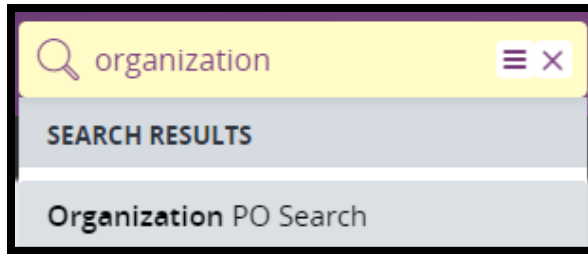


# VIEW CHECK NUMBERS

Enter **Organization PO Search** in the Search field. Located upper right corner on the purple ribbon.



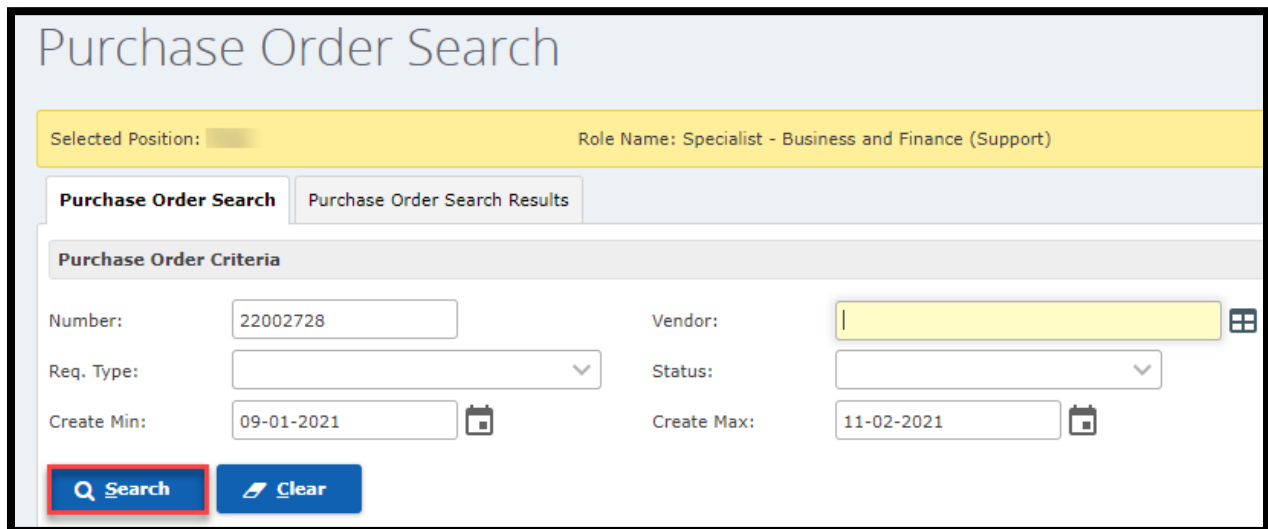
organization

SEARCH RESULTS

Organization PO Search

You will see the Purchase Order Search screen

- Enter PO number
- Click Search



Purchase Order Search

Selected Position: Role Name: Specialist - Business and Finance (Support)

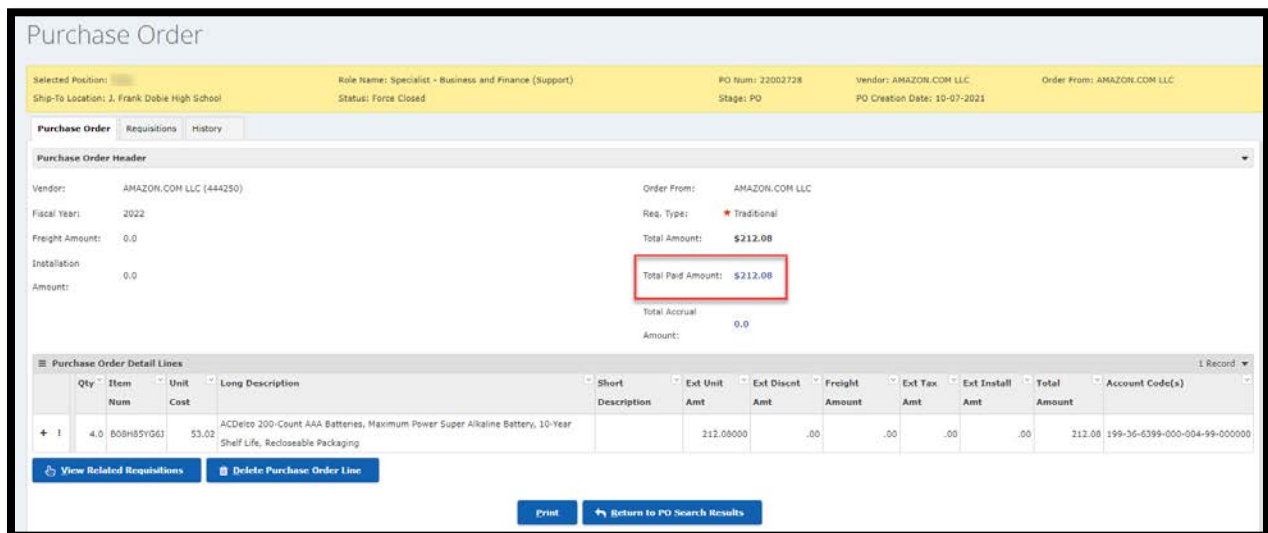
Purchase Order Search Purchase Order Search Results

