

Purchase Order Inquiry

Usage

You can view information for a single purchase order, including purchase order header, lines, schedules, and distributions. These inquiry pages, which are used for viewing purchase order information, mimic the data entry used for creating an online purchase order in PeopleSoft.

The screenshot shows the 'My Fresno State' web interface. At the top, it displays the user's name 'Vickie Veen (11439)' and the last accessed time '10/29/2004 16:03:35'. The main heading is 'Purchase Order Inquiry' with a sub-instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a section titled 'Find an Existing Value' containing a search form. The form includes the following fields and options:

- Business Unit:** A dropdown menu set to '=', and a text box containing 'FRSNO' with a search icon.
- Purchase Order:** A dropdown menu set to 'begins with' and an empty text box.
- Contract SetID:** A dropdown menu set to 'begins with' and an empty text box with a search icon.
- Contract ID:** A dropdown menu set to 'begins with' and an empty text box with a search icon.
- Release Number:** A dropdown menu set to '=' and an empty text box.
- Purchase Order Date:** A dropdown menu set to '=', an empty text box, and a calendar icon.
- PO Status:** A dropdown menu set to '=' and a dropdown menu.
- Short Vendor Name:** A dropdown menu set to 'begins with' and an empty text box with a search icon.
- Vendor ID:** A dropdown menu set to 'begins with' and an empty text box with a search icon.
- Buyer:** A dropdown menu set to 'begins with' and an empty text box with a search icon.
- PO Type:** A dropdown menu set to '=' and a dropdown menu.
- Purchase Order Reference:** A dropdown menu set to 'begins with' and a text box containing '83440'.

At the bottom of the form, there is a checkbox for 'Case Sensitive' (unchecked) and a row of buttons: 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

Steps

1. You will be directed to Find an Existing Value.
2. For Business Unit, key in "Fresno".
3. Enter a Purchase Order number, Contract SetID, Contract ID, Release Number, Purchase Order Date, PO Status, Short Vendor name, Vendor ID, Buyer, PO Type, and/or Purchase Order Reference. Although none of these fields are required, except for Business Unit, you can complete as many fields as possible to narrow the time required to retrieve POs and the number of POs retrieved. Click Search.

For a list of all purchase orders with your department code, key in your department code in the Purchase Order Reference.

Form Page

Usage

Use this page to view header and lines information for the purchase order.

My Fresno State Vickie Veen (11439)
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Form | **Schedule**

Unit: FRSNO **PO:** 0000037155
Vendor: MIAMI-001 **ID:** 0000009326 [Vendor Details](#) **Buyer:** SIECHERT
PO Date: 07/15/2004 **PO Status:** Dispatched **Receipt:** Not Recvd **Backorder Status:** None
Budget Status: Valid

Lines								Customize	Find	View All	First	1 of 1	Last
Sel	Line	Item	Item Description	Category	PO Qty	UOM	Amount	Status					
<input checked="" type="checkbox"/>	1		DARS (DEGREE AUDIT REPORTING S	99300	1.0000	EA	4383.00 USD	Active					

Merch.: 4383.00 **Adj Amt:** **Total:** 4383.00 USD

[Header Details](#) [Matching](#) [Header VAT](#) [All RTV](#) [Header Comments](#) [Line Details](#) [Line Comments...](#) [Document Status](#)

[Return to Search](#) [Next in List](#) [Previous in List](#) [Notify](#) [RelatedLinks](#)

[Form](#) | [Schedule](#)

Steps

1. View the Vendor, Buyer, PO Date, PO Status, and other PO header information in the upper portion of the page.
2. View the Item Description, Category, PO Qty, Amount, and other information for each PO line in the Lines group box.
3. View the Merch (Merchandise Amount), Adj Amt (Adjustment Amount), and Total amount for the PO.
4. If you need to view other documents associated with the purchase order, click the Document Status link to go to the PO Document Status page.
5. Click the Schedule tab to view shipping information for the purchase order.

Links found on the Forms Page

Links	Purpose
Vendor Details link	This link takes you to the Vendor Details page, where you can view address information for the vendor.
Item Description link	This link takes you to the Item Description page, where you can view the long description for the item.
Header Details link	This link takes you to the PO Header Details page, where you can view Header Details, Prepaid Options, Currency, and Process Control Options.
Matching link	This link takes you to the PO Matching page, where you can view Match Status and Match Options.
All RTV link	This link takes you to the RTV Information page, where you can view details about any return to vendor transactions associated with the selected PO.
Header Comments link	This link takes you to the Header Comments page, where you can view header comments for a purchase order. Dots following the Header Comments link indicate that there are existing comments recorded on the Header Comments page.
Line Details link	This link takes you to the Line Details page, where you can view purchase order line details.
Line Comments link	This link takes you to the Line Comments page, where you can view comments for a purchase order line. Dots following the Line Comments link indicate that there are comments recorded on the Line Comments page.
Document Status link	This link takes you to the PO Document Status page, where you can access and review information about procurement documents associated with the purchase order.

