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 on Main Menu, then click on Accounts Payable. Click on Review Accounts Payable Information, then click on 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