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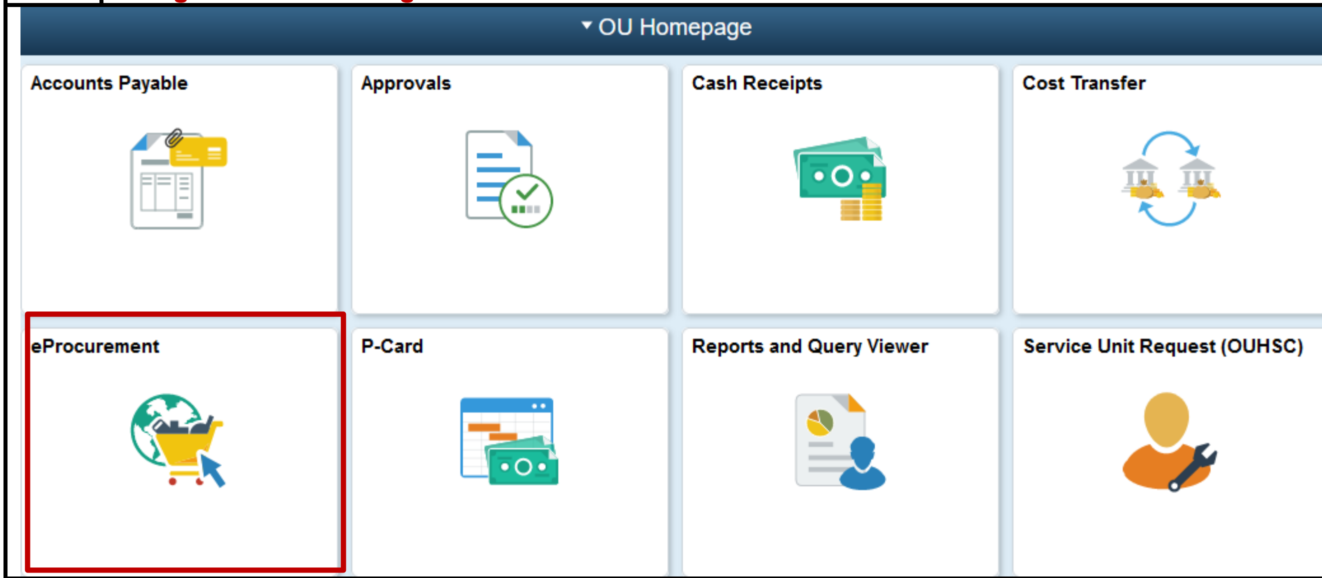
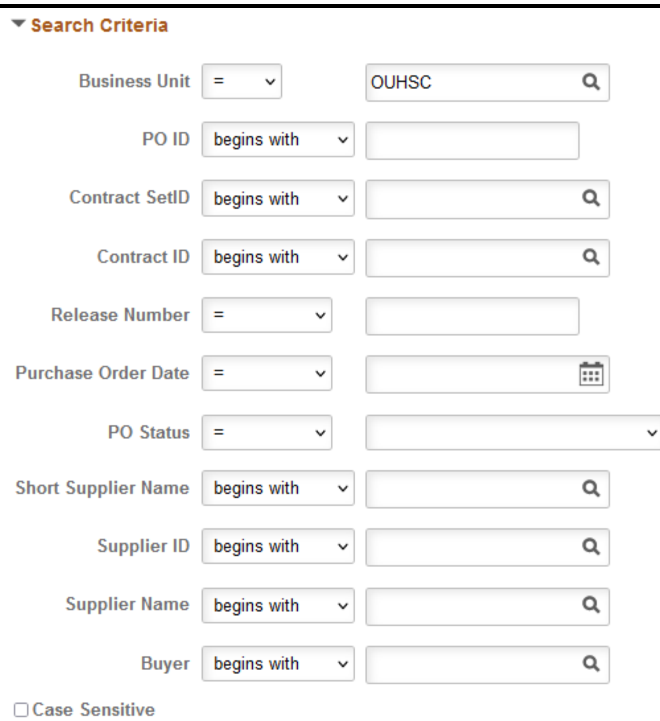
Step	Action
1	After logging into PeopleSoft Financials, you will access **PO Inquiry** via the Homescreen under **eProcurement** and then click on **PO Inquiry**. You can also get to the screen via **Nav Bar > Navigator > Purchasing > Purchase Orders >> Review PO Information >> Purchase Orders**



Step	Action
2	The **Purchase Order Inquiry** screen allows users to search for purchase orders for departments that they have access to. Users can use the different search options available below to find the purchase order.



