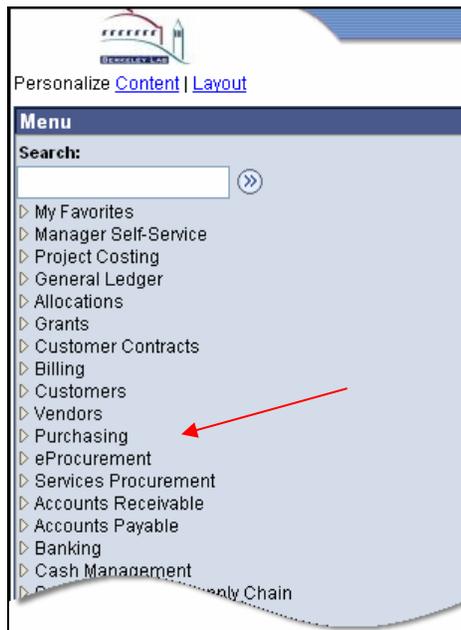


## FMS Tip # 12

### Determining the Status of an Invoice

If you are trying to determine whether or not an invoice has been paid, you can use FMS to find this information.

1. Logon to FMS (<http://fms/fmsprd>)
2. Click on the **Purchasing** link.



3. Click on the **Purchase Orders** link.



- Click on the **Activity Summary** link

Main Menu > Purchasing >

### Purchase Orders

Add, maintain, and dispatch purchase orders.

- Purchase Orders**  
View purchase order information.
- Activity Summary**  
View receiving, invoicing, and matching activities for selected purchase orders. *(Red arrow points to this link)*
- PO Accounting Entries**  
View accounting entries in the Commitment Control ledger activity log.

- Enter the purchase order number in the **PO Number** field and click the **Search** button.\*\*

**Note:** This would be a good place to create a favorite link by clicking on the Add to Favorites link at the top of the screen.

### PO Activity Summary

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Business Unit:** = [v] LBNL [m]

**PO Number:** begins with [v] 6702413 *(Red arrow points to this field)*

**Purchase Order Date:** = [v] [c]

**Purchase Order Reference:** begins with [v]

**Vendor ID:** begins with [v] [m]

Case Sensitive

**Search** **Clear** [Basic Search](#) [Save Search Criteria](#)

- Click the **Invoice** tab.

### Activity Summary

**Unit:** LBNL **PO Status:** Dispatched  
**PO ID:** 6702413 **Vendor:** BECKMAN COULTER INC

Lines Customize | Find | View All | [grid] First 1-2 of 2 Last

**Details** | Receipt | Invoice | **Matched** | RTV

Line	Item	Item Description	UOM	Order Qty	Amount Ordered	Currency	Amount Only
1	[m]	First year extended warranty o	EA	1.0000	1300.000	USD	[checkbox]
2	[m]	Avanti J-25 high performance c	EA	1.0000	20000.000	USD	[checkbox]

\* If you get no results check the purchase order number. If it is correct and you still get no results, it indicates the purchase order is closed and all payments have been made.

7. Click on the **Invoice** icon.

**Activity Summary**

**Unit:** LBNL                      **PO Status:** Dispatched  
**PO ID:** 6702413                **Vendor:** BECKMAN COULTER INC

**Lines**                      Customize | Find | View All | First 1-2 of 2 Last

Line	Item	Item Description	UOM	Quantity Invoiced	Amt Invoiced	Currency
1		<a href="#">First year extended warranty o</a>	EA	2.00	1282.950	USD
2		<a href="#">Avanti J-25 high performance c</a>	EA	2.00	19837.000	USD

8. Click the **Voucher** (Invoice) number

**Unit:** LBNL                      **PO No.:**6702413                      **Line** 1                      **Item ID**

**Invoice**                      Customize | Find | View All | First 1-2 of 2 Last

Sched Num	AP Unit	Voucher	Line	Quantity Invoiced	Amount Invoiced
1	LBNL	<a href="#">00112981</a>	1	1.00	1300.000
1	LBNL	<a href="#">00112981</a>	2	1.00	-17.050

9. Click on the **Payment Information** link (near the bottom of the screen)

**Voucher Inquiry Results**

**Voucher Details**    More Details

Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Short Vendor Name	Vendor Loc	Voucher Style	Detail Lines	Payment Information	Transaction Currency
LBNL	00112981	623638FT02	10/30/2002	0000005099	BECKMAN COULTE	1	Regular			USD

10. The payment status is displayed.

Back To Voucher Inquiry

**Business Unit:** LBNL                      **Voucher ID:** 00112981                      **Invoice Number:** 623638FT02  
**Vendor Name:** BECKMAN COULTER INC                      **Vendor Location:** 1  
**Gross Invoice Amount:** 1,282.95                      **Transaction Currency:** USD

**Details**                      Customize | Find | View All | First 1 of 1 Last

Bank SetID	Bank Code	Bank Account	Payment Reference ID	Applied Business Unit	Applied Voucher ID	Payment Date	Payment Amount	Payment Currency	Voucher Paid Amount	Payment Status
LBNL	UBC	UBCM	409316			03/04/2003	16,482.95	USD	1,282.95	Paid