Purchase Order Criteria

Number: 22002728 Vendor: Req. Type: Status: Create Min: 09-01-2021 Create Max: 11-02-2021

Search Clear

Hover over the Total Paid Amount



Purchase Order

Selected Position: Role Name: Specialist - Business and Finance (Support) PO Num: 22002728 Vendor: AMAZON.COM LLC Order From: AMAZON.COM LLC  
Ship-To Location: J. Frank Dobie High School Status: Force Closed Stage: PO PO Creation Date: 10-07-2021

Purchase Order Requisitions History

Purchase Order Header

Vendor: AMAZON.COM LLC (444250) Order From: AMAZON.COM LLC  
Fiscal Year: 2022 Req. Type: Traditional  
Freight Amount: 0.0 Total Amount: \$212.08  
Installation Amount: 0.0 Total Paid Amount: \$212.08  
Total Accrual Amount: 0.0

Purchase Order Detail Lines

Qty	Item Num	Unit Cost	Long Description	Short Description	Ext Unit Amt	Ext Discnt Amt	Freight Amount	Ext Tax Amt	Ext Install Amt	Total Amount	Account Code(s)
4.0	809H5Y0G3	\$3.02	ACDelco 200-Count AAA Batteries, Maximum Power Super Alkaline Battery, 10-Year Shelf Life, Redoseable Packaging		212.08000	.00	.00	.00	.00	212.08	199-36-6399-000-004-99-000000

View Related Requisitions Delete Purchase Order Line

Print Return to PO Search Results

## VIEW CHECK NUMBERS

Check Details will pop up showing ALL invoices that were paid on that check, you will see the Check Number, Check Date and Total Invoiced Amount.

If multiple payments were made you will see the other check numbers and invoices.

Check Details

Check Number: 70001506

Check Date: 10-27-2021

Date Paid: 10-27-2021

Invoice Number: 1MWM-ND74-76HR

Invoice Number: 1P4T-63JM-FMHK

Invoice Number: 11TQ-YNNF-3RT1

Invoice Number: 1WQC-CYV1-MGR6

Invoice Number: 1R36-N3WR-C16H

Invoice Number: 1TGN-X6VM-79VD

Invoice Number: 1CYG-HD1T-LRC6

Invoice Number: 1JJ1-K6FL-YW3F

Invoice Number: CM 1171-Y1 X6-I XK1

From: AMAZON.COM LLC

Type: Traditional

Amount: \$212.08

Paid Amount: \$212.08

Accrual: 0.0

Ext Unit: Amt

Ext Discnt: Amt

Freight: Amt

212.08000

.00

Print

Return to PO Search Results

Check Details

Check Number: 70000870

Check Date: 10-13-2021

Date Paid: 10-13-2021

Invoice Number: 2820025

Invoice Number: 2820151

Invoice Number: 2820154

Total Invoiced Amount: \$518.26

Check Number: 70001616

Check Date: 10-27-2021

Date Paid: 10-27-2021

Invoice Number: 2870434

# VIEW CHECK NUMBERS

Click on the Requisitions tab – this give you more information

The screenshot shows the 'Purchase Order' form. At the top, there are tabs for 'Purchase Order', 'Requisitions', and 'History'. The 'Requisitions' tab is highlighted with a red box. Below the tabs, there is a 'Purchase Order Header' section with fields for Vendor (AMAZON.COM LLC), Order From (AMAZON.COM LLC), Fiscal Year (2022), Reg. Type (Traditional), Freight Amount (0.0), Total Amount (\$112.08), Installation Amount (0.0), Total Paid Amount (\$112.08), and Total Accrual Amount (0.0). Below this is a 'Purchase Order Detail Lines' table with columns for Qty, Item, Unit, Long Description, Short Description, Ext Unit, Ext Discnt, Freight, Ext Tax, Ext Install, Total, and Account Code(s). The table contains one line item for 'ACDelco 200-Count AAA Batteries, Maximum Power Super Alkaline Battery, 10-Year Shelf Life, Rechargeable Packaging'. At the bottom, there are buttons for 'View Related Requisitions', 'Delete Purchase Order Line', 'Print', and 'Return to PO Search Results'.

Under the Requisitions tab you can see Received Qty, Check Number(s) and Invoice(s) etc

The screenshot shows the 'Display Requisitions' form. At the top, there are tabs for 'Purchase Order', 'Requisitions', and 'History'. The 'Requisitions' tab is highlighted with a red box. Below the tabs, there is a 'Requisitions' table with columns for Vendor, Ordered Quantity, Stock Number, Long Description, Received Quantity, Cancelled Quantity, Cancelled Reason, Expected Quantity, Invoiced Quantity, Check Number, Invoice#, Stage, and Status. The table contains one requisition line for 'ACDelco 200-Count AAA Batteries, Maximum Power Super Alkaline Battery, 10-Year Shelf Life, Rechargeable Packaging'. The 'Received Quantity' (4.0) and 'Check Number' (70001506) are highlighted with red boxes. At the bottom, there are buttons for 'Maintain Requisition', 'Maintain Cart', 'Notes', and 'Return'.