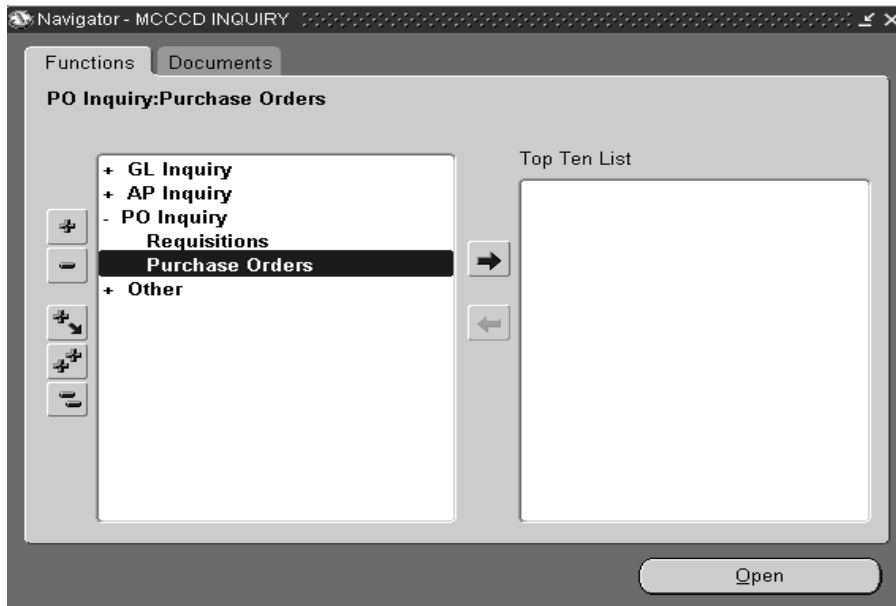


View Invoices Paid on a Purchase Order / View the Balance of a PO

1. Log in to CFS.
2. At the Welcome page, select the MCCCCD Inquiry responsibility.



The Java applet may take several seconds to load before the Inquiry Navigator displays.



3. At the Inquiry Navigator window, double-click PO Inquiry to expand the inquiry options.
4. Double-click Purchase Orders.

The Invoices window displays:

The screenshot shows the 'Invoices' window with the following fields:

- PO Number: 158540
- Vendor: PAPER DIRECT
- Vendor Number: 3816
- Currency: USD
- PO Total: 750.00
- Matched Total: 418.74

Invoices	Invoice Date	Invoiced	Remaining	Matched
333260320001	09-OCT-2001	173.89	.00	173.89
334372480001	06-FEB-2002	244.85	.00	244.85

Batch Name: KK_100901
 Last Paid Date: 11-OCT-2001
 On Hold: No
 Check Number: 10693296
 Release:
 PO Line: 1
 PO Shipment: 1

- The PO Total displays the original dollar amount for the Purchase Order.
- The Matched Total displays the dollar amount that has been invoiced against the PO.
(This is the amount that has been paid out on the PO.)

This screenshot is identical to the one above, but the 'PO Total' field (750.00) and the 'Matched Total' field (418.74) are circled in black to highlight them.

Find Balance

- To find the balance of the Purchase Order, you have to do a little math!

Subtract the Matched Total from the PO Total to calculate the dollar amount that has not been invoiced on the PO.

PO Total – Matched Total = PO Balance

Please keep in mind that this doesn't take into account invoices en route to Accounts Payable nor items for which we have not yet received invoices.

PO Number 158540 Vendor PAPER DIRECT Vendor Number 3816
 Currency USD PO Total 750.00 Matched Total 418.74

Invoices	Invoice Date	Amount		
		Invoiced	Remaining	Matched
333260320001	09-OCT-2001	173.89	.00	173.89
334372480001	06-FEB-2002	244.85	.00	244.85

Batch Name KK_100901
 Last Paid Date 11-OCT-2001 On Hold No Check Number 10693296
 Release PO Line 1 PO Shipment 1

- Click on an Invoice number to view the date it was paid, hold information, and the number of the check that paid it.
- If there are more invoices than are displayed on the screen, there is a scroll bar on the right-hand side of the list of invoices so you can scroll down through them.

Note: Special thanks to Liz Murphy and John Moll of Mesa Community College for providing this information!