

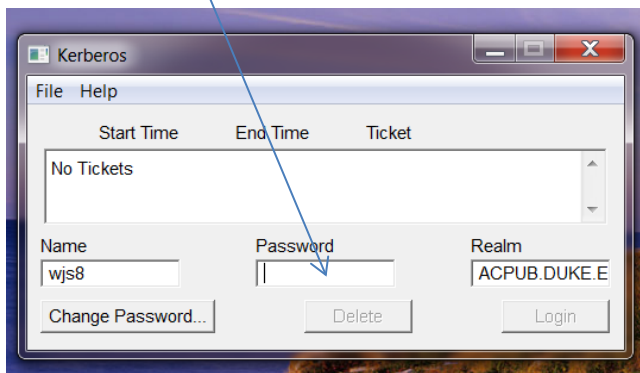
# Project Manager: How to check status of PO and Payments

Logon To R/3:



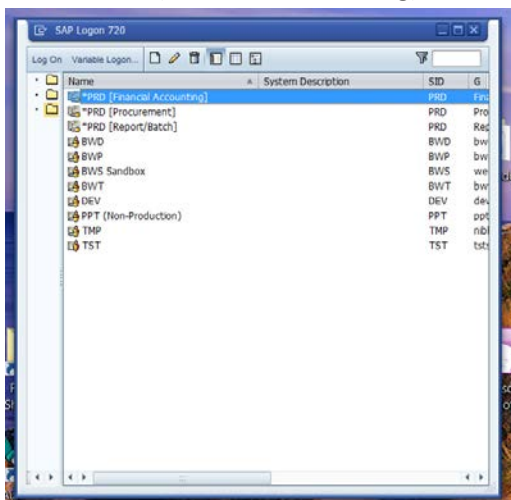
Double click on Icon

Enter password



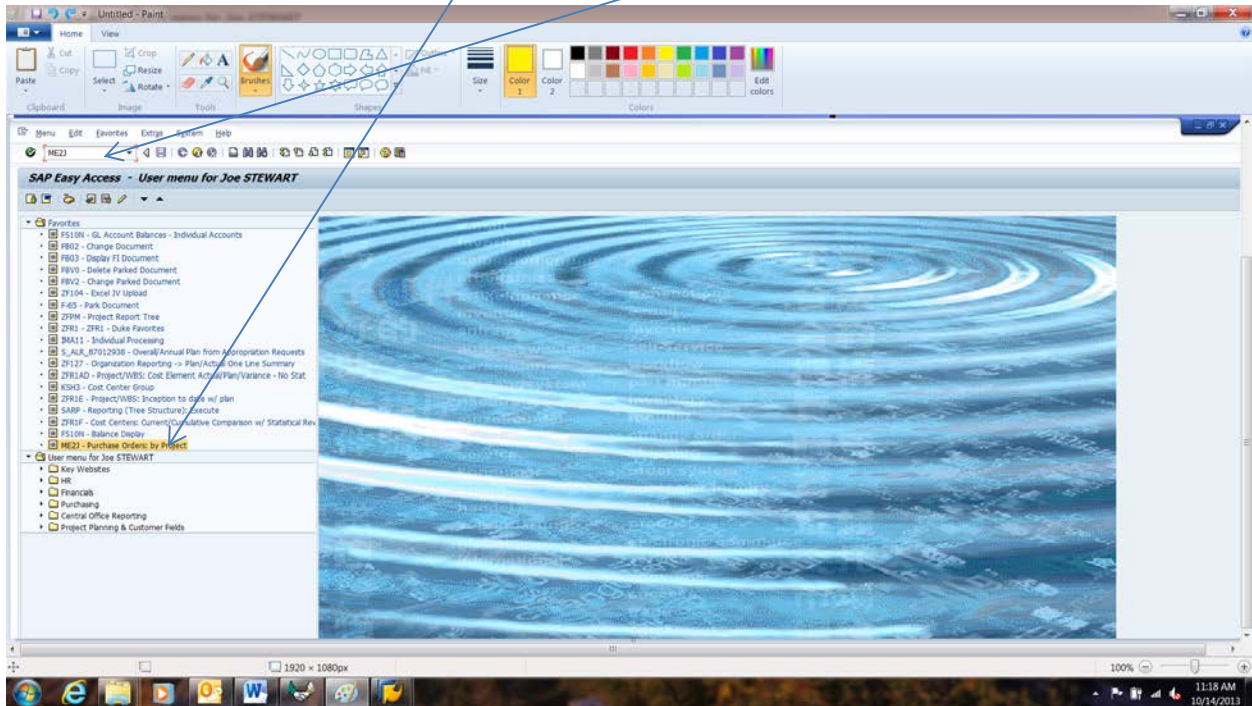
Double Click Icon

Double Click on PRD (Financial Accounting)



