Step | Action
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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**

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.

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

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

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.

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.

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

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**PO Inquiry**

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