ME23N Invoice Lookup

TYPE IN ME23N. IF THE BOX IS NOT SHOWING CLICK
ME23N SCREEN - CLICK TO ENTER THE PO
INVOICE ENTRY APPEARS AS IR-L – CLICK TO SEE THE ENTRY (MIRO)

MIRO
CLICK FOLLOW ON DOCUMENTS THEN ACCOUNTING DOCUMENT TO VIEW IF THE INVOICE IS BLOCKED OR PAID.

DOUBLE CLICK THE VENDOR INFO
INVOICE BLOCKED OR PAID

PAYMENT BLOCK – THE INVOICE IS NOT PAID

PAYMENT METHOD – CLICK TO SEE THE TYPE
PAID INVOICES

PAID INVOICE – CLEARING DATE AND NUMBER

PAYMENT (6) ACH – DOUBLE CLICK CLEARING NUMBER TO SEE THE INVOICES ON THE PAYMENT

DROP DOWN CLICK (PAYMENT USAGE)

CHECK PAYMENT (1 OR 4)
Click the Environment then Check Information to view the check number.

Check Information – Number, Date paid, Amount and Date cashed.
CLICK ACCOMPANYING TO VIEW THE INVOICES PAID ON THE CHECK

<table>
<thead>
<tr>
<th>Bank details</th>
<th>Paying company code</th>
</tr>
</thead>
<tbody>
<tr>
<td>House bank</td>
<td>UC001</td>
</tr>
<tr>
<td>Account ID</td>
<td>79034</td>
</tr>
<tr>
<td>Bank name</td>
<td>JPMORGAN CHASE BANK, NA</td>
</tr>
<tr>
<td>City</td>
<td>13501 UTICA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Check information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Check number</td>
<td>11830836</td>
</tr>
<tr>
<td>Payment date</td>
<td>01/03/2020</td>
</tr>
<tr>
<td>Check encashment date</td>
<td>01/07/2020</td>
</tr>
<tr>
<td>Payment document no.</td>
<td>2006016077</td>
</tr>
<tr>
<td>Currency</td>
<td>USD</td>
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<tr>
<td>Amount paid</td>
<td>87.30</td>
</tr>
<tr>
<td>Cash discount amount</td>
<td>0.00</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Check recipient</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>FIRST CHOICE COFFEE SERVICES</td>
</tr>
<tr>
<td>City</td>
<td>BALTIMORE</td>
</tr>
</tbody>
</table>

NOTES