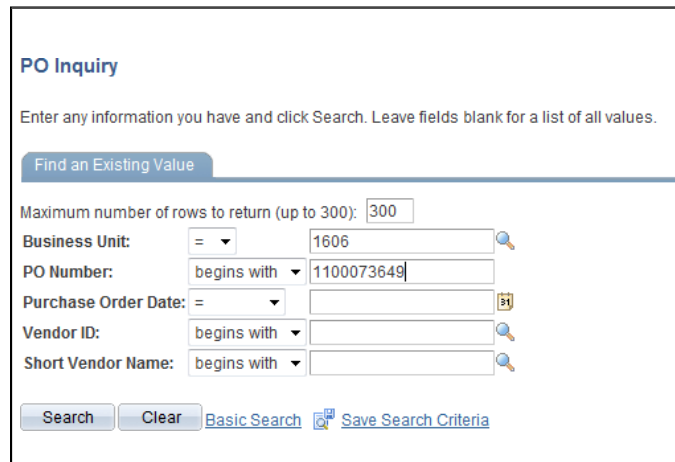


OVERVIEW

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 > n 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



The screenshot shows the 'PO Inquiry' search interface. At the top, it says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a tab labeled 'Find an Existing Value'. A dropdown menu for 'Maximum number of rows to return (up to 300):' is set to '300'. The search criteria fields are as follows:

- Business Unit:** A dropdown menu with an equals sign and a text box containing '1606'.
- PO Number:** A dropdown menu with 'begins with' and a text box containing '1100073649'.
- Purchase Order Date:** A dropdown menu with an equals sign and an empty text box.
- Vendor ID:** A dropdown menu with 'begins with' and an empty text box.
- Short Vendor Name:** A dropdown menu with 'begins with' and an empty text box.

 At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search' (with a magnifying glass icon), and 'Save Search Criteria' (with a floppy disk icon).

3. The results displayed show each purchase order line and information per line such as:
 - Invoice Details
 - Receiver Details
 - RTV Details

Purchase Order

Business Unit: 1606 PO No.: 1100073649
 PO Date: 08/04/2010 Match Rule: STANDARD
 Vendor ID: 0000000007 Location: 999 Mister Paper Inc

PO Line [Find](#) [View All](#)

Line Number: 1 Sched Num: 1
 Item ID: Description: Porelon BR80C-6 Red/Black Replacement Nylon Ribbons, Pack Of 6
 Merchandise Amt: 14.27 USD
 PO Qty: 1.0000 Match Status PO: Matched

Invoice Details [Customize](#) [Find](#) [View All](#) [Print](#)

AP Unit	Voucher	Line	Entry Status	Close Status	Match Status	Merchandise Amt	Currency	UOM	Quantity	BU Recv	Receipt No	Receipt Line	Finalized
UFLO	03036649	1	Postable	Open	Matched	14.27 USD	PAK		1.0000				N

Receiver Details [Customize](#) [Find](#) [View All](#) [Print](#) First 1 of 1 Last

BU Recv	Receipt No	Receipt Line	Match Status	Amount	Currency	UOM	Recv Qty	Accept Qty

RTV Details [Customize](#) [Find](#) [View All](#) [Print](#) First 1 of 1 Last

BU RTV	RTV ID	RTV Line	Status	Return Action	Disposition	Reason Code	UOM	Return Qty	Ship Qty

- 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.
- 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.

Line Number: 2 Sched Num: 1
 Item ID: Description: JWOD Adding Machine Tape, 2 1/4
 Merchandise Amt: 18.00 USD
 PO Qty: 10.0000 Match Status PO: Unmatched

Invoice Details [Customize](#) [Find](#) [View All](#) [Print](#)

AP Unit	Voucher	Line	Entry Status	Close Status	Match Status	Merchandise Amt	Currency	UOM	Quantity	BU Recv	Receipt No	Receipt Line	Finalized

Receiver Details [Customize](#) [Find](#) [View All](#) [Print](#) First 1 of 1 Last

BU Recv	Receipt No	Receipt Line	Match Status	Amount	Currency	UOM	Recv Qty	Accept Qty

RTV Details [Customize](#) [Find](#) [View All](#) [Print](#) First 1 of 1 Last

BU RTV	RTV ID	RTV Line	Status	Return Action	Disposition	Reason Code	UOM	Return Qty	Ship Qty

Line Number: 3 Sched Num: 1
 Item ID: Description: Office Depot(R) Copy Paper, 8 1/2 x 11, 104 (Euro)/92 (U.S.) Brightness, Case Of 10 Reams
 Merchandise Amt: 314.70 USD
 PO Qty: 10.0000 Match Status PO: Matched

Invoice Details [Customize](#) [Find](#) [View All](#) [Print](#)

AP Unit	Voucher	Line	Entry Status	Close Status	Match Status	Merchandise Amt	Currency	UOM	Quantity	BU Recv	Receipt No	Receipt Line	Finalized

6. Line 3 has a **Voucher ID** number and has been vouchered.

Line Number:	3	Sched Num:	1										
Item ID:		Description	Office Depot(R) Copy Paper, 8 1/2 x 11, 104 (Euro)/92 (U.S.) Brightness, Case Of 10 Reams										
Merchandise Amt:	314.70 USD												
PO Qty:	10.0000	Match Status PO:	Matched										
Invoice Details Customize Find View All 1 of 1													
AP Unit	Voucher	Line	Entry Status	Close Status	Match Status	Merchandise Amt	Currency	UOM	Quantity	BU Recv	Receipt No	Receipt Line	Finalized
UFLO	03036649	2	Postable	Open	Matched	314.70 USD	CS		10.0000				N
Receiver Details Customize Find View All 1 of 1													
BU Recv	Receipt No	Receipt Line	Match Status	Amount	Currency	UOM	Recv Qty	Accept Qty					
RTV Details Customize Find View All 1 of 1													
BU RTV	RTV ID	RTV Line	Status	Return Action	Disposition	Reason Code	UOM	Return Qty	Ship Qty				

For further assistance, please contact University Disbursements at 392-1241 or our [contact form](#).