

How to look up payment information in B2P:

The easiest way is to front load your search by adding the columns that contain the information that you are looking to find in B2P.

- From the B2P home page click on Orders, Search, and finally All Orders.
- The gray boxes below the quick search contain the columns of information that will be displayed anytime you look up an order.
- To add a column, click on the blue cog on the upper righthand side just above the existing columns.
- Check the boxes on the left for the columns that you wish to add. For payment information I recommend payment number, paid amount, discount taken, withheld amount, date of payment, payment cleared date, wire payment date, wire payment number and wire transfer request.
- Once those are selected you can change the order that you see them or delete columns that you feel are unnecessary.
- Before you hit apply, in the upper right hand of the dialogue box be sure to click the box that says, "Pin Columns as my defaults". This will retain the changes that you made for future searches.
- Now that our columns are selected, sorted and we have selected Pin Columns as defaults we will hit apply and the changes will appear, and be our defaults moving forward.
- If at anytime you discover you want to add additional columns or delete existing columns you can click on the blue cog and repeat these instructions.

A secondary way to look up invoices in B2P.

- Search for an order with a PO, NR, or a PR, then click on that number when it comes up under the order identifier column.
- At the top under the Purchase Order number are a bunch of tabs. Click on the invoice tab which is towards the middle of the row of tabs.
- Below the tabs but still at the top is a Records Found field with invoice numbers that are links. Click on the invoice number that you are looking to find.
- This brings us to a summary tab and if we scroll down in bold black letters on the left-hand side a payment information section will appear with the same payment information that can be added to our columns.

A third way to look up payment in B2P.

- Search for an order with a PO, NR, or a PR, then click on that number when it comes up under the order identifier column.

- This will take you to the Status tab. On the right under Completed (the Green Box) will be a requisition number as well as any invoice numbers.

- Click on any invoice number, this will bring us to a summary tab, and if we scroll down in bold black letters on the left-hand side a payment information section will appear with the same payment information that can be added to our columns.