

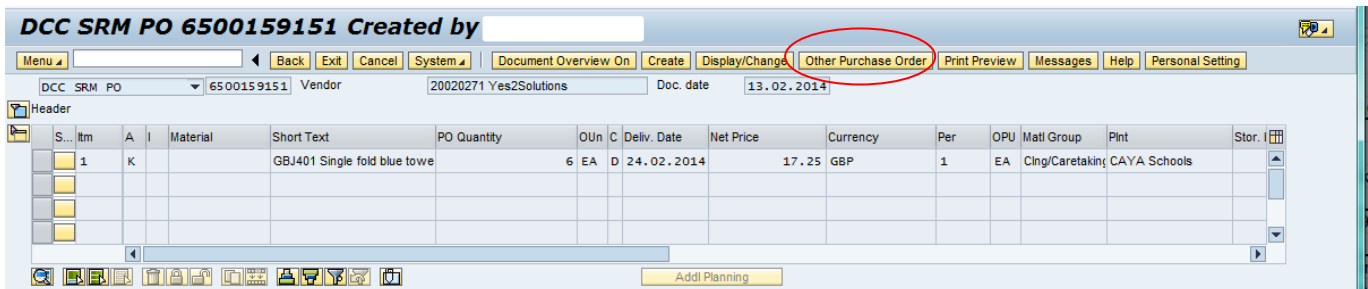
How to find out if an invoice has been paid (Purchase Order invoice)

- Go into transaction **ME23N**

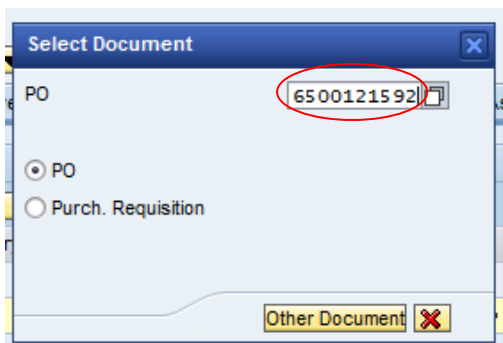


In order to find a Purchase Order...

