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.

Business Unit:	= ✓	UNCCH
PO ID:	begins with ✓	Y18RBM0016
Contract SetID:	begins with ✓	

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.

PO Status:	Dispatched
Budget Status:	Valid
Backorder Status:	Not Backordered
Receipt Status:	Partial
☐ Hold From Further Processing	
Amount Summary	
Merchandise:	47,500.00
Freight/Tax/Misc.:	0.00
Total:	47,500.00
Encumbrance Balance:	23,750.00

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.

Header Details	All RTV
Header Comments...	Matching
Change Order	Activity Summary

Result: The activity summary shows in a new window.

Activity Summary (cont.)

Business Unit:	UNCCH
Purchase Order:	Y18RBM0016
Merchandise Amount:	47,500.00
Merchandise Receipt:	23,750.00
Merchandise Returned:	0.00
Merchandise Invoice:	23,750.00
Merchandise Matched:	23,750.00

Document Status

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.

All RTV	Document Status
Matching	
Activity Summary	

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

Document Type	DOC ID	Status	Document D:
Requisition	1000269197	Approved	07/07/2017
Receipt	4000077528	Received	07/25/2017
Voucher	51136023	Posted	07/11/2017
Payment	0000237112	Posted	07/31/2017

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

View All | 🗗 | 📊   First ④ 1-4 of 4 ⑤

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.

Comments and Attachments

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.

Header Details	All RTV
Header Comments...	Matching
Change Order	Activity Summary

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.

Attach	View	☐ Email

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.

View All   First ④ 1 of 6 ▶ Last