

# HOW TO INQUIRE WHETHER A PURCHASE ORDER / INVOICE HAS BEEN PAID

FROM PURCHASE ORDER CENTRAL ENTER YOUR PURCHASE ORDER NUMBER AND CLICK SEARCH



The screenshot shows the Purchase Order Central search results for PO number 14000856. The search bar contains the number 14000856. Below the search bar, a table lists the purchase order details:

PO Number	Year	Description	Amount	Vendor	Status	Department	Req
14000856	2014	MONTHLY LEASE HIGH SPEED SCANN	\$439.84	E O JOHNSON	Closed	71475	1133

A red box highlights the search bar, and a red arrow points to the '+More' link below the table row.

CLICK ON THE '+MORE' YOU WILL SEE DETAIL (Example 1 shown below)

CLICK ON THE 'DETAILS' HYPERLINK TO SEE ADDITIONAL DETAIL (Example 2 shown below)

The screenshot shows the detailed view of PO 14000856. The 'Details' tab is selected, showing the following information:

Section	Field	Value
General	Special Handling	N
	Review	
	Buyer	8516csch
	Remit	0
PO Totals	Ordered Amount	\$439.84
	Liq. Amount	\$439.84
	Open	\$0.00
Vendor Address	PO BOX	660831
	DALLAS TX	75266
Terms	Discount %	0
	Days to Discount	0
	Days to Net	0

A red arrow points to the 'Details' link in the top right corner of the details view.

EXAMPLE 1

The screenshot shows the detailed view of PO 14000856, highlighting its status. The PO is marked as 'Closed' and 'Liquidated'. The 'PO Lines & Line Details' section shows the following line item:

Line	Description	Quantity	Received Quantity	Unit Price	Ordered	Liquidated	Balance
1	MONTHLY LEASE HIGH SPEED SCANNERS-NOVEMBER 2014	1.00	1.00	439.84	439.84	439.84	0.00

The 'Approvals' section shows 'No approval records found.' The 'Attachments' section shows 'Invoices' with the following details:

Invoice Number	Date	Amount	Check Number
16088880	11/04/2014	439.84	1000320

A red arrow points to the 'Return To Search' button at the bottom left of the page.

FROM THIS VIEW YOU CAN SEE THAT THE PURCHASE ORDER HAS BEEN LIQUIDATED AND CLOSED.



CLICK TO RETURN TO PREVIOUS SCREEN AT ANY TIME.

The screenshot shows the 'Purchase Order Central' interface. At the top left, the purchase order number '14000856' is displayed with the status 'Closed'. Below this, the 'PO Lines & Line Details' table is visible, with a red box highlighting the following data:

Line	Description	Quantity	Received Quantity	Unit Price	Ordered	Liquidated	Balance
1	MONTHLY LEASE HIGH SPEED SCANNERS-NOVEMBER 2014	1.00	1.00	439.84	439.84	439.84	0.00

Below the table, the 'Attachments' section shows an 'Invoices' table with a red arrow pointing to the following entry:

Invoice Number	Date	Amount	Check Number
16088880	11/04/2014	439.84	1000320

YOU CAN ALSO SEE THE INVOICE NUMBER, AMOUNT AND CHECK NUMBER FOR PAYMENT.

YOU CAN VIEW THE PURCHASE ORDER ATTACHEMENT AT ANY TIME BY CLICKING THE



ICON ANYWHERE IT APPEARS ON THE SCREEN.

TO VIEW THE INVOICE AND CHECK ATTACHMENTS: SELECT **VENDOR INQUIRY** FROM YOUR HOME SCREEN MENU

The screenshot shows the 'Tyler Community' home screen. The 'My Favorites' section is visible, with 'Vendor Inquiry' circled in red. The 'My Workflow' section on the right shows the following notifications:

Item	Count	Unread
Notifications	32	(8 Unread)
Approvals	10	(6 Unread)
Alerts: All	0	(0 Unread)

