**Looking up payment status on a PO in BuyWays**

1. Enter the PO# in the top right of the search menu. Click on the arrow to search on other documents types (contract, document, supplier invoice, etc…)



1. Click on the invoices tab. It will list all of the invoices processed against the PO.



1. Look at the payment status field to see if the invoice has been paid.

**Payment statuses**

* Paid = invoice has been paid
* In process = the invoice is in workflow pending an action. It will not pay until the issue is addressed
* Payable= invoice will be paid when it reaches the 30 day payment terms



1. Click on the voucher hyperlink to review a copy of the invoice or see payment details.



1. Click on the hyperlink next to the invoice image to view the invoice. It’s on the top of the voucher page or it also may be reviewed in the “Notes/Attachments” section under “Internal Attachments. If there is no image check the voucher source on the page. If it says electronic there will not be an image available.



1. To review payment details scroll to the middle of the page to review payment date and check number



1. To review why an invoice is in process check the matching tab. It will show you if the invoice line exceeded system tolerance or if it’s pending a receipt from the department in BuyWays