## Check Status of Purchase Orders by Project:

Either double click on "ME2J" in your favorites, or enter "ME2J" on the tool bar and click on green check mark.



Enter WBS example 7229064 and click on green check mark.

**Purchasing Documents per Project**

DB profile DB profile Status

Project Management Selections (DB profile: 000000000001)

Project

WBS Element  to

Network/order  to

Activity  to

Additional WBS element criteria

Level  to

Additional criteria for purchasing documents

Purchase order  
 Contract  
 Sch. Agmt

Purchasing organization  to

Scope of list

Selection parameter  to

Document type  to

Purchasing group  to

Plant  to

Item category  to

Account assignment category  to

Delivery date  to

Validity key date

Range to

Document no.  to

Vendor  to

Delivering plant  to

Material  to

Select the Purchase Order to research by double clicking on PO number

PO	Type	Vendor	Name	PGp	Order Date		
Item	Material		Short Text		Mat. Group		
D I A Plnt SLoc			Order Qty	Un	Net Price	Curr.	per Un
	Still to be invoiced			0 LE	0.00	USD	0.00 %
4880002837	CFA	90546	LECHASE CONSTRUCTION			QDZ	06/06/2011
00013			130 Bldg Syst - Gen Constr				822
B X DUKE				1 LE	60,000.00	USD	1 LE
	WBS Element 7229064						
	Still to be delivered			0 LE	0.00	USD	0.00 %
	Still to be invoiced			0 LE	0.00	USD	0.00 %
4880002895	CFA	104241	PFEIFFER PARTNERS ARCHITECTS INC			QDZ	07/20/2011
00007			070-Consult Serv-Constr				804
B X DUKE				1 LE	1,971,750.00	USD	1 LE
	WBS Element 7229064						
	Still to be delivered			0 LE	0.00	USD	0.00 %
	Still to be invoiced			1 LE	64,734.17	USD	3.28 %
00010			100-Reimbursables-Feas				804
B X DUKE				1 LE	187,000.00	USD	1 LE
	WBS Element 7229064						
	Still to be delivered			0 LE	0.00	USD	0.00 %
	Still to be invoiced			1 LE	71,478.01	USD	38.22 %
4880003004	CFA	84547	SYSTEM WORCX LLC			PG1	11/18/2011
00001			010-Consult Serv-Con Dsgn				804
B X DUKE				1 LE	59,700.00	USD	1 LE
	WBS Element 7229064						
	Still to be delivered			0 LE	0.00	USD	0.00 %
	Still to be invoiced			1 LE	11,940.00	USD	20.00 %
00010			100-Reimbursables-Feas				804
B X DUKE				1 LE	6,000.00	USD	1 LE
	WBS Element 7229064						
	Still to be delivered			0 LE	0.00	USD	0.00 %
	Still to be invoiced			1 LE	6,000.00	USD	100.00 %
4880003017	CFA	119979	EEC INC			PG1	12/27/2011

Select Line item and then select graph bar

Purchase Order Edit Header Item Environment System Help

Display Purchase Order : Item Overview

Purchase Order: 4880002895 Order Type: CFA Purchase Order History (Ctrl+F12)

