

**New World  
Invoice Look-Up  
Instructions**

## Step 1 – PO Inquiry

Click on **Financial Management** then **inquiry** then **purchase order**. Enter the **PO number** in the **PO search field** and click **go**. Scroll down and click on **Accounts Payable Invoices** as seen below. If invoices have been paid they will display in this section. If you know the **PO number** you only need step 1.

Purchase Order Inquiry - 2017-00000006 - Department 2017 Printer Charges

Purchase Order: 6  
Type: [Dropdown]  
Go Reset

**Purchase Orders**

- 2015-00000006 - SLI Camp Snacks
- 2016-00000006 - Sunburst Digital - Instr - 2016
- 2017-00000006 - Department 2017 Printer Charges
- Documents
- 2018-00000006 - Science Companion Books

**General**

Department: Finance Department  
Vendor: 84871 - Toshiba Business Solutions Michigan  
Status: Complete  
Contact Name: Toshiba Business Solutions Michigan  
Purchasing Address: 37987 Interchange Dr  
City: Farmington Hills  
State: MI  
Zip Code: 48335-0000  
Email Address: [Blank]

**Totals**

Total Cost	\$92,205.00
Amount Voided	\$0.00
Amount Expensed	\$111,259.74
Amount Encumbered	\$0.00
Amount Discounted	\$0.00
Amount Remaining	\$0.00

**Dates**

G/L Date: 07/01/2016  
Deliver by Date: [Blank]  
Printed Date: 05/24/2016  
Expiration Date: [Blank]  
Completed/Void Date: 06/30/2017

**Miscellaneous**

Change Counter No.: 1  
Type: Blanket  
Form Type: STD  
Bill To Location: Finance Department  
Assigned to Buyer: [Blank]  
Description: Department 2017 Printer Charges  
Resolution Number: [Blank]  
Message: [Blank]  
Soft Close Method: Close PO no carry over  
Soft Close Date: 06/30/2017

**Detail**

**Transactions**

**History**

**Approvals**

**Receipt of Goods**

**Accounts Payable Invoices** Show Detail

Invoice Date	Status	Vendor	Invoice Number	Description	Amount	PO Amount
07/25/2016	Paid	Toshiba Business Solutions Michigan	12955514	Department 2017 Printer Charges	\$6,056.97	\$6,056.97
08/11/2016	Paid	Toshiba Business Solutions Michigan	13003278	Department 2017 Printer Charges	\$2,081.96	\$2,081.96
09/28/2016	Paid	Toshiba Business Solutions Michigan	13113758	Department 2017 Printer Charges	\$6,946.51	\$6,946.51
12/27/2016	Paid	Toshiba Business Solutions Michigan	13327657	Department 2017 Printer Charges	\$9,612.45	\$9,612.45

## Step 2 – Vendor Inquiry Do not Know PO Number

Click on **Financial Management**, **Inquiry**, and then **Vendor**. Enter the **vendor name or number** as shown below and click **go**. Click on **Purchase order** folder to see all PO entered. Click on **PO number**, which will bring up the screen shot above. Click **show details** on the **accounts payable Invoices** line as shown above.

**new world** Ann Arbor Public Schools

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Vendor Inquiry - 73525 - SAS Institute Inc.

Last Name/Business: sas institute  
Number: [Blank]  
Go Reset

**Vendors**

- 73525 - SAS Institute Inc.
- Documents
- User Defined
- Invoices
- Receipt of Goods
- Checks
- 1099 History
- Purchase Orders
- Bids

**Purchase Orders** From: 08/16/2016 To: 08/16/2017 Group By: <ALL> Open POs Only: [ ]

#	Amount	Expensed	Encumbered
Edit 0	\$0.00	\$0.00	\$0.00
Open 0	\$0.00	\$0.00	\$0.00
Complete 1	\$4,439.00	\$4,439.00	\$0.00
<b>Total 1</b>	<b>\$4,439.00</b>	<b>\$4,439.00</b>	<b>\$0.00</b>
Canceled 0	\$0.00	\$0.00	\$0.00
Voided 0	\$0.00	\$0.00	\$0.00

Status	Number	Description	Type	G/L Date	Amount	Expensed	Encumbered	Attachments
Complete	2018-00000001	SAS Renewal	Standard	07/03/2017	\$4,439.00	\$4,439.00	\$0.00	

If you have any questions, please feel free to call either **Kayleen Krahn** at **5-1282** or **Linda Newton** at **5-1248**.