OVERVIEW

Use the **PO Inquiry** page to retrieve voucher information by searching by its purchase order number.

**STEPS**

1. To navigate to the **PO Inquiry** page, start by clicking **Nav Bar > Main Menu > Financials > Accounts Payable > Review Accounts Payable Information > Interfaces. Finally, click on Purchase Order.**

2. At the **PO Inquiry** page, retrieve voucher information by searching by its purchase order number:
   - Click in the **Business Unit** field to drag over the "UFLOR".
   - Press the **Delete** button on your keyboard.
   - Enter part of the **Business Unit** to search for it. For this example, enter "16".
   - Click the **LS Astronomy** link to select it.
   - Enter the purchase order number for your voucher in the **PO Number** field. For this example, enter "1100073649".
   - Click the **Search** button.

3. The results displayed show each purchase order line and information per line such as:
   - Invoice Details
   - Receiver Details
   - RTV Details
4. Click the **View All** link on the PO Line bar (all the way to the right) to view all the lines for this purchase order.

5. You may view **Invoice** and **Receiving** information for each purchase order line for this PO. It appears Line 2 has not been vouchered. Line 3 may have been vouchered.
6. Line 3 has a **Voucher ID** number and has been vouchered.

For further assistance, please contact University Disbursements at 392-1241 or email Disbursements@ufl.edu