Vendor: 104241 PFEIFFER PARTNERS ARCHITECTS I Currency: USD

Item	I	A	S	L	Short Text	Plnt	Mat. Grp	Total Value of ...	Exp. Value	Overall Limit	N Limits Act. Val.	Deliv. Date	Material	PO Quantity	O...C	Net Price	Per
1	B	X			010-Consult Serv-Con Dsgn	DUKE	804	0.00	0.00	0.00	0.00	09/28/2001			1LE	D	0.001
2	B	X			020-Consult Serv-Feas	DUKE	804	0.00	0.00	0.00	0.00	09/28/2001			1LE	D	0.001
3	B	X			030-Consult Serv-Schem Dsgn	DUKE	804	0.00	0.00	0.00	0.00	09/28/2001			1LE	D	0.001
4	B	X			040-Consult Serv-Dsgn Dev	DUKE	804	0.00	0.00	0.00	0.00	09/28/2001			1LE	D	0.001
5	B	X			050-Consult Serv-Contr Docs	DUKE	804	0.00	0.00	0.00	0.00	09/28/2001			1LE	D	0.001
6	B	X			060-Consult Serv-Bids	DUKE	804	0.00	0.00	0.00	0.00	09/28/2001			1LE	D	0.001
7	B	X			070-Consult Serv-Constr	DUKE	804	0.00	1,971,750.00	1,971,750.00	1,907,015.83	07/20/2011			1LE	D	1,971,750.001
8	B	X			080-Consult Serv-Closeout	DUKE	804	0.00	0.00	0.00	0.00	09/28/2001			1LE	D	0.001
9	B	X			090-Reimbursables-Con Dsgn	DUKE	804	0.00	0.00	0.00	0.00	09/28/2001			1LE	D	0.001
10	B	X			100-Reimbursables-Feas	DUKE	804	0.00	187,000.00	187,000.00	115,521.99	07/20/2011			1LE	D	187,000.001
11	B	X			110-Reimbursables-Schem	DUKE	804	0.00	0.00	0.00	0.00	09/28/2001			1LE	D	0.001
12	B	X			120-Reimbursables-Dsgn Dev	DUKE	804	0.00	0.00	0.00	0.00	09/28/2001			1LE	D	0.001
13	B	X			130-Reimbursables-Contr Docs	DUKE	804	0.00	0.00	0.00	0.00	09/28/2001			1LE	D	0.001
14	B	X			140-Reimbursables-Bids	DUKE	804	0.00	0.00	0.00	0.00	09/28/2001			1LE	D	0.001
15	B	X			150-Reimbursables-Constr	DUKE	804	0.00	0.00	0.00	0.00	09/28/2001			1LE	D	0.001
16	B	X			160-Reimbursables-Closeout	DUKE	804	0.00	0.00	0.00	0.00	09/28/2001			1LE	D	0.001

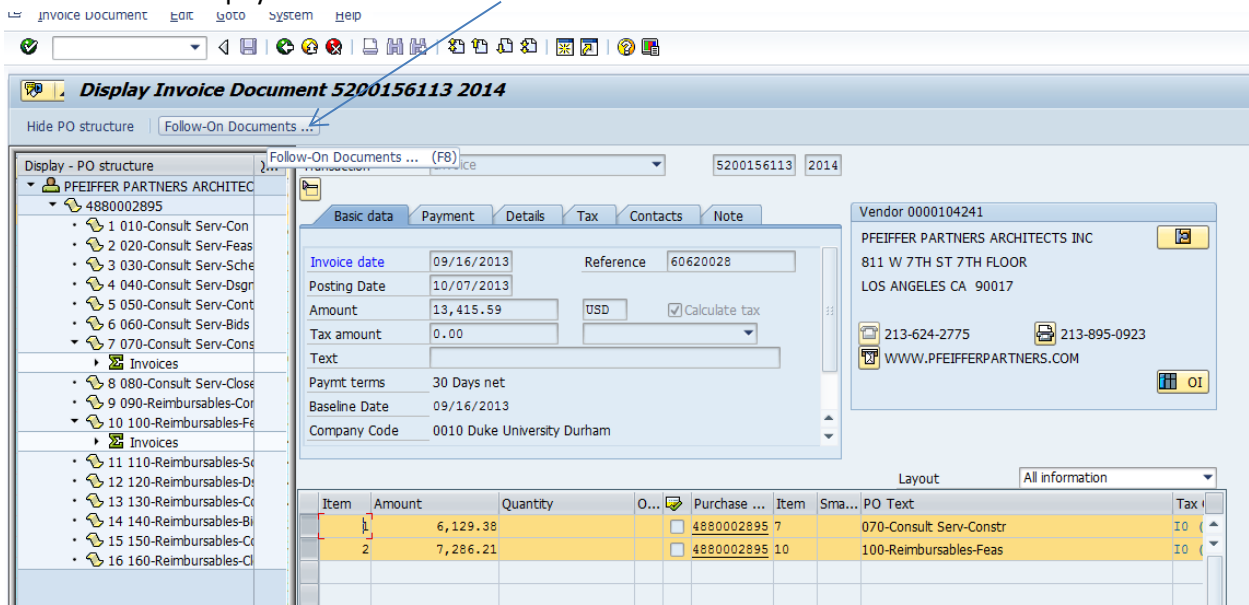
The above selections will generate pay app history on the PO. Select an individual pay app for more detail.

