Read the PO Payment Screen

1. From the Manage Requisitions screen, search for and select the targeted requisition.
2. Click the expand arrow at the left side of the requisition line to display the life cycle timeline.
3. Click the Payment icon to access payment information.

The PO Payment screen displays and contains the following information:

- Payment Reference ID – check number
- Accounting Date – date the voucher was entered into the system
- Payment Date – date the check was issued from MSU
- Days Outstanding – number of days the check is waiting to be cashed
- Payment Clear Date – date the check cleared from the MSU bank account
- Reconcile Date – date the debit occurs in the MSU accounting department from the bank statement
- Payment Method – how the payment was made; CHK indicates a paper check, ACH indicates electronic funds transfer