







Did My Invoice Get Paid? (6 Pages)

- Login to Lawson
- Access PO64 (PO Line Item History)
- Input the Company 199
- Input the PO number and PO code and Line Number (example is 802111 0559, Line 1)
- Select “Inquire” button
- The information below will appear


Lawson S3






Bookmarks ▾

PO Line Item History (PO64.1)

Special Actions ▾
Previous
Inquire
Next
Inquire ▾
Print

Company *NEISD*
PO
Date *09/08/2017* Revision
Vendor *32513* *WONDER WORKSHOP INC*
Unit Cost *229.99000* *EA*
Item *ROBOT WONDER PACK*
Type *Special* UOM *EA*
Ship To *808RC* *NORTH EAST RESOURCES CENTER*
Buyer *14* *NANCY LITTLE*
Date *09/22/2017* -
EAM Work Order
Closed
Cls Qty

Match Analysis

Print

Line UOM *E* *Entered*
Status *Closed*
Currency *USD*
Dash & Dot and Accessories

Totals	Qty	Amount
Ordered	<i>1.0000</i>	<i>229.99</i>
Cancelled		
Received	<i>1.0000</i>	<i>229.99</i>
Open To Rcv		
Matched	<i>1.0000</i>	<i>229.99</i>
Matched Not Received		
Open To Match		

Transactions

SC	Type	AOC	Document	Update Date	Unit Cost	Transaction Quantity	UOM
▼	<i>REC</i>		<i>101044</i>	<i>09/18/2017</i>	<i>229.99000</i>	<i>1.0000</i>	<i>EA</i>
▼	<i>INV</i>		<i>WON2682</i>	<i>09/18/2017</i>	<i>229.99000</i>	<i>1.0000</i>	<i>EA</i>
▼							
▼							
▼							
▼							

Scroll To Next Page....

- Right click on the PO number and select “Drill Around”

PO Line Item History (PO64.1)

Special Actions Previous Inquire Next Inquire Print

Company 199 NEISD Match Analysis Print

PO 802111 0559 Line 1 UOM E Entered

Date Revision Status Closed

Vendor WONDER WORKSHOP INC Currency USD

Unit Cost 229.99000 EA

Item

Type Open UOM EA Totals Qty Amount

Ship To 808RC SOURCES CENTER Ordered 1.0000 229.99

Buyer 14 NANCY LITTLE Cancelled

Date 09/22/2017 Received 1.0000 229.99

EAM Work Order Open To Rcv

Closed Matched 1.0000 229.99

Cls Qty Matched Not Received

Open To Match

Transactions

SC	Type	AOC	Document	Update Date	Unit Cost	Transaction Quantity	UOM
▼	REC	101044		09/18/2017	229.99000	1.0000	EA
▼	INV	WON2682		09/18/2017	229.99000	1.0000	EA
▼							
▼							
▼							
▼							

Scroll to Next Page....

- The following box will appear

Drill Around - Google Chrome

s3webprod.neisd.net/lawson/portal/drill/drill.htm

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 Det
- PO Header User Fields
- 2 Comments to Print on Head
- 0 Comments to Print on Purc
- 1 Comments to Print on Rec
- 0 Comments to Print on Rec
- 0 Purchase Order Header Di
- 0 Purchase Order Header At
- 0 Purchase Order Copy Com
- 0 Comment to Print on Delive
- 0 Comments Pertaining to Ve
- 0 Invoice Comments
- PO Lines
- Invoice Item Detail For A Purch
- Purchase Order Distributions-N

PO: 802111 - 0 0559

Date: 09/08/2017

Revision: 0

Released: Yes

Issued: Yes via: Fax

Revised: No

Cancelled: No

Closed: Yes

Lines: 2

Closed Lines: 2

Last PO Activity: 09/18/2017

From Return Number: 0

Released by: nlitt11

Agreement:

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- Click on the > next to “Invoices for a PO” and the information below will appear

Drill Around® - Google Chrome

s3webprod.neisd.net/lawson/portal/drill/drill.htm

Close Search Find Next Reset Printable View

Drill Explorer

- PO Currency Detail
- PO Vendor/Purchase From Det
- PO Header User Fields
- > 2 Comments to Print on Hea
- > 0 Comments to Print on Purc
- > 1 Comments to Print on Purc
- > 0 Comments to Print on Rec
- > 0 Purchase Order Header Di
- > 0 Purchase Order Header At
- > 0 Purchase Order Copy Com
- > 0 Comment to Print on Deliv
- > 0 Comments Pertaining to Ve
- > 0 Invoice Comments
- > PO Lines
- > Invoice Item Detail For A Purch
- > Purchase Order Distributions-N
- > Activities for a Purchase Order
- > Receivers For A PO
- > Invoices For A PO
 - > WON2682
- > Archived Invoices For A PO
- > PO Revisions

Select	Invoice	Location	Date
	WON2682	0	09/11/2017

View 50 Records Previous 50 Next 50 Records 1 - 1

Scroll To Next Page....

