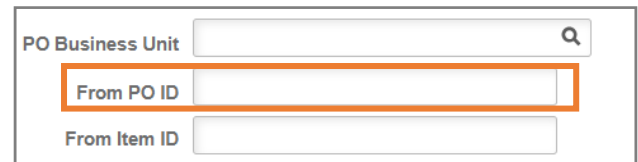# Invoice Search by Purchase Order

Accessing the status of all invoices for a PO

You can use the navigation page below to view the status of any type of voucher. This guide will concentrate on PO vouchers.

Finance WorkCenter > Accounts Payable > Vouchers Inquiry

Voucher Inquiry

1. Enter your PO number in the **From PO ID** field located midway down the page.

2. Click **Search**.

PO Business Unit		Q
From PO ID		
From Item ID		

Voucher Inquiry Results

| Voucher Details | Amounts | More Details | Supplier Details | ‖▶ |

Actions	Business Unit	Voucher ID	Invoice Number	Invoice Date	Supplier ID	Entry Status	Incomplete	Match Status	Short Supplier Name
▼Actions	UNCCH	50002570	LDUR1087518	09/18/2014	0000030890	Postable	☐	Not Applicable	ALSCO-001
▼Actions	UNCCH	50002601	LDUR1086447	09/16/2014	0000030890	Postable	☐	Not Applicable	ALSCO-001
▼Actions	UNCCH	50002615	LDUR1089897	09/25/2014	0000030890	Postable	☐	Not Applicable	ALSCO-001
▼Actions	UNCCH	50002627	LDUR1089851	09/25/2014	0000030890	Postable	☐	Not Applicable	ALSCO-001
▼Actions	UNCCH	50005101	LDUR1092325	10/02/2014	0000030890	Postable	☐	Not Applicable	ALSCO-001

The resulting list will include every invoice that has been entered against your PO. It will include invoice number, invoice date, supplier ID, as well as the amount. If an invoice has paid you will see amounts posted in the Gross Amount Paid and the Net Amount Paid. Under the Actions dropdown you can click Payment Information to view more details.

Note: Match exceptions will prevent any invoice from paying.