Running a Purchase Order Inquiry

**What You Can Use It For**

You can use the Purchase Order Inquiry to see:

- Total amount of a PO, individual line information including amounts
- PO status and budget status, as well as the encumbrance balance
- The status of documents processed for the PO, including requisitions, receipts, vouchers, and payments
- Attachments associated with the PO. **Note:** After a PO is sourced, this is the only place you can see the attachments

**How to Run It**

1. Navigate to: Finance Menu > Purchasing > Purchase Orders > Review PO Information > Purchase Orders
2. Enter the PO number in the PO ID field.
3. Click the **Search** button.

**Result:** The system shows the purchase order inquiry page.

**PO Status and Balance**

Your PO must be Dispatched and have a Valid budget status before you can create receipts or submit invoices through VISP.

The Encumbrance Balance shows how much money is left on the PO. This balance goes down as vouchers are created to pay invoices against the PO.

**Activity Summary**

The activity summary shows the total amount of your purchase order (Merchandise Amount), the total that has been received (Merchandise Receipt), and the total amount that has been invoiced to the vendor (Merchandise Invoice).

1. Click the **Activity Summary** link.

**Result:** The activity summary shows in a new window.
The document status link shows a list of every document that has been processed against your PO. This includes requisitions, receipts, vouchers, and payments. You can see the date and status of each document.

1. Click the **Document Status** link.

   Result: The document status page shows in a new window.

2. The screen only displays four documents at a time, so click the **View All** link to see any additional documents in the list.

   **Note:** A posted voucher does not necessarily mean a paid voucher. Posted indicates that the voucher is ready for payment. At this point, the voucher is either paid or will pay dependent on the payment terms.

The header comments link shows comments and any related attachments for the PO. After a PO has been sourced, this is the only place you can go to view attachments. They will not show if you look at the requisition.

1. Click the **Header Comments** link.

   Result: The system shows the PO Header Comments page.

2. If there is an attachment associated with a comment, click the **View** button to see the attachment.

   **Note:** An attachment has to be associated with a comment, but the comment field can be blank.

3. If there are multiple comments, click the arrow button to scroll through the comments or click **View All** to see all the comments and attachments on the page.