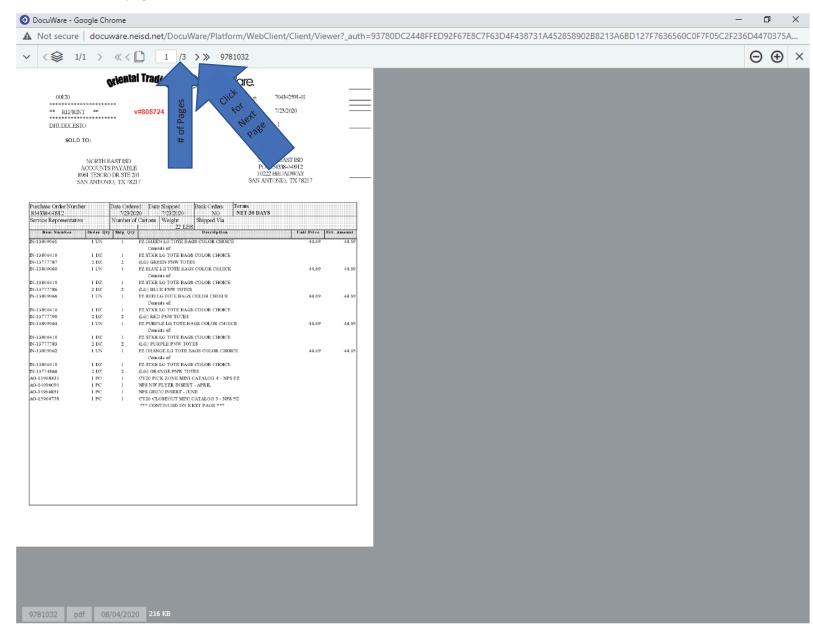
The screen below will appear. Click on Open.



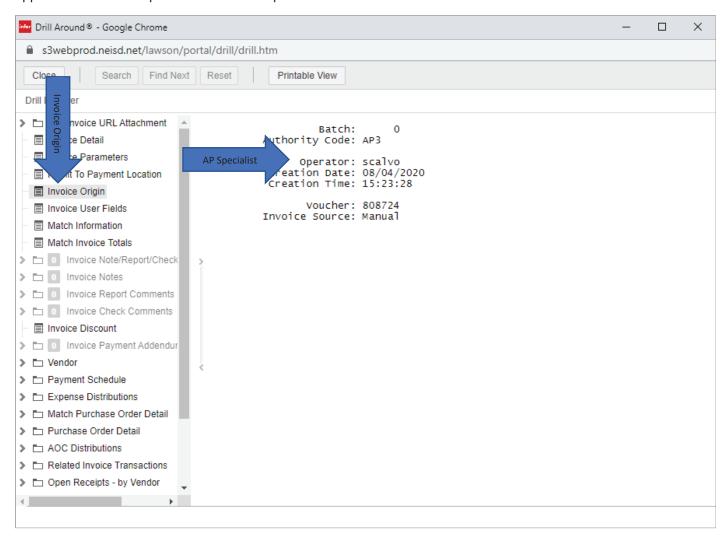
Double click on the gray bar.



A copy of the invoice will appear. If there is more than one page, the number of pages appear at the top. Click the arrow to see each page of the invoice.



Invoice Origin indicates which AP Specialist input the invoice. Click on Invoice Origin and the screen below will appear. Look for the Operator. In this example it is Sandra Calvo.



The account codes can also be seen on this page. Click on Purchase Order Distributions and the following screen will appear. It shows the account numbers for each line of the Purchase Order.

