The University of New Orleans
PeopleSoft Financials 9.0:
Inquire on a Purchase Order
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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.