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| **Process:** Check information related to purchase orders can be found using SAP T-code ME23N (Display Purchase Order). These steps will verify check information for purchase orders created in both SAP and SRM systems. |
| **Role:** Various | **Frequency:** As needed |

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|  **Message Definition** |
| 1. From the SAP Easy Access menu, execute T-code ME23N (Display Purchase Order) |  |
| 2. Select Purchase Order / Other Purchase Order from the top menu3. From the Select Document box, enter the PO number, select the PO radio button, and click Other Document |  |
| 4. The Purchase Order will display on the screen. Go to the bottom Details section and access the Purchase Order History tab |  |
| 5. Click on the invoice receipt posting numberNote: If the order has multiple line items, it is possible different invoice receipts may be associated with each line item. Use the up/down arrows to move between line items as needed. |  |
| 6. Click Follow-On Documents button |  |
| 7. Double-click into Accounting document number |  |
| 8. Double-click into the amount on the vendor line item |  |
| 9. The Display Document: Line Item 1 screen will provide additional information regarding the transaction including a Clearing date and document number if a payment has been processed. If the Clearing Document begins with a “2” (2XXXXXXXXX), then a check has been issued for this PO. If the Clearing Document number begins with a “18” (18XXXXXXXX), the PO was processed through Payment Plus.  |  |
| 9. From the Display Document screen, click Environment from the menu and select Check Information |  |
| 10. Screen will show check number and date of issue |  |
| **PAYMENT PLUS INFORMATION:**To retrieve the Payment Plus information, copy the Clearing document number from the Display Document: Line Item 001 screen and go to SAP Screen ZFI\_EPAY\_REGISTER |  |
| On screen ZFI\_EPAY\_REGISTER paste the Clearing Document Number into the Payment Document No field. If the Clearing Document Number was within the last 6 months, Execute the search.If the Document number is older than 6 months, adjust the Run Date fields and Execute the search.  | Note: It is required to have a date range in the Run Date Fields to expedite the payment information search. The Run Date Fields will default to the previous 6 months.  |