

## 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

From the Admin WorkCenter home page, choose **Finance WorkCenter > ePRO/PO > Purchase Order Inquiry**

1. Enter the PO number in the PO ID field.
2. 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	Compl
Budget Status	Valid
Backorder Status	Not Backordered
Receipt Status	Received
	<input type="checkbox"/> Hold From Further Processing
<b>Amount Summary</b>	
Merchandise	47,500.00
Freight/Tax/Misc.	0.00
Total	47,500.00 USD
Encumbrance Balance	0.00 USD

## 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 supplier (Merchandise Invoice).

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

**Result:** The activity summary shows in a new window.

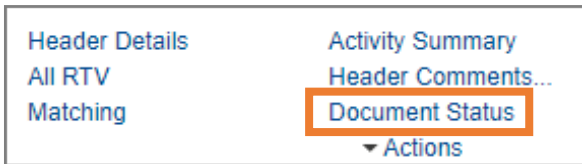
## Activity Summary (cont.)

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

## 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.



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

Document Type	DOC ID	Status	Docume
Requisition	<a href="#">1000118492</a>	Complete	01/11/20
Receipt	<a href="#">4000041872</a>	Closed	05/02/20
Receipt	<a href="#">4000043623</a>	Closed	05/19/20
Receipt	<a href="#">4000053485</a>	Closed	09/21/20

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

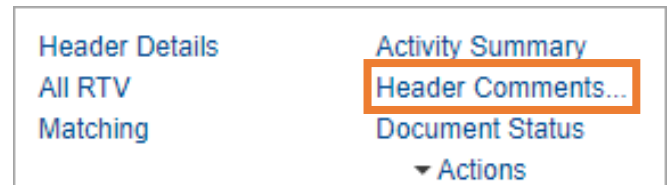


**Note:** A posted voucher does not necessarily mean a paid voucher. Posted indicates that the voucher is ready for payment. At this point, the voucher is either paid or will pay dependent on the payment terms.

## 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.

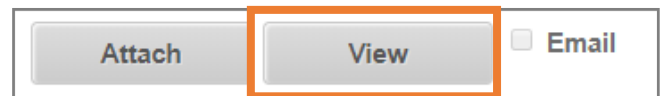
1. Click the **Header Comments** link.



**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 that attachment.

**Note:** An attachment has been associated with a comments, 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.