Step	Action
3	Once the user clicks on the Purchase Order under the Search Results, users will be able to see information regarding the Purchase Order including Header Information and Line Information in view only status. User can also see who the Buyer is and contact them with any questions.

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Users can click on any of the blue hyperlinked items to see Header Details, Change Order, Matching, Activity Summary, and Document Status.

Purchase Order

Business Unit OUHSC
PO ID 0000009289
Change Order 1

PO Status Dispatched
Budget Status Valid

Header

PO Date 01/31/2022
Supplier Name COPELAND C-001
Supplier ID 9100051508 Supplier Details
Buyer Trena J Grob
PO Reference

Backorder Status Not Backordered
Receipt Status Not Recvd
Hold From Further Processing

Header Details | Activity Summary
Change Order | Header Comments
All RTV | Document Status
Matching | Actions

Amount Summary

Merchandise 1,700.00
Freight/Tax/Misc. 0.00
Total 1,700.00 USD
Encumbrance Balance 0.00 USD

Lines

1-1 of 1 View All

Line		Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount		Status		
1			test chair	602700	2.0000	EA	1,700.00	USD	Approved		

4 To view the Line Details, click on the Line Details icon next to the line #. Users can also view Line Comments by click on the **Line Comments** icon to the right of the Status field.

Line		Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount		Status		
1			test chair	602700	2.0000	EA	1,700.00	USD	Approved		

5 To find the detailed chartfield spread information, click on the **Schedule** icon which is located to the far right and is the last icon on the line item details.

Line		Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount		Status		
1			test chair	602700	2.0000	EA	1,700.00	USD	Approved		

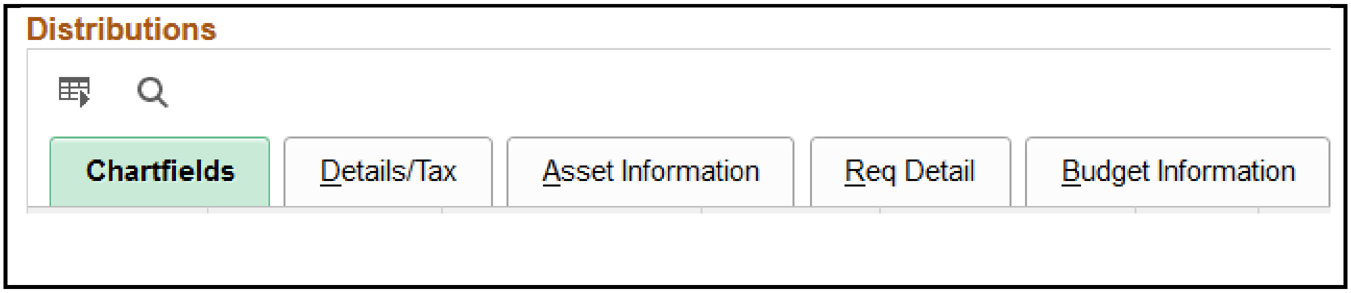
6 The **Schedule** icon, shows more information including Ship To, Attention To, PO Quantity, Price, Merchandise Amount and the Distribution Details. To find the chartfield spread distribution details, click on the **Distribution Details** icon which is located to the far right and is the last icon on the line item details.

Details | Statuses

Sched		Due Date	Time Due	Revision	Ship To	Attention To		PO Qty	Price	Merchandise Amount		Status				
1		01/31/2022			DEFAULT	I		2.0000	850.00000	1,700.00	USD	Active				

GL Unit	Account	Fund	Org	Function	Entity	Source	Purpose	PC Bus Unit	Project
OUHSC	602700	MISCA	OPH14002	00116	00000				

7 More Detailed information regarding the Details/Tax, Asset Information, Req Detail and the Budget Information can be found on the **Details/Tax**, **Asset Information**, **Req Detail** and **Budget Information** tabs.


Distributions
Chartfields
Details/Tax
Asset Information
Req Detail
Budget Information