PMM INVOICE LOOKUP

To lookup an invoice in PMM:

1) Open PMM.
2) Double click on the “Invoice Matching” icon.
3) Enter your user name and password.
   The “Invoice Matching” screen will display.

4) Click on the “Query” tab.
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5) To start your search, click on the drop down arrow by the “Where field” box to narrow down your search.

6) To search by PO number, choose PO number in the drop down, tab to the “Begins with value” field, enter the PO number using capital letters. Tab again to the “created after” field and delete the date. Click the Search button.

7) To view the invoice, double click on the invoice. The invoice will appear.
Note: Due to the fact that A/P has not issued checks yet, the payment information is not available. Here are two possible locations payment information might be located:

8) Click on the “Info” tab and select payment

Click cancel to exit this screen.  Or

9) Click on the “Info” tab and select check

Click cancel to exit this screen.
10) To exit the invoice, click on the “Open Invoice” button located on the left end of the task bar. The query screen reappears.

You can also obtain the status of an invoice from the Query screen by looking at the “Status” column.

Matched -------- A/P has approved the invoice for payment or has already issued a check.
Discrepant------ A/P is unable to pay invoice for a particular reason(s)
Draft ------------ A/P has just started to view the invoice and will come back to it later.
Pending Receipts-The PO needs to be received in before it can be approved for payment.
Approved ------- Was discrepant, now approved. A/P to review the invoice and attempt to match it.
Matched not interfaced— A/P has not approved it for payment yet.