Finding Out If a Purchase Order Has Been Paid

Follow the instructions below to (1) find out if a particular purchase order has been paid or (2) generate a list of multiple unpaid purchase orders.

For more information about searching for documents and creating reports in BuyWays, refer to the job aids on the BuyWays Help page.

<table>
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<tr>
<th>Step</th>
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<tbody>
<tr>
<td>1.</td>
<td><strong>Log in to BuyWays</strong>&lt;br&gt;Navigate to UMass BuyWays and log in with your <strong>campus email user ID (firstname.lastname only)</strong> and <strong>password</strong>. Remember to select the Boston campus.&lt;br&gt;Click <strong>Login</strong>. &lt;br&gt;The BuyWays <strong>Home/Shop</strong> page will open.</td>
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| 2.   | **Go to the Advanced Search Page**  

Click on the **Orders and Documents icon** on the upper left side of the page.  

Click on **Search Documents**.

If the Simple Search appears by default, click on **Advanced Search**.
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| **3.** | **Enter the Purchase Order Number**  
At the top left corner of the Advanced Search page, click on the dropdown Search menu and select **Purchase Orders**.  

![Search](image)

[If you wish to create a report listing multiple purchase orders, skip to Step 7.]

Under Purchase Order Identification, enter your purchase order number, beginning with *B*.

![Purchase Order Identification](image)

<table>
<thead>
<tr>
<th>Purchase Order Number(s)</th>
<th>B000999999</th>
</tr>
</thead>
</table>
| **4.** | **Click** ![Go](image) .  
The purchase order information will be displayed in row and column format.  

![PO Information](image)
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<td>5.</td>
<td><strong>Display the Purchase Order</strong></td>
</tr>
<tr>
<td></td>
<td>Click on the purchase order number (PO No) link.</td>
</tr>
<tr>
<td></td>
<td>The purchase order will appear.</td>
</tr>
</tbody>
</table>
6. **Check the Payment Status**

Click on *Invoices* in the row of tabs at the top left of the window.

If you see a message that there are no invoices for this PO, the purchase order has not been paid.

**Note the Payment Status.**

If an invoice has been received, the **Payment Status** may be *Paid* or *Payable*.

If the status is **Paid**:

- Click on the *Voucher Number* link.

- The **Payment Information** section will give you the *check number* and *payment date*.

If the status is **Payable**:

- Look at the **Invoice Date**. The payment will be made 30 days from the Invoice Date.

If you wish to generate a list of unpaid purchase orders, continue to the next step.
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#### 7. Create a List of Unpaid Purchase Orders

To obtain a list of unpaid purchase orders, follow these steps. First, use the search criteria on the Advanced Search page to narrow the purchase orders in your search results.

**Examples**

- **For purchase orders created by a specific requisitioner:**
  - Locate the **Prepared By** field
  - Click on the ![Search](search_icon.png)
  - Enter the first and last names of the requisitioner and click on **Search**.
  - Click **Select** the requisitioner.
  - Click **Add Selected Users**.
  - Click **Close**.

- **For purchase orders created within a particular time period, use the Date field.**

- **For purchase orders sent to a particular vendor:**
  - Locate the **Vendor** field
  - Click on the ![Search](search_icon.png)
  - Enter the vendor's name in the **Supplier** field.
  - Click **Search**.
  - Click **Select**.
  - Click **Add Selected Suppliers**.

- **For purchase orders in a particular department, scroll down to Custom Fields and enter the Department ID.**

- **For purchase orders that will be paid from a particular pot of money, scroll down to Custom Fields and enter a Speedtype.**

Once you have entered all your search criteria, click **Go**.

The purchase orders matching your search criteria will be displayed.

In the search criteria panel to the left of the search results, look for **AP Status.**

- Click on **Open** to list purchase orders that have not yet been paid and may need your attention.
- Click on **Closed** to list purchase orders that have been paid.
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<tr>
<td><strong>AP Status</strong></td>
<td></td>
</tr>
<tr>
<td>Closed (23)</td>
<td></td>
</tr>
<tr>
<td>Open (2)</td>
<td></td>
</tr>
</tbody>
</table>

To view an individual purchase order, click on the purchase order number (**PO No**) link in the search results.

Refer to Step 6 above for instructions on how to view payment information.

### 8. Important Notes

- ✓ If you want an open purchase order to be closed, submit a Change Order Request.
- ✓ Never attach an invoice to a requisition. Send it directly to Accounts Payable in the Controller's Office.