



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.