List Edit Goto System Help

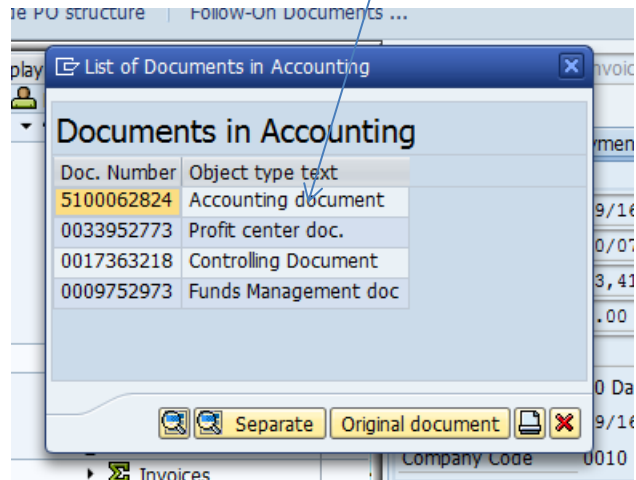
PO History for Purchase Order 4880002895 Item 00007

Sh. Text	Material Document	Item	MvT	Posting Date	Σ Quantity	OUn	Tr./Ev.	Σ	Amount	Crcy	Company Code	Reference
IR-L	<a href="#">5200156113</a>	1		10/07/2013			Invoice receipt		6,129.38	USD	0010	
IR-L	<a href="#">5200096855</a>	1		09/05/2013			Invoice receipt		3,767.51	USD	0010	
IR-L	<a href="#">5200096856</a>	1		09/05/2013			Invoice receipt		3,580.00	USD	0010	
IR-L	<a href="#">5200027652</a>	1		07/24/2013			Invoice receipt		19,212.50	USD	0010	
IR-L	<a href="#">5200027782</a>	1		07/24/2013			Invoice receipt		7,160.00	USD	0010	
IR-L	<a href="#">5200012007</a>	1		07/15/2013			Invoice receipt		27,750.88	USD	0010	
IR-L	<a href="#">5200012010</a>	1		07/15/2013			Invoice receipt		10,740.00	USD	0010	
IR-L	<a href="#">5200551707</a>	1		06/05/2013			Invoice receipt		2,864.00	USD	0010	
IR-L	<a href="#">5200551711</a>	1		06/05/2013			Invoice receipt		34,533.75	USD	0010	
IR-L	<a href="#">5200515137</a>	1		05/15/2013			Invoice receipt		29,752.50	USD	0010	
IR-L	<a href="#">5200498239</a>	1		05/06/2013			Invoice receipt		23,628.00	USD	0010	
IR-L	<a href="#">5200467857</a>	1		04/22/2013			Invoice receipt		1,030.00	USD	0010	
IR-L	<a href="#">5200467858</a>	1		04/22/2013			Invoice receipt		1,664.00	USD	0010	
IR-L	<a href="#">5200456103</a>	1		04/15/2013			Invoice receipt		28,756.25	USD	0010	
IR-L	<a href="#">5200456107</a>	1		04/15/2013			Invoice receipt		23,628.00	USD	0010	
IR-L	<a href="#">5200379522</a>	1		03/01/2013			Invoice receipt		25,887.50	USD	0010	
IR-L	<a href="#">5200379533</a>	1		03/01/2013			Invoice receipt		1,055.00	USD	0010	
IR-L	<a href="#">5200335595</a>	1		02/06/2013			Invoice receipt		25,281.25	USD	0010	
IR-L	<a href="#">5200268446</a>	1		12/26/2012			Invoice receipt		1,091.00	USD	0010	
IR-L	<a href="#">5200265237</a>	1		12/21/2012			Invoice receipt		28,381.25	USD	0010	
IR-L	<a href="#">5200237257</a>	1		12/05/2012			Invoice receipt		1,636.50	USD	0010	
IR-L	<a href="#">5200235785</a>	1		12/04/2012			Invoice receipt		27,975.00	USD	0010	
IR-L	<a href="#">5200189183</a>	1		11/05/2012			Invoice receipt		26,887.50	USD	0010	
IR-L	<a href="#">5200189267</a>	1		11/05/2012			Invoice receipt		2,727.50	USD	0010	
IR-L	<a href="#">5200189268</a>	1		11/05/2012			Invoice receipt		1,055.00	USD	0010	
IR-L	<a href="#">5200189269</a>	1		11/05/2012			Invoice receipt		1,030.00	USD	0010	
IR-L	<a href="#">5200189270</a>	1		11/05/2012			Invoice receipt		6,656.00	USD	0010	
IR-L	<a href="#">5200150416</a>	1		10/11/2012			Invoice receipt		30,617.50	USD	0010	
IR-L	<a href="#">5200143701</a>	1		10/08/2012			Invoice receipt		3,273.00	USD	0010	
IR-L	<a href="#">5200086931</a>	1		09/04/2012			Invoice receipt		8,440.00	USD	0010	
IR-L	<a href="#">5200086937</a>	1		09/04/2012			Invoice receipt		27,230.63	USD	0010	
IR-L	<a href="#">5200085188</a>	1		08/31/2012			Invoice receipt		8,320.00	USD	0010	