Schedule Page

Usage

This page displays schedules on a per-line basis.

Steps

1. View the due date, ship to location, quantity, price, amount, etc. in the Details group box.
2. View the total amount, quantity, and the unit of measure for the purchase order line.
3. If you need to view chartfield values for the selected schedule, click the Distribution link to go to the Distributions page.

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Sign out | Campus Home

Form Schedule

Unit: FRSNO PO: 0000037155

PO Schedule Find | View All First 1 of 1 Last

Line: 1 [DARS \(DEGREE AUDIT REPORTING S\)](#)

Details Customize | Find | View All | First 1 of 1 Last

Sel	Sched	Due Date	Time Due	Ship To	PO Qty	Price	Amount	Revision	Status
<input checked="" type="checkbox"/>	1	05/15/2005		UW-OFF	1.0000	4383.00000	4383.00 USD		Active

Amount: 4383.00 USD PO Qty: 1.0000 UOM: EA

[Schedule Details](#) [Ship To Comments](#) [Sched Sales/Use Tax](#) [Schedule Freight](#) [Distribution](#)
[Ship To Address](#) [Value Adjustment](#) [Miscellaneous Charges](#) [Schedule VAT](#) [Req Detail](#)

[Return to Search](#) [Next in List](#) [Previous in List](#) [Notify](#)

[Form](#) | [Schedule](#)

Main Content

Links found on the Schedule Page

Links	Purpose
Item Description link	This link takes you to the Item Description page, where you can view the long description for the item.
Schedule Details link	This link takes you to the Details for Schedule page, where you can view details for the schedule, such as the date information, matching controls, and receiving controls.
Ship To Comments link	This link takes you to the PO Ship To Comments page, where you can view any purchase order ship to comments.
Sched Sales/Use Tax link	This link takes you to the Schedule Sales/Use Tax Information page, where you can view schedule sales and use tax information.
Schedule Freight link	This link takes you to the Schedule Freight Information page, where you can view schedule freight information.
Distribution link	This link takes you to the Distributions page, where you can view Chartfield information for the schedule.
Ship To Address link	This link takes you to the PO Ship To Address page, where you can view the shipping address for the item.
Value Adjustment link	This link takes you to the Price Adjustments for Schedule page, where you can view schedule price adjustment information.
Miscellaneous Charges link	This link takes you to the PO Schedule Misc. Charges page, where you can view schedule miscellaneous charge information.
Req Detail link	This link takes you to the Requisition Details page, where you can view the related requisition associated with the selected PO distribution.

Distributions Page

Usage

The Distribution link, available from the Schedule page, launches the Distributions page and is used to view chartfield values for a PO schedule. This page displays distribution information on a per-schedule basis. Use the scroll area for the Distributions group box to view accounting information if the schedule contains multiple distributions.

Steps

1. View the Distributions information, such as Status, PO Qty, Amount GL Unit, Account, Fund, Dept, etc.
2. Click OK to return to the Schedule Page.

My Fresno State
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Distributions -- 1

PO: 0000037155 Line: 1 Sched: 1 [DARS/DEGREE AUDIT REPORTING S](#) Active

Distribute by: Qty SpeedChart

Distributions													
Customize Find View All First 1 of 1 Last													
Sel	Line	Status	PO Qty	Pct	Amount	GL Unit	Account	Alt Acct	Oper Unit	Fund	Dept	Program	Class
<input type="checkbox"/>	1	Open	1.0000	100.0000	4383.00	USD	FRSNO	603140		00104	83440	0604	00000

Amount: 4383.00 USD Doc. Base: 4383.00 USD PO Qty: 1.0000

Distribution Details Projects Asset Information [Reg Detail](#) Sales/Use Tax Information Distrib VAT

OK Cancel

Links Found on the Distribution Page

Links

Item Description link

Purpose

This link takes you to the Item Description page, where you can view the long description for the item.

Distribution Details link

This link takes you to the Distribution Details page, where you can view affiliate and inventory information.

Asset Information link

This link takes you to the Asset Detail page, where you can view asset information.

Sales/Use Tax Information link

This link takes you to the Distribution Sales/Use Tax Details page, where you can view the sales and use tax information for the schedule.

Req Detail link

This link takes you to the Requisition Details page, where you can view the related requisition associated with the selected PO distribution.