How to find check/payment information for Purchase Orders

- If PO is unknown,
    - Go to **Budget vs. Actuals by Funds Center**
    - Search the IO or cost center charged
    - Double click Expense-Non-Personnel, Search Commitments/Actuals <= 10,000
    - Locate dollar amount you are looking for in the Purchase Order section, write down or copy the 41 number

- Once PO is obtained or known
    - Go to Purchasing tab, **Shop OnLion** Tile
    - Click Advanced Search, Search For: Purchase Order, enter number, click Search
    - Click Details (under Item Overview – center of page/left side)
    - Click Extended PO History
    - If Total Invoice – Gross or Total Jaggaer is there, write down or copy the Clearing Document
    - In SIMBA, go to **Display Document**
    - Enter document number – Company Code 1855 and Fiscal Year should be pre-populated, click Continue
    - Double click **ZARAP** under the Cmmt Item column (this will display the same information you see on the Vendor Line Item Browser)
    - Under the **More** drop-down menu, click **Environment**, and **Check Information**
        - This shows the check number, date the check was cut (payment date), amount paid, and date the check was cashed (encashment date)
        - If paid via ACH, it will not have any check information. It will only show the clearing date (date of payment) and Payt Method as "D"