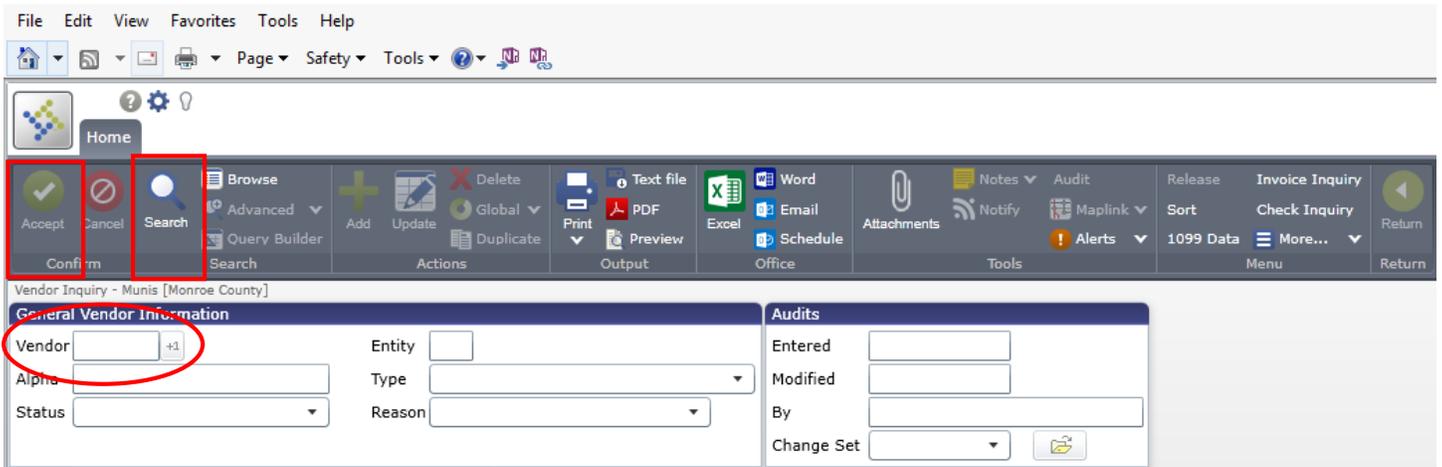
YOUR SCREEN WILL APPEAR SIMILAR TO THAT SHOWN BELOW.



CLICK THE **SEARCH**

ICON ON THE DASHBOARD, ENTER THE VENDOR #, THEN CLICK THE **ACCEPT**

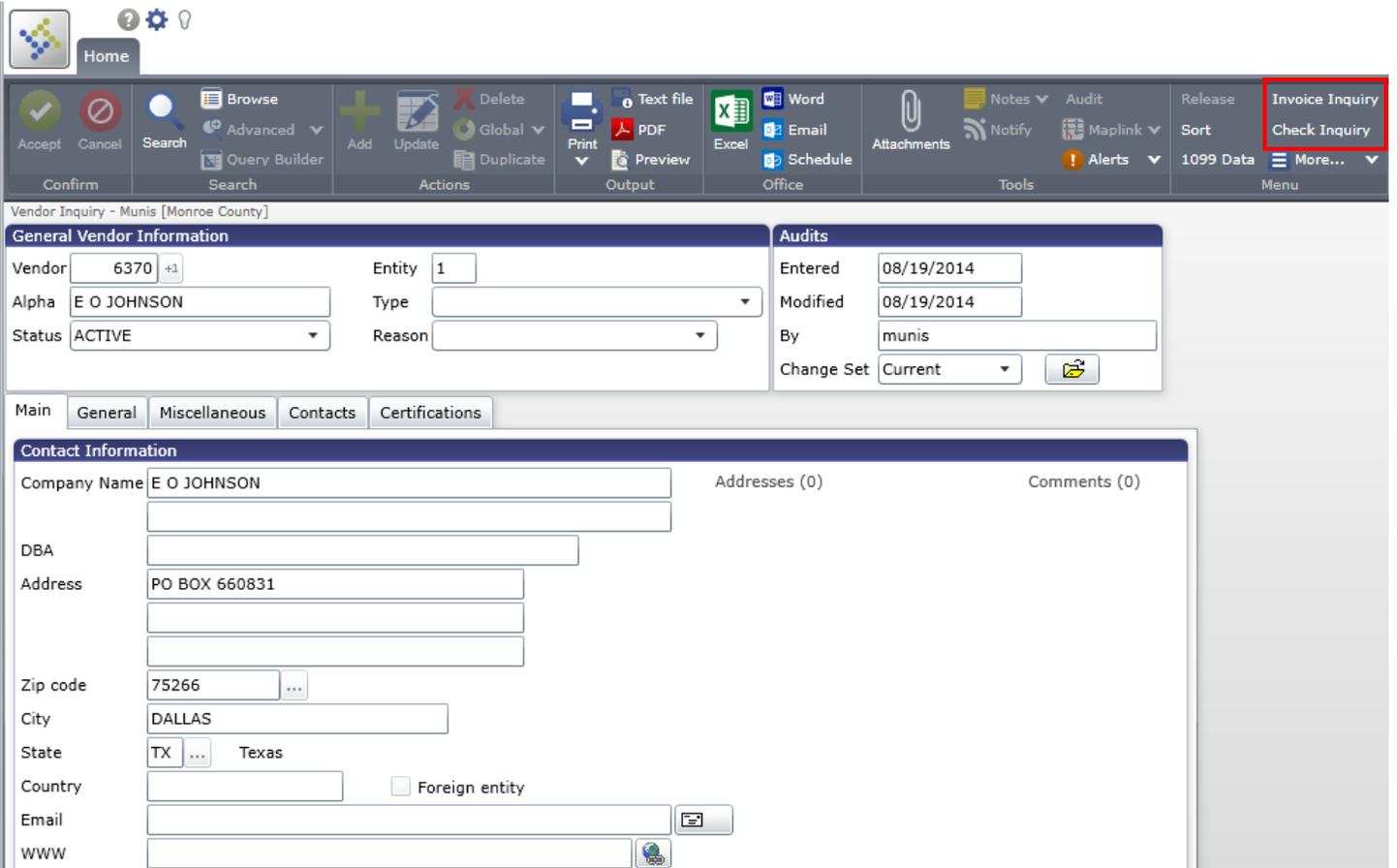
ICON.