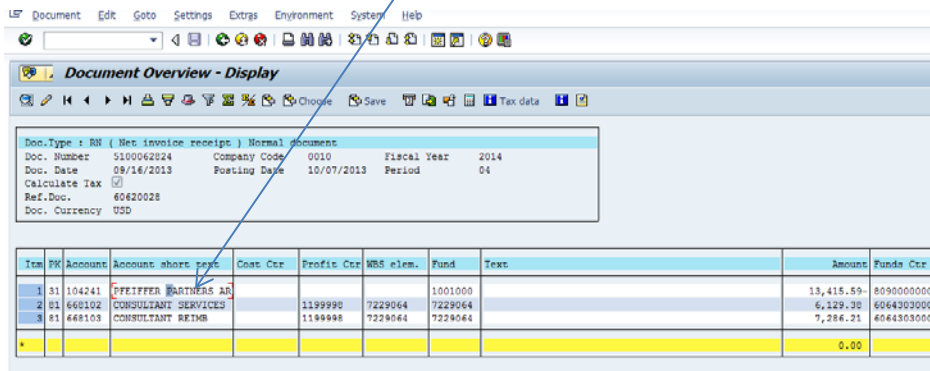
To check status of payment: Select follow-on documents



Double click on accounting document



Double click on vendor name (top line)



Select "Environment" and then "Check Information."

The screenshot shows the 'Display Document' window with the 'Environment' menu open. The 'Check Information' option is highlighted. The background window displays document details for Vendor 104241 (PFEIFFER), Company Code 0010, and Line Item 1 / Invoice / 31 with an amount of 13,415.59.

Note: Check information. Duke will often cut one check for multiple invoices – Hence the check amount and your pay app may not match.

The screenshot shows the 'Display Check Information' window. It displays the following details:

- Paying company code:** 0010
- Payment document no.:** 3003921968
- Bank details:**
  - House Bank: WACHO
  - Account ID: AP
  - Bank name: WELLS FARGO BANK
  - City: MINNEAPOLIS
  - Bank Key: 053101561
  - Bank Account: 2079900550935
- Check information:**
  - Check number: 5500744663
  - Payment date: 10/11/2013
  - Check encashment: [Empty]
  - Currency: USD
  - Amount paid: 88,425.29
  - Cash discount amount: 0.00
- Check recipient:**
  - Name: PFEIFFER PARTNERS ARCHITECTS INC
  - City: LOS ANGELES
  - Payee's country: US
  - Regional code: CA