Invoice Lookup

Steps within EBS

Go to: Main Menu > Custom Document Searches > Purchasing/Accounts Payable > Payment Requests

1. In the Document Lookup screen, click in the Invoice Number text box and enter the invoice number.

2. Enter as many other parameters as possible to refine and compact the search.

3. Once all search parameters are completed, click the search button. The search results will appear at the bottom of the screen.

4. Click on a document number in the Document/Notification Id column.

5. In the Payment Request screen, click on the show button to open the View Related Documents tab. Here you can access and view other documents related to the invoice.