YOUR SCREEN WILL APPEAR SIMILAR TO THAT SHOWN BELOW.

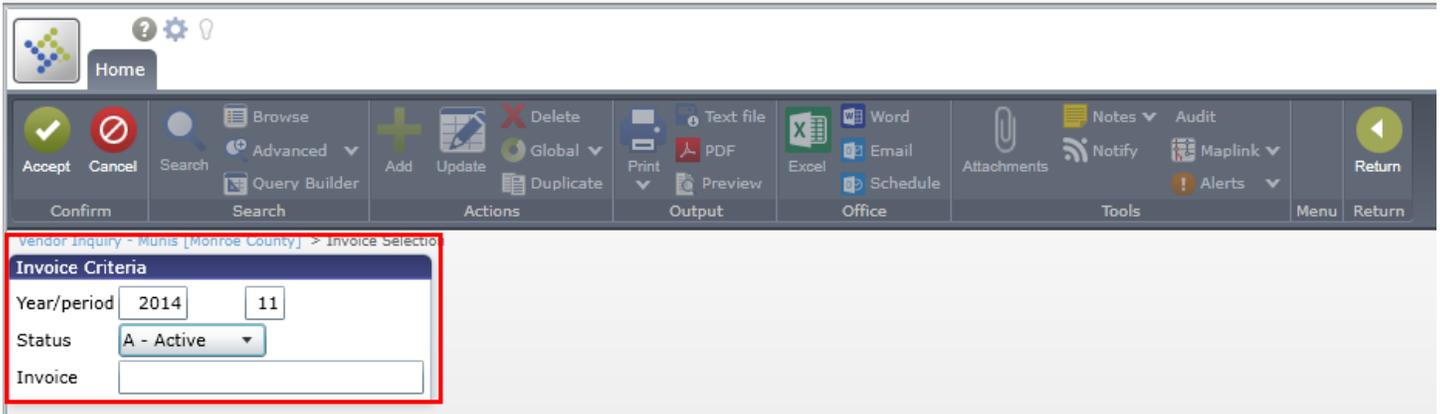
TO VIEW THE INVOICE, CLICK **INVOICE INQUIRY** ON THE DASHBOARD RIBBON.

TO VIEW THE CHECK, CLICK **CHECK INQUIRY** ON THE DASHBOARD RIBBON.