- Click on > next to the invoice number (WON2682), then click on “Invoice Detail” and you can see that this PO had one invoice paid against it; invoice number WON2682 dated 9/11/17 paid on 9/21/17 via ACH (direct deposit). The Payment Number is 70037. BUT, that payment number is not anything the vendor can use to identify the direct deposit, so it shouldn’t be given to the vendor. That is strictly for NEISD use to identify the payment. The vendor receives an email with payment information for direct deposits.

The screenshot shows a web browser window titled "Drill Around - Google Chrome" with the URL "s3webprod.neisd.net/lawson/portal/drill/drill.htm". The interface includes a top navigation bar with buttons for "Close", "Search", "Find Next", "Reset", and "Printable View". Below this is a "Drill Explorer" sidebar on the left, which lists various categories like "Purchase Order Header", "Purchase Order Copy", "Comments", "PO Lines", "Invoice Item Detail", "Purchase Order Distributions", "Activities", "Receivers", "Invoices For A PO", and "WON2682". Under "WON2682", the "Invoice URL Attachments" section is expanded, showing "Invoice Detail" as the selected item. The main content area displays the following invoice details:

Vendor: WONDER WORKSHOP INC			
Remit To Location:			
Invoice:	WON2682	0	Invoice
Invoice Amount:	529.97	USD	
Discount Amount:	0.00		
Net Payable:	529.97		
Taxable Amount:	0.00		
Tax Amount:	0.00		Tax Code
Paid Amount:	529.97		
Tax Adjust:			
Invoice Description:			
Status:	History		
Approved:	Yes		NT0000002b
Payment Number:	70037	ACH	RECONCILE
Invoice Date:	09/11/2017		Payment Date: 09/21/2017
Due Date:	10/11/2017	NET30	
Voucher:	465321		
Purchase Order:	802111	0	0559
Return Reference Nbr:			
Reference Type:			Reference Nbr:

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- For vendors paid by check (this will appear as CHK), the Payment Number is the check number and can be shared with the vendor if needed. An example is provided below of PO 801006 9013 Line 1. The Invoice number is EA74542158, paid 11/1/17 on check number 160856.

The screenshot shows the 'Drill Around' application interface. On the left is a 'Drill Explorer' sidebar with a tree view. The main area displays detailed information for a selected invoice.

Drill Explorer Sidebar:

- Purchase Order Copy Com
- Comment to Print on Deliv
- Comments Pertaining to Ve
- Invoice Comments
- PO Lines
- Invoice Item Detail For A Purch
- Purchase Order Distributions-N
- Activities for a Purchase Order
- Receivers For A PO
- Invoices For A PO
 - EA74542158
 - 1 Invoice URL Attachr
 - Invoice Detail
 - Invoice Parameters
 - Remit To Payment Locat
 - Invoice Origin
 - Invoice User Fields
 - Match Information
 - Match Invoice Totals
 - 0 Invoice Note/Report
 - 0 Invoice Notes
 - 0 Invoice Report Com

Main Content Area:

Vendor: COLLEGE BOARD
 Remit To Location: COLLEGE BOARD
 Invoice: EA74542158 0 Invoice
 Invoice Amount: 7,627.13 USD
 Discount Amount: 0.00
 Net Payable: 7,627.13
 Taxable Amount: 0.00
 Tax Amount: 0.00 Tax Code
 Paid Amount: 7,627.13
 Tax Adjust:
 Invoice Description:
 Status: History
 Approved: Yes NT00003ab1
 Payment Number: 160856 CHK RECONCILE
 Invoice Date: 09/05/2017 Payment Date: 11/01/2017
 Due Date: 10/05/2017 NET30
 Voucher: 463214
 Purchase Order: 801006 0 9013
 Return Reference Nbr:
 Reference Type: Reference Nbr:

- The other payment methods are CBC which is Commerce Bank Visa Card and APC which is AP Credit Card. The vendor receives an email for these payments so the payment number for CBC and APC should not be shared with the vendor as it is strictly for NEISD use to identify the payment.

The End!!