

## 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 (drop-down), 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** Fiore Tile
  - 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”