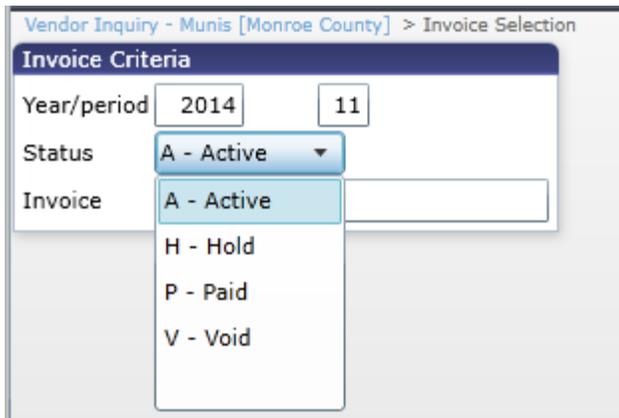


YOUR SCREEN WILL APPEAR SIMILAR TO THAT SHOWN BELOW.

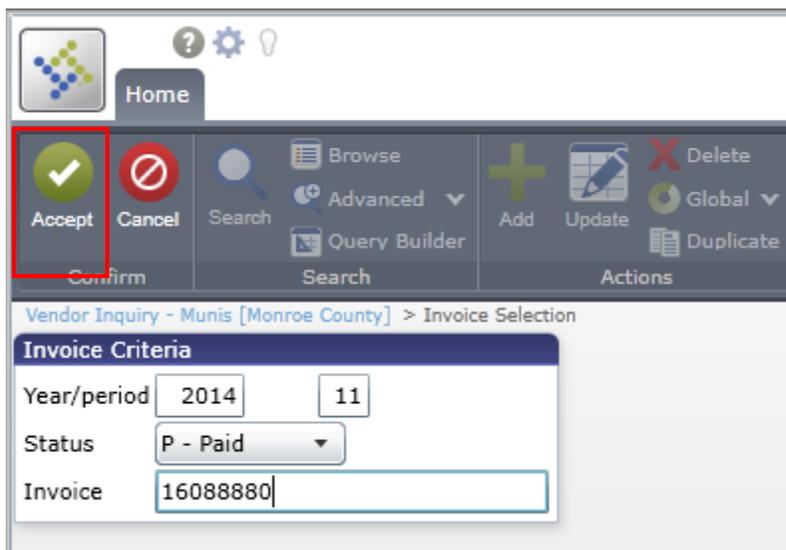
FROM THIS SCREEN YOU CAN DEFINE THE **YEAR/PERIOD** YOU WOULD LIKE TO SEARCH ON, THE **INVOICE STATUS** AND/OR THE **INVOICE #**.



BY CLICKING THE STATUS DOWN ARROW, YOU CAN DO AN OPEN SEARCH ON ALL INVOICES FOR THE VENDOR BASED ON THE INVOICE STATUS OF **ACTIVE, HOLD, PAID, VOID** OR **BLANK** FOR ALL.



TO VIEW AN INVOICE THAT HAS BEEN PAID SELECT 'P - PAID', TYPE IN THE INVOICE NUMBER AND CLICK ACCEPT.



YOUR SCREEN WILL APPEAR SIMILAR TO THAT SHOWN BELOW. MUCH OF THE INVOICE DETAIL IS DISCLOSED HERE.



TO VIEW THE INVOICE CLICK THE ATTACHMENTS ICON.

The screenshot shows a software interface for viewing an invoice. The top toolbar contains various icons, with the 'Attachments' icon (a paperclip) highlighted by a red box. Below the toolbar, the 'Invoice' form is displayed. The form includes fields for Invoice number (16088880), Year/per (2014, 11), Type (1 Invoice), Vendor (6370), Name (E O JOHNSON), and Remit (0). It also shows Cash Account (99900000, 111000), PO (14000856), and Contract. The main section of the form displays invoice details: Gross amt (439.84), Disc date, Disc basis (.00), Disc percent (.000), Net amount (439.84), Retainage (.00), Desc (MONTHLY LEASE HIGH SPEED SCANN), Status (P Paid), CHECK RUN (141121), Inv date (11/04/2014), Due date (11/20/2014), Work Order/Task, and Dept/Loc (71475). There are also checkboxes for 'Separate check', 'Include documentation', and 'PA applied'. A 'Details' button is located next to the Retainage field.

A DIALOG BOX SIMILAR TO THAT SHOWN BELOW WILL APPEAR. SELECT **AP INVOICE** OR **AP CHECK**, THEN CLICK **VIEW DOCUMENTS**.

