How to Review Purchase Order Payments

Step-by-Step Instructions for Reviewing Purchase Order Payments

1. Log in to Ohio Buys. From the homepage, click Procurement in the Main Menu Navigation Bar and select Browse Orders from the drop-down menu.

2. Search for the purchase order that you want to send to the Supplier. Once you have found it, click the Pencil (-pencil) icon to open it.

3. To review payment information, navigate to the following three tabs:
   a) Invoices – The invoices tab will display a table containing any invoices created by the order Supplier in Ohio Buys.
   b) Payments
   c) Vouchers

   1) Internal ID: The Invoice’s ID number in Ohio Buys
   2) Supplier Invoice #: A Supplier’s internal invoice identification number
   3) Supplier
   4) Currency
   5) Ordered: The total value of the PO
   6) Received: The value of the PO that has been received by the State
   7) Invoiced: The value of the PO that has been invoiced against so far
   8) Invoice Date: The date that the invoice was created
   9) Payment Date: The date payment was issued for the invoice
   10) Status: Whether the invoice’s approval is in progress, it has been approved, or it has been cancelled
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b) Payments – The payments tab will display a table containing any payments associated with the purchase order once they are fully processed and issued to the Supplier.

1) **Voucher**: The voucher ID from OAKS
2) **Payment Ref Cod**: A system-generated number tied to the payment method utilized
3) **Invoice Date**
4) **Voucher Amount**
5) **Payment Amount**
6) **Payment Status**: The status of the payment (e.g., P – Paid)
7) **Recon Status**: The status of the payment reconciliation (e.g., UNR – Unreconciled)
8) **Payment Method**: Can be either check, direct deposit, electronic transfer, or cash

If the Supplier does not submit their invoices for the purchase order through Ohio Buys, only the Vouchers and Payments tabs will contain information.

If you have questions or need additional assistance, please contact Ohio Shared Services Contact Center via email (OBM.SharedServices@OBM.ohio.gov) or phone (877-644-6771).