

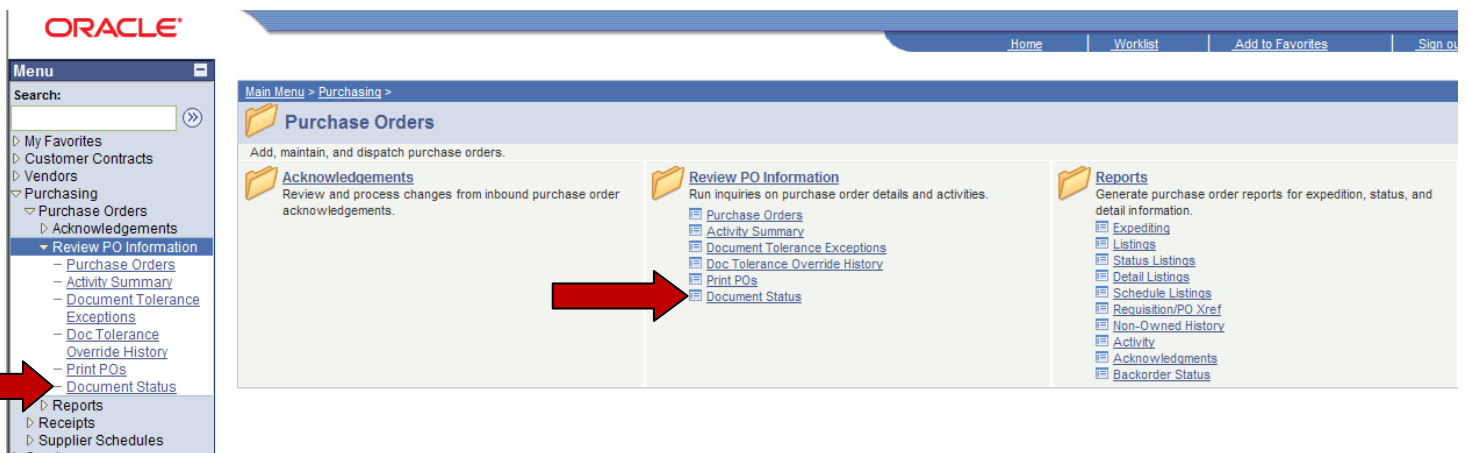
Purchase Order Inquiry

How do I inquire on a Purchase Order?

Navigation:

- >Purchasing
- >Purchase Order
- >Review PO Information
- >Document Status

You can use the menu on the left or you can use the folders on the main screen to navigate to the Purchase Order Inquiry.



There are two preferred ways to inquire on Purchase Orders. If you know the Purchase Order number, you can inquire by PO Number. If you are not certain of the PO number, inquire by department number to identify the Purchase Order number.

To Inquire by Purchase Order #:

Enter the Purchase Order # and click "Search."

Purchase Order Document Status

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: = [v] UND01 [m]

PO Number: begins with [v] 415206

Purchase Order Date: = [v] [m]

Origin: begins with [v] [m]

Purchase Order Reference: begins with [v] [m]

Case Sensitive

[Basic Search](#)

Purchase Order Inquiry

Search by Purchase Order # Results:

PO Document Status

Document Status

Business Unit: UND01 PO ID: [415206](#) Status: Compl
 Document Date: 01/10/2005 Document Type: Purchase Order Budget Status: Valid
 Currency: USD Amount: 480.00
 Buyer: *Albrecht,JoAnn S.

Associated Document Customize | Find | View All | First 1-3 of 3 Last

SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Vendor ID	Location
	UND01	Receipt	000000038	Received	01/21/2005	0000019081	MAIN
	UND01	Voucher	00000221	Posted	01/10/2005	0000019081	MAIN
UND01		Payment	000001563	Posted	01/25/2005	0000019081	MAIN

To Inquire by Dept #:

Enter the department number in the Payment Order Reference and click "Search."

Purchase Order Document Status

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: =

PO Number: begins with

Purchase Order Date: =

Origin: begins with

Purchase Order Reference: begins with

Case Sensitive

[Basic Search](#)

Search by Dept # Results

Search Results

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

[View All](#) First 1-100 of 300 Last

Business Unit	PO Number	Purchase Order Date	Origin	Purchase Order Reference
UND01	0000001309	08/03/2005	ONL	3180 BPO FACILITIES
UND01	0000000663	05/03/2005	ONL	3180 FACILITIES
UND01	0000005931	06/05/2008	ONL	3180 - FAC PLANNING
UND01	415343	01/14/2005	PUR	3180 - FACILITIES
UND01	415170	01/07/2005	PUR	3180 - FACILITIES
UND01	415094	01/07/2005	PUR	3180 - FACILITIES
UND01	415015	01/14/2005	PUR	3180 - FACILITIES
UND01	414717	01/14/2005	PUR	3180 - FACILITIES
UND01	414715	01/13/2005	PUR	3180 - FACILITIES
UND01	414529	01/13/2005	PUR	3180 - FACILITIES
UND01	414528	01/14/2005	PUR	3180 - FACILITIES
UND01	414411	01/07/2005	PUR	3180 - FACILITIES

Click on the PO Number for more information.

Purchase Order Inquiry

From the PO Document Status search results, you are able to drill down to the documents associated with the Purchase Order.

PO Document Status

Document Status

Business Unit: UND01 PO ID: [415206](#) Status: Compl
 Document Date: 01/10/2005 Document Type: Purchase Order Budget Status: Valid
 Currency: USD Amount: 480.00
 Buyer: *Albrecht,JoAnn S.

Associated Document Customize | Find | View All | First 1-3 of 3 Last

SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Vendor ID	Location
	UND01	Receipt	000000038	Received	01/21/2005	0000019081	MAIN
	UND01	Voucher	00000221	Posted	01/10/2005	0000019081	MAIN
UND01		Payment	0000001563	Posted	01/25/2005	0000019081	MAIN

Clicking on the Doc ID in the Voucher line will direct you to a Voucher Inquiry with the search results displayed for the Voucher associated with the Purchase Order.

[Voucher Inquiry](#)

Search Criteria

Search Name: ALL

Business Unit: UND01 From: UND01 To: UND01
 Voucher ID: 00000221 Voucher ID: 00000221

Invoice Id: _____
 Vendor SetID: _____
 Short Name: _____
 Vendor ID: _____
 Vendor Location: _____
 Entry Status: _____
 Accounting Dt: _____
 Invoice Date: _____
 Due Date: _____
 Entered Date: _____
 Origin Set ID: _____
 Origin: _____
 Control Group ID: _____
 Contract ID: _____
 Lease Number: _____
 PO Business Unit: _____
 Purchase Order: _____
 Item ID: _____

*Amount Rule: Any
 Amount: _____
 Currency: _____
 *Voucher Style: All Vouchers
 Post Status: _____
 Approval Status: _____
 Voucher Balance: _____

Voucher Source: _____
 User ID: _____
 GL Business Unit: _____
 Account: _____
 Department: _____
 VAT No: _____
 Process Instance: _____
 Match Status: _____
 Financial Sanctions Status: _____
 Max Rows: 300 Search Clear

Sort Criteria

*Sort By: Voucher ID *Sort Asc/Desc: Ascending Sort Display

Display Currency Criteria

Voucher Inquiry Results Customize | Find | View All | First 1 of 1 Last

Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Entry Status	Accounting Entries	Match Status	Payment Information	Short Vendor Name
UND01	00000221	129677	01/10/2005	0000019081	Postable		No Match	\$	DRUG PACKA-001

Purchase Order Inquiry

Clicking on the Doc ID in the Payment line will direct you to a Payment Inquiry with the search results displayed for the Payment associated with the Purchase Order.

Payment Inquiry

Search Criteria

Search Name: ALL

Vendor Name: From: To:

*Amount Rule: Any

Amount:

Currency:

Bank SetID: UNDD01

Bank Code: BND

Bank Account: BND

Bank Account #:

Reference: 001261 001261

Payment Date:

Payment Method: Check

Pay Cycle:

Seq Num:

Payment Status:

Remit SetID:

Remit Vendor:

Settle By:

Settlement Status:

Single Payment Vouchers:

Max Rows: 300

Show Chart *Chart Type: Bar Chart

Sorting Criteria

1st sort: Account Descending 2nd sort: Pymnt Ref Descending

Payment Inquiry Result Customize | Find | View All | First 1 of 1 | Last

Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
VCHR	001261	Check	529.71	USD	01/25/2005	01/25/2005	Paid	Recon	06/28/2005