Review Purchase Order Payment Status in UTShare

1. Main Menu > Purchasing > Purchase Orders > Review PO Information > Purchase Orders
2. PO ID: Enter PO number (i.e. PO0050000)

3. Search
4. Click on Document Status

Document Status

Business Unit: UTSA1
Document Date: 03/13/2018
Currency: USD
Buyer: generic buyer assignment ID

PO ID: PO0050000
Status: Compl
Document Type: Purchase Order
Merchandise Amt: 55.00
Budget Status: Valid

Associated Document

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<th>Business Unit</th>
<th>Document Type</th>
<th>DOC ID</th>
<th>Status</th>
<th>Document Date</th>
<th>Vendor ID</th>
<th>Location</th>
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<td>00037246</td>
<td>UTSA01</td>
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5. For additional payment information click on Voucher Doc ID