

Did you forget to pay a PO using the CHECK REQUEST/GENERATE FROM PO button?

Normally you would go to **Check Request** ★

And then click on **Generate from PO**

And make a payment against that PO or pay the entire PO at which time you would mark it closed

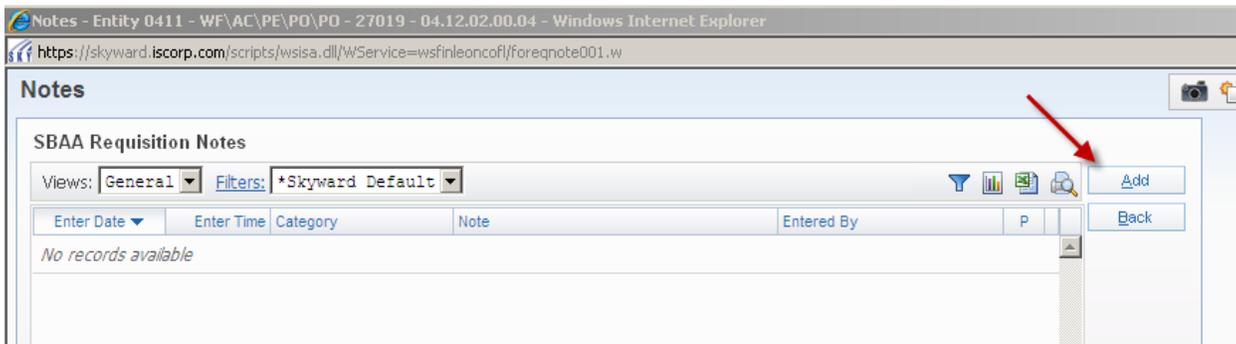
PO Amount:	<input type="text" value="313.50"/>
Payments:	<input type="text" value="0.00"/>
PO Amt to be Paid:	<input type="text" value="313.50"/>
	<input type="checkbox"/> Close the PO

But sometimes you forget to “generate from PO” and you just cut the check.

This is what you should do so that the check & PO get connected in some way ...

Purchase Orders ★

Find the PO and click on **Notes** and click on ADD



1. Click on the drop down box
2. Choose "INVOICE PAID-DIDN'T RIM PAYMENT THRU PO-CK# _____"
3. In the larger "note" area type in the check number you used
4. Put a checkmark in the little box to protect it from being deleted
5. Click on SAVE

Notes

Add/Edit Note for SBAA Requisition

Click to display a list of valid entries.

* Note Category: [dropdown]

Entered Date: BOARD APPROVAL [20]
 Entered Time: DUPLICATE PO [10]
 Entered By: INVOICE PAID-DIDN'T RUN PAYMENT THRU PO-CK# _____ [23]
 * Note: JUNE RAIL APPROVAL [24]
 PRICE CHANGE [12]
 REISSUED UNDER DIFFERENT VENDOR [18]
 SOLE PROVIDER [22]
 USED FLEX FUNDS INSTEAD OF INT ACCT [21]

Protected (Read only to all users except the user that entered it.)

Asterisk (*) denotes a required field

And click on  to go back to the PO screen

Now click on 

Please do not make a habit of this. You need to be doing it the correct way everytime.