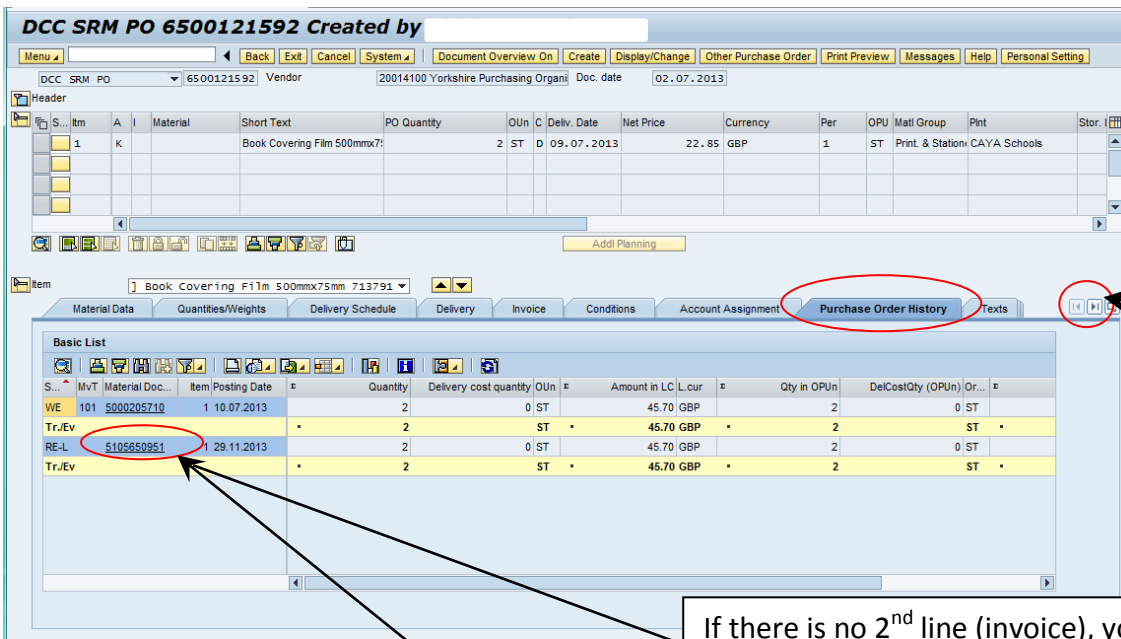
- Click Other Purchase Order



- Type in your Purchase Order number
- Press Enter



Check that you are displaying the Purchase Order History tab

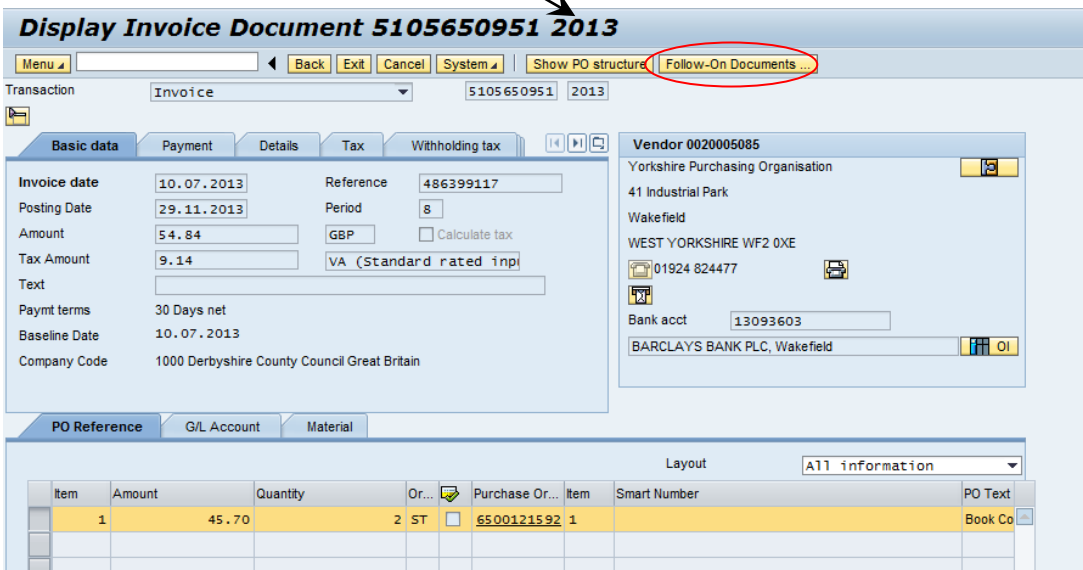


If you cannot see Purchase Order History tab you use the arrow buttons

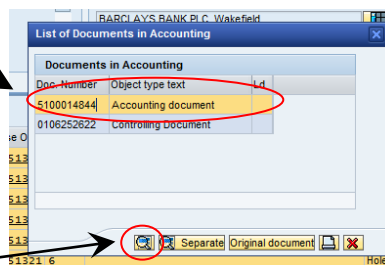
If Purchase Order History tab is not available, your goods have not been received

- Double click on the Invoice number

- Click Follow-On Documents



- Highlight Accounting document

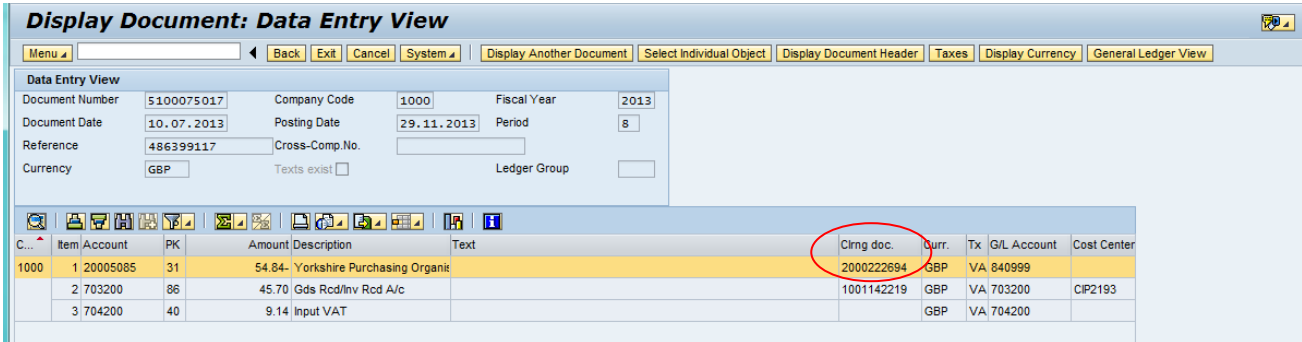


- Click Choose

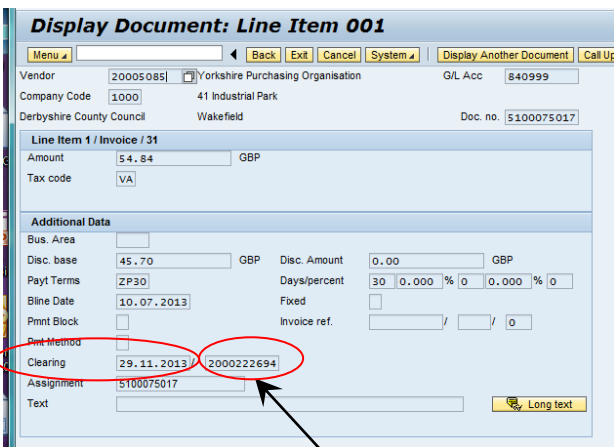
If there is a number starting with '2' in the Clearing Document box (top line) the invoice has been paid.

To see when the invoice has been paid...

- Double click on the Clearing Document Number



The date the invoice has been paid will be display as the Clearing date



To see how much was paid to the vendor on that day (in case your payment was part of a batch of payments)...

- Double click on the clearing document number

Your invoice payment is part of the BACS payment shown

