

Checking the Payment Status of a Purchase Order

This walk-through will show shoppers how to:

- Determine if an invoice has been processed against their purchase order
- Determine if a payment document has been created for their invoice

Access the shopping cart in BUworks and click on the **Details** button

Display Shopping Cart:1000014120

Number 1000014120 Document Name JDWAN 08/09/2011 14:29 Status Approved Created On 08/09/2011 18:29

 Address data has changed - [Display Help](#)

[Edit](#) [Close](#) | [Print Preview](#) | [Refresh](#) [Copy](#) [System Information](#) [Create Memory Snapshot](#)

▼ General Data

Buy on Behalf Of: Approval Note

Name of Shopping Cart:

Header Data: [Values](#)

Default Settings: [Set Values](#)

Approval Process: [Display / Edit Agents](#)

Records Management: [Display](#)

Document Changes: [Display](#)

Commitment Documents: [Display](#)

▼ Item Overview

[Details](#) [Add Item](#) [Copy](#) [Paste](#) [Duplicate](#) [Delete](#) [Process All Items](#)

Line Number	Item Type	Product ID	Description	Product Category	Product Category Description
0001	Material		[2374500:1] HP Smart - Power adapter - 1	39121006	Power adapters or in

Click on the **Related Documents** tab

Details for item 1 [2374500:1] HP Smart - Power adapter - 1

[Item Data](#) [Account Assignment](#) [Notes and Attachments](#) [Delivery Address/Performance Location](#) [Sources of Supply / Service Agents](#) [Approval Process Overview](#) [Related Documents](#)

Identification

Item Type:

Product ID:

Description:

Product Category: Power adapters or in

Currency, Values, and Pricing

Order Quantity / Unit: EA each

Ordered Quantity / Unit: EA

Open Quantity / Unit: EA

Price / Currency: USD Price Unit

Not to Exceed Price:

Click on the purchase order number that has been generated for your shopping cart.

Details for item 1 [2374500:1] HP Smart - Power adapter - 1

Item Data | Account Assignment | Notes and Attachments | Delivery Address/Performance Location | Sources of Supply / Service Agents | Approval Process Overview | Related Documents

▼ History

View: United States Dollar

Document	Name	Document Number	Backend Document Number	Status	Date
Shopping Cart	[2374500:1] HP Smart - Power a	1000014120/1		Follow-on Document Created	08/09/2011
	Total				
Purchase Order	JDWAN 08/09/2011 14:29	8500003512/1	8500003512/1	Ordered	08/09/2011
	Total				
Invoice			2012/5105606451/1		09/13/2011
	Total				

Once you've accessed your purchase order, click on the **Details** button.

Display Purchase Order:8500003512

Purchase Order Number 8500003512 Purchase Order Type PO: Direct Ma

⚠ Address data has changed [Display Help](#)

Edit Close Print Preview Refresh Check Copy Complete

Overview Header **Items** Notes and Attachments Appro

▼ Item Overview

Details Add Item Copy Paste Duplicate Delete Undelete Prop

Line Number	Deleted	Item Type	Item Number	Product ID	Description
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Click on **Extended PO History**

Details for item 1 [2374500:1] HP Smart - Power adapter - 1

General Data | Prices and Conditions | Account Assignment | Notes and Attachments | Approval Preview | Related Documents | Delivery | **Extended PO History**

Order as Direct Material

▼ Basic

Identification Item Number: 1 Item Type: Material Product ID: Description: [2374500:1] HP Smart - Power adapter - 1 Product Category: Power adapters or in Catalog: SHI Contract / Item: 0 Complete Item on Saving: No Period of Performance:		Currency, Values, and Pricing Quantity / Unit: 1 EA (0 EA is equiv Gross Price / Per: 113.76 USD 1 EA Net Value: 113.76 USD Net Price: 113.76 USD Closeout Status: <input type="checkbox"/> Not to Exceed Price: <input type="checkbox"/> Not Separately Priced: <input type="checkbox"/> Acceptance at Origin: <input type="checkbox"/> Tax Code / Amount:	
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If a number is listed under the **Clearing Document**, then a payment has been created for the invoice.

Details for Item 1 [2374500:1] HP Smart - Power adapter - 1																	
General Data		Prices and Conditions		Account Assignment		Notes and Attachments		Approval Preview		Related Documents		Delivery		Extended PO History		User-Specified Status	
Send To Records Management																	
Item/Header > Description	ObjectID in Back-End	Document Date	Quantity	Base Unit	Value in FM area	Currency in FM area	Value	Currency	Accounting Document	Clearing Document							
Item 1 / [2374500:1] HP Smart - Power ad																	
▼ Total Value in Purchase Order			1	EA			113.76										
• Value in Purchase Order			1	EA			113.76										
▼ Total Invoice - Gross			1	EA			113.76	USD									
• Invoice - Gross	5105606451	08/19/2011	1	EA			113.76	USD	5105606451	2000082403							

Invoice #

Payment