How do I find payments made against a **PO**?

Go to PeopleSoft Financials Production>Main Menu>Accounts Payable>Review Accounts Payable Info>Vouchers>Voucher

Select the New Orleans Business Unit (BU) you’re looking for in the “From Business Unit” data field

**LSUNO – BU for AP related PO vouchers/payments**

Enter the PO number in the **“From PO ID”** data field



Click Search

Click on the tabs to reveal more information regarding the payment or

Click the **Actions** hyperlink and choose from the dropdown menu to:

* View attachments- scanned invoices
* Review accounting entries
* Matching
* Payment information (payment reference number; for copies of checks, please contact General Accounting. For copies of EFT settlements, please contact AP)
* Voucher details
* Review document status



