HOW TO LOCATE PAYMENT INFORMATION
for PantherMart Transactions

PantherMart users can check payment status by following these steps:

- Perform a document search using “All Documents”

- Enter any one of 3 available reference numbers:
  - P00XXXXXX (Voucher #)
  - PMXXXXXXX (PO #)
  - Requisition number

- Click on your document number -
  - If you click on the P number – see Payment Information.
    - If no payment information provided,
      - Click on Approval tab for approval status.
        - Fully approved voucher should be paid in the next check/EFT run. If no payment in 5 business days after approval, please e-mail accountspayable@gsu.edu.
        - Click on Comments tab for comments.
        - Click History tab to trace actions.

  - If you click on the PM number,
    - Click on Invoices (on the bar). Under Invoicing Summary, click on the voucher number (P00XXXXXX). See Payment Info.
    - or
      - Click on Invoices (on the bar). If no invoices exist, you’ll see a message, “There are no vouchers for this PO”.

  - If you only have the Requisition number, enter the requisition number, then scroll down to the Supplier/Line Item Details. You’ll see the PM number on the right hand side. Proceed to inquire on the PM number.

Users can also check “History” to trace actions.