Vendor Payment Status

Options outlined below to find the vendor payment status. For assistance, please call your section fiscal liaison.

**Option One**

Look up the P.O.#

The Look-up Path: Peoplesoft > Purchasing > Purchase Orders > Review PO Information > Document Status

**Step Two:**

Below is an example of a payment to the vendor. For more information about the type of payment and payment amount click on the blue link next to the payment.

![Example Payment](image1)

In the example below, see the reference ID, payment method (check), and amount. The other tabs give additional information such as vendor ID.

![Payment Details](image2)

To find a copy of the invoice and other details such as if there is a hold on the payment click on the voucher ID #.
In the example below, view the voucher (View Invoice), see what chartfield it was entered under (Detail Lines), and review payment information or holds on payment (Payment Information). If the amount is over $3,000 an additional approval is needed by the unit, to find out who is in the pending approval status (Workflow History Inquiry).

Path: Accounts Payable > Review > Vouchers

Option Two

Track the status of a payment request via the Paid and Unpaid Vouchers reports on eReports.