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

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- Right click on the PO number and select "Drill Around"

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- The following box will appear

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

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- 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.

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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 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!!