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>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<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 password. Remember to select the Boston campus.&lt;br&gt;Click <strong>Login</strong>.&lt;br&gt;The BuyWays Home/Shop page will open.</td>
</tr>
<tr>
<td>2.</td>
<td><strong>Go to the Advanced Search Page</strong>&lt;br&gt;Click on the Documents icon on the upper left side of the page.&lt;br&gt;Click on <strong>Search Documents</strong>.</td>
</tr>
</tbody>
</table>

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

![Search menu with Purchase Orders selected](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.<br>

**Purchase Order Identification**

<table>
<thead>
<tr>
<th>Purchase Order Number(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>B000999999</td>
</tr>
</tbody>
</table>

| 4.   | Click ![Search icon](image).  

The purchase order information will be displayed in row and column format.

<table>
<thead>
<tr>
<th>PO No</th>
<th>Vendor</th>
<th>Creation Date/Time</th>
<th>Requisition No.</th>
<th>Requisitioner</th>
</tr>
</thead>
<tbody>
<tr>
<td>B0003</td>
<td>OFFICE MAX NORTH AMERICA</td>
<td>7/10/2015 9:50 AM</td>
<td>63854016</td>
<td>Catherine Hennessy</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 5.   | **Display the Purchase Order**  
Click on the purchase order number *(PO No)* link.  
The purchase order will appear. |
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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.
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
  - Enter the first and last names of the requisitioner and click on **Search**.
  - Click to **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
  - 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 **Search**.

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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<tbody>
<tr>
<td></td>
<td><strong>AP Status</strong></td>
</tr>
<tr>
<td></td>
<td>Closed (23)</td>
</tr>
<tr>
<td></td>
<td>Open (2)</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.