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Finding an Invoice
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By clicking on HOME (at the end of each training) you will return to the Table of Contents
Finding an Invoice in iProcurement

To find an invoice for a requisition that you have created you may search by the req number. For this example we will search for req #79951.

From the Requisitions tab please use the “Search” button to start the search.

Clear the search criteria and enter your req number and hit “Go”. Your searched requisition will appear on the screen. The PO number (Order number) will be on the right hand side. Click on the PO (Order #) to open the PO.

After clicking on the number you will see the PO screen. You are able to view invoices from this screen by several methods. You may click on the Actions drop down box to reveal the “View Invoices” option, select “View Invoice” and hit “Go”
You can view the Invoice by clicking on the invoiced amount in the “Summary” box in blue on the page.

The Invoice will be similar to this view:
Finding an Payment in iProcurement

To find an payment for a requisition that you have created you may search by the req number. For this example we will search for req #79951.

From the Requisitions tab please use the “Search” button to start the search.

Clear the search criteria and enter your req number and hit “Go”. Your searched requisition will appear on the screen. The PO number (Order number) will be on the right hand side. Click on the PO (Order #) to open the PO.

After clicking on the number you will see the PO screen. You are able to view invoices from this screen by several methods. You may click on the Actions drop down box to reveal the “View Payments” option, select “View Payments” and hit “Go”
You can view the Payment by clicking on the word “Paid” in the “Summary” box in blue on the page.

The Payment view will be similar to this view: