

2009

The University of New Orleans

PeopleSoft Financials 9.0:
Inquire on a Purchase Order



THE UNIVERSITY *of*
NEW ORLEANS



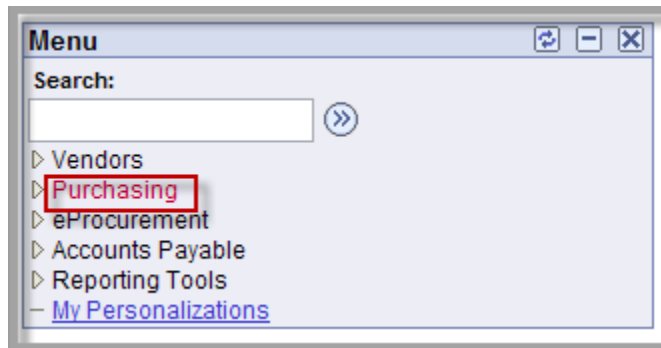
Inquiring on a Purchase Order

Navigation: Purchasing>Purchase Orders>Review PO Information>Purchase Orders

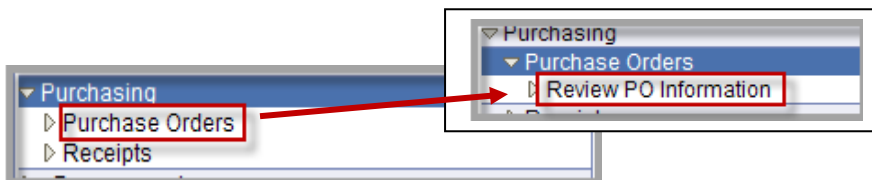
Once a Purchase Order has been created you may need to review it for future transactions. You may need to view header, lines, schedules and distribution details. All the information in the Purchase Order is read-only and if any changes need to be made contact the Purchasing Office.

To inquire on a purchase order:

1. Select, Purchasing link from the menu.



2. Click the Purchase Order link.



- 3. Purchase Orders
- 4. Purchase order inquiry page appears. Enter the PO ID and select Search.

The screenshot shows a web application interface for purchasing. On the left is a 'Menu' with a tree view under 'Review PO Information'. The 'Purchase Orders' item is highlighted with a red box and a red arrow points to the main content area. The main content area is titled 'Purchase Order Inquiry' and contains a search form. The form has a header 'Find an Existing Value' and several input fields. The 'Business Unit' field is set to 'UNOLF'. The 'PO ID' field is set to '0000024501' and is highlighted with a red box. Below the form are 'Search' and 'Clear' buttons, both highlighted with red boxes. At the bottom right of the form are links for 'Basic Search' and 'Save Search Criteria'.

Menu

- Review PO Information
 - Purchase Orders**
 - Activity Summary
 - PO Accounting Entries
 - Document Tolerance Exceptions
 - Doc Tolerance Override History
 - Print POs
 - Document Status
 - EE Journal Entries

Purchase Order Inquiry

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

Find an Existing Value

Business Unit: = UNOLF

PO ID: begins with 0000024501

Contract SetID: begins with

Contract ID: begins with

Release Number: =

Purchase Order Date: =

PO Status: =

Short Vendor Name: begins with

Vendor ID: begins with

Buyer: begins with

Buyer Name: begins with

PO Type: =

Case Sensitive

Search Clear [Basic Search](#) [Save Search Criteria](#)