

Paying Vendors: Using PO Inquiry

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

The screenshot shows the 'PO Inquiry' search interface. At the top, it says 'PO Inquiry' and 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a 'Find an Existing Value' button. The form includes several search criteria: 'Maximum number of rows to return (up to 300):' with a text input containing '300'; 'Business Unit:' with a dropdown menu set to '=' and a text input containing '1606'; 'PO Number:' with a dropdown menu set to 'begins with' and a text input containing '1100073649'; 'Purchase Order Date:' with a dropdown menu set to '=' and an empty text input; 'Vendor ID:' with a dropdown menu set to 'begins with' and an empty text input; and 'Short Vendor Name:' with a dropdown menu set to 'begins with' and an empty text input. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

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

Instruction Guide

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Purchase Order

Business Unit: 1606 PO No.: 1100073649
 PO Date: 08/04/2010 Match Rule: STANDARD
 Vendor ID: 000000007 Location: 999 Mister Paper Inc

PO Line Find | V

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 | [E]

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

Receiver Details Customize | Find | View All | [E] 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 | [E] 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 | [E]

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 | [E] 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 | [E] 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 | [E]

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

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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 [A]													
AP Unit	Voucher	Line	Entry Status	Close Status	Match Status	Merchandise Amt	Currency	UOM	Quantity	BU Recv	Receipt No	Receipt Line	Finalized
UFLOR	03036649	2	Postable	Open	Matched	314.70 USD	USD	CS	10.0000				N
Receiver Details Customize Find View All [A] 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 [A] First 1 of 1 Last													
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 email Disbursements@ufl.edu