The screenshot shows a 'Document Mappings' dialog box. It contains a table with two columns: 'Document Map Title' and 'Document Type'. The table has three rows: 'Generic Attachment' (Attachment (no searchable metadata)), 'AP Check (R)' (AP Check), and 'AP Invoice (R)' (AP Invoice). The 'AP Invoice (R)' row is highlighted in blue. Below the table, there are three buttons: 'View Documents' (highlighted with a red box), 'Show Counts', and 'Maintain'.

YOUR SCREEN WILL APPEAR SIMILAR TO THAT SHOWN BELOW.

ON THE LEFT MARGIN, YOU MAY ALSO SEE INDICATED THE **AP INVOICE**, THE **PURCHASE ORDER** AND/OR THE **AP CHECK**. YOU CAN CHANGE YOUR VIEW TO THOSE ATTACHMENTS BY CLICKING ON THEM.

Documents

Type Key 1 Key 2  
AP Invoice 16088880 6370

Related Documents  
Type Key 1 Key 2  
AP Check 1000320 Fil No  
Purchase Order 14000856 6370

**EOJOHNSON** *E.O. Johnson Co. Inc.*  
BUSINESS TECHNOLOGIES PO Box 660831  
Dallas, TX 75266-0831

Remittance Section  
Agreement Number: 105-0967052-000  
Invoice Number: 16088880  
Invoice Print Date: 11/04/2014  
Invoice Due Date: 11/29/2014  
Total Current Due: 439.84  
Total Past Due: 0.00  
Total Due: \$439.84

Return Service Requested  
Check here for change of address (see reverse for details)

Use enclosed envelope and make check payable to:  
E.O. Johnson Co. Inc.  
PO Box 660831  
Dallas, TX 75266-0831

ATTN: ACCOUNTS PAYABLE  
MONROE, COUNTY OF  
202 S K ST STE 1  
SPARTA WI 54656-2187

00010509670520000000000160888800000000000439846

Keep lower portion for your records - Please return upper portion with your payment

**EOJOHNSON** *E.O. Johnson Co. Inc.*  
PO Box 660831

Agreement Number: 105-0967052-000  
Invoice Number: 16088880  
Invoice Print Date: 11/04/2014

1/1

YOU CAN SCROLL THROUGH THE PAGES OF YOUR INVOICE DOCUMENT TO VIEW IT BY USING THE 1/1 ARROWS.

**AP CHECK VIEW:**

Documents

Type Key 1 Key 2  
AP Invoice 16088880 6370

Related Documents  
Type Key 1 Key 2  
Purchase Order 14000471 6370  
Purchase Order 14000856 6370  
AP Invoice 16065654 6370  
AP Invoice 16088880 6370

**MONROE COUNTY WISCONSIN**

**Monroe County**  
Finance Dept. A/P  
14345 County Hwy B, Room 2  
Sparta, WI 54656

Forwarding Service Requested

E O JOHNSON  
PO BOX 660831  
DALLAS, TX 75266

FIRST-CLASS MAIL  
U.S. POSTAGE PAID  
MAILED FROM  
ZIP CODE 54656  
PERMIT NO. 3

1 / 2 154% Find

**PURCHASE ORDER VIEW:**

**Purchase Order**

Fiscal Year 2014 Page 1 of 1

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.

Purchase Order # **14000856-00**

Delivery must be made within doors of specified destination.

**BILL TO**  
 AD1141  
 MONROE COUNTY ADMINISTRATOR  
 14345 COUNTY HWY B SUITE 3  
 SPARTA WI 54656

**SHIP TO**  
 INFO SYSTEMS MAINT & LICENSING  
 14301 CO HWY B A-21  
 SPARTA WI 54656

**VENDOR**  
 E O JOHNSON  
 PO BOX 660831  
 DALLAS TX 75266

Vendor Phone Number	Vendor Fax Number	Requisition Number	Delivery Reference	
		1133		
Date Ordered	Vendor Number	Date Required	Freight Method/Terms	Department/Location
11/19/2014	6370			INFO SYSTEMS MAINT & LICENSING

CLICK **CLOSE VIEWER**



TO EXIT VIEWING OF ATTACHMENTS.