

# How to Find Check/Payment Information for Non-PO Invoices

- Go to **Display Parked Document** Fiore Tile
  - Enter 1855 as the Company Code, your Document Number, and Fiscal Year. Click **Continue**.

Key for Parking

Company Code:	1855
Document Number:	1900018611
Fiscal Year:	2021

- Double click on the line that shows “**ZARAP**” under the Cmmt Item column (*this will take you to the same page as the Vendor Line Item Browser does when you click the Document Number*)

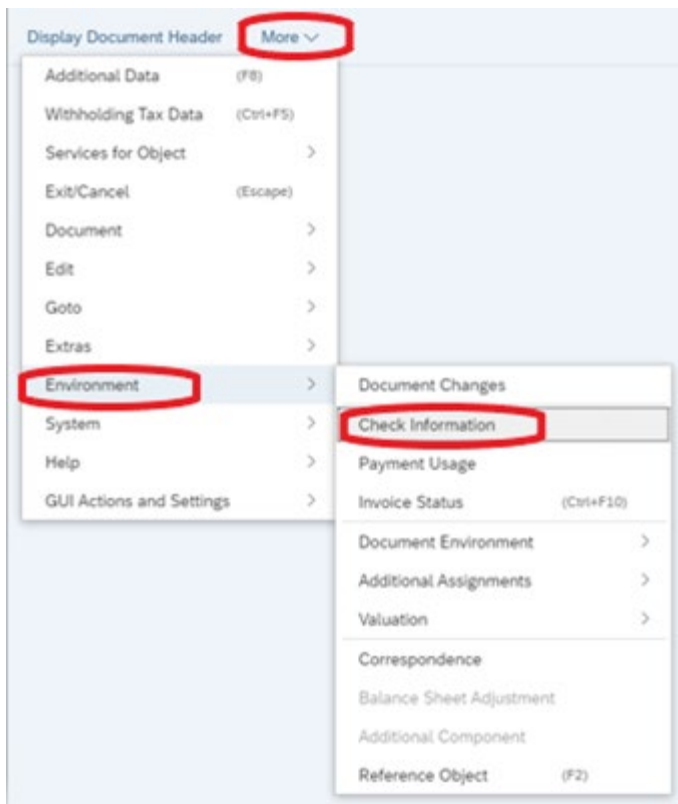
Data Entry View

Document Number:	1900018611	Company Code:	1855	Fiscal Year:	2021
Document Date:	07/30/2020	Posting Date:	08/10/2020	Period:	2
Reference:	ACCT 021226852	Cross-Comp.No.:			
Currency:	USD	Texts Exist:	<input type="checkbox"/>	Ledger Group:	

Co... Item Key Cmmt L... Account Description BusA Fund Grant Cost Ctr Order WBS... Amo... Text Curr.

1855	1	31	ZARAP	860013376	WINDSTREAM							44.25	*Acct number 021226852	USD
	2	40	52300350	52300350	IT Telph Svc-Dev	2120	1761000087	NOTRELEVANT		70000		44.25	Landline charge for period 7/28/20 - 8/27/20	USD

- Under the **More** drop-down menu, click **Environment** and then **Check Information**



- You will see the check number, payment date (*date the check was cut*), amount paid, and cash encashment date (*date it was cashed*)

Check information

Check number:	<input type="text" value="1000004053"/>	Currency:	<input type="text" value="USD"/>
Payment Date:	<input type="text" value="08/10/2020"/>	Amount Paid:	<input type="text" value="89.24"/>
Check encashment:	<input type="text" value="08/21/2020"/>	Cash discount amount:	<input type="text" value="0.00"/>
Extract Creation:	<input type="text" value="08/10/2020"/>		<input type="text" value="18:30:17"/>

- If the invoice was paid via ACH, there will be no Check Information available. You will just see a clearing date to determine the date of payment.

Clearing:  /