

# Purchasing Inquiry Pages

## Purchase Order Inquiry

You can search on all purchase orders for your business unit and all their statuses. This page is for information only; you will not be able to make any changes to the POs on this page.

**Navigation:** *Purchasing → Purchase Orders → Review PO Information → Purchase Orders*

1. Purchase Order Inquiry Page – Verify the business Unit
2. Enter the PO number you wish to inquire on or leave the field blank and search all POs.
3. Click Search.
4. Click the PO you wish to inquire on.
5. Click Return to Search

## PO Activity Summary

**Navigation:** *Purchasing → Purchase Orders → Review PO Information → Activity Summary*

You can search on all purchase orders for your business unit, including closed POs statuses. This page shows all activity involving the lines of a particular PO:

1. Item descriptions,
2. Quantities ordered,
3. Quantities received and accepted,
4. Quantities invoiced through PO vouchers, and
5. Quantities returned (not used at this time).

## PO Document Status

**Navigation:** *Purchasing → Purchase Orders → Review PO Information → Document Status*

This is another way to search on purchase orders for your business unit. You will probably want to narrow your search by entering more criteria than just your business unit. You can also search by:

- A specific PO number
- The Purchase Order Date field can be filtered to search POs after a certain date, before a date, range of dates, etc.
- Origin Code
- PO Reference

Once you've selected the PO you wish to review, click on that link and this screen will appear:

**PO Document Status**

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### Document Status

**Business Unit:** 53000      **PO ID:** [0000015148](#)      **Status:** Dispatched  
**Document Date:** 04/23/2008      **Document Type:** Purchase Order      **Budget Status:** Valid  
**Currency:** USD      **Amount:** 100.00  
**Buyer:** Walery,Renee E..

**Associated Document** Customize | Find | View All | First 1-5 of 5 Last

SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Vendor ID	Location	Accounting Entries
	53000	Receipt	<a href="#">0000015656</a>	Received	04/23/2008	0000000210	MAIN	<a href="#">Accounting Entries</a>
	53000	Receipt	<a href="#">0000015659</a>	Canceled	04/28/2008	0000000210	MAIN	<a href="#">Accounting Entries</a>
	53000	Receipt	<a href="#">0000015660</a>	Received	04/28/2008	0000000210	MAIN	<a href="#">Accounting Entries</a>
	53000	Voucher	<a href="#">00004558</a>	Posted	04/03/2008	0000000210	MAIN	<a href="#">Accounting Entries</a>
STATE		Payment	<a href="#">0001585765</a>	Posted	04/29/2008	0000000210	MAIN	<a href="#">Accounting Entries</a>

From the screen above you can see where PO #15148 is tied to:

- Three receipts, one of which was canceled;
- Voucher #4558 was issued;
- And a check was printed on 4/29/08 to the vendor.
- You can look directly at any of these documents by clicking on their links.
- The Accounting Entries screen is available for the voucher and check.