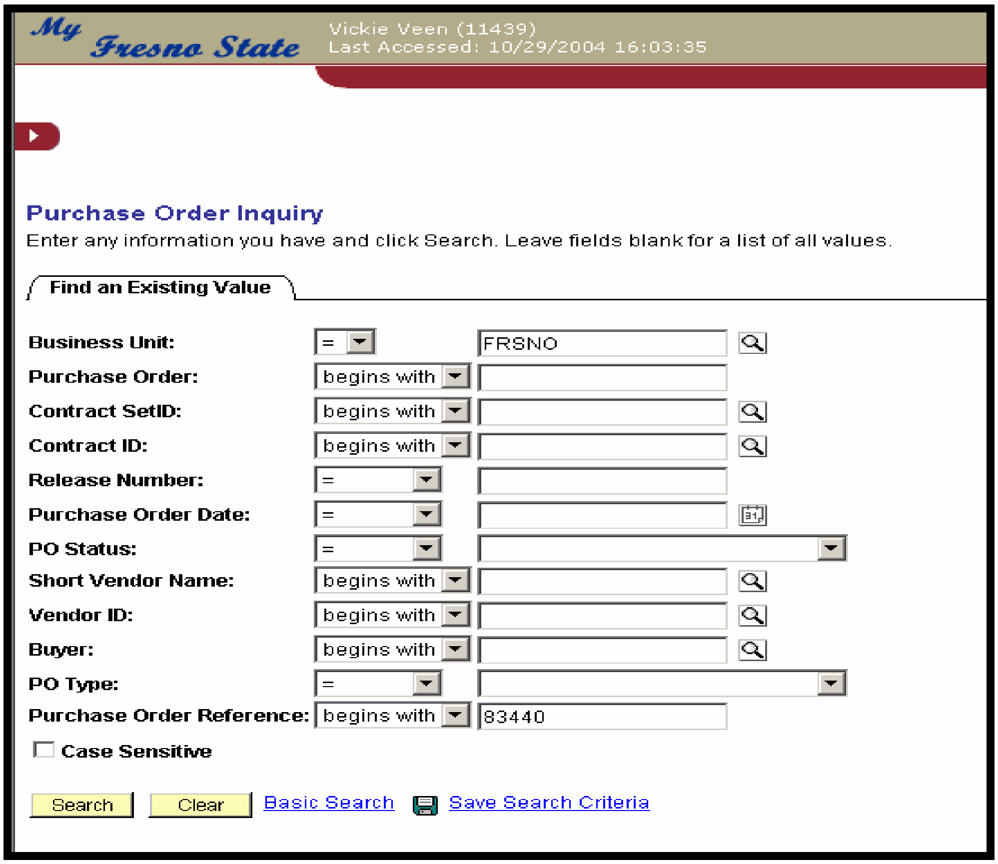
Purchase Order Inquiry

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.



Steps

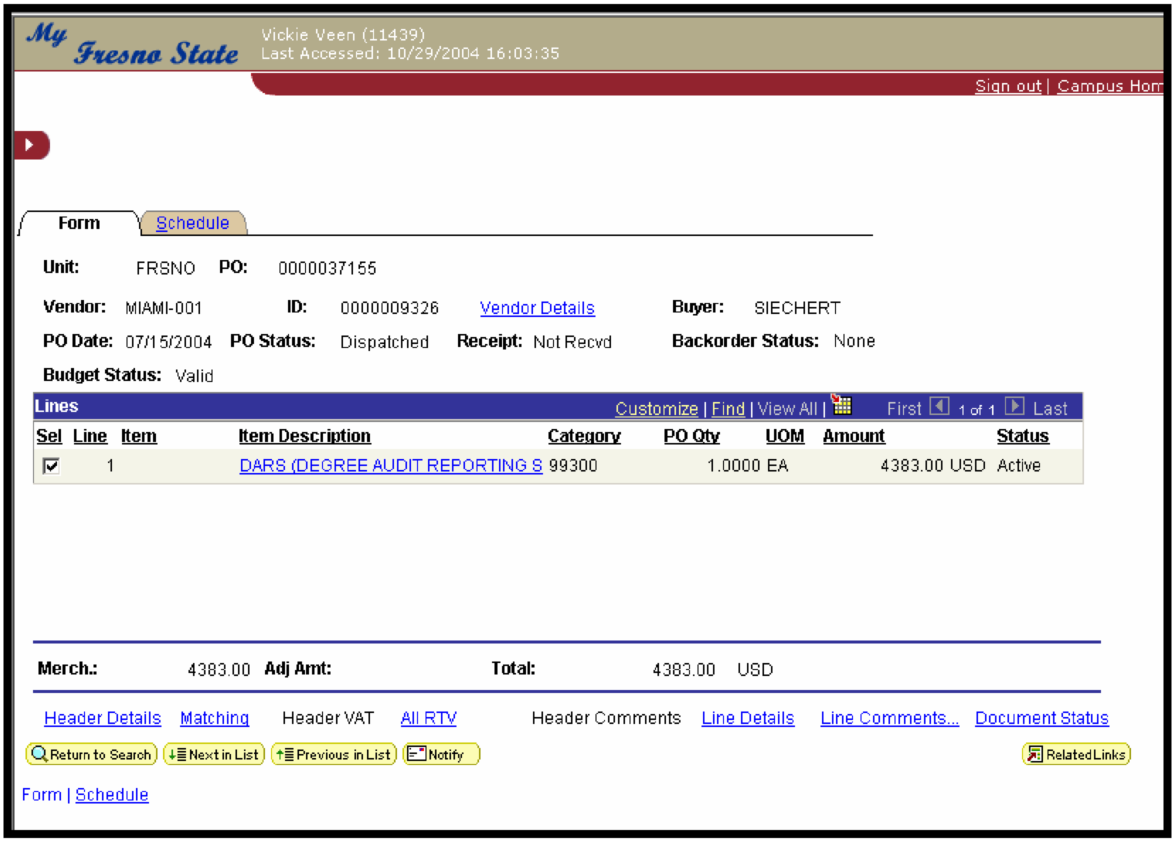
1. You will be directed to Find an Existing Value.
2. For Business Unit, key in “Fresno”.
3. Enter a Purchase Order number, Contract SetID, Contract ID, Release Number, Purchase Order Date, PO Status, Short Vendor name, Vendor ID, Buyer, PO Type, and/or Purchase Order Reference. Although none of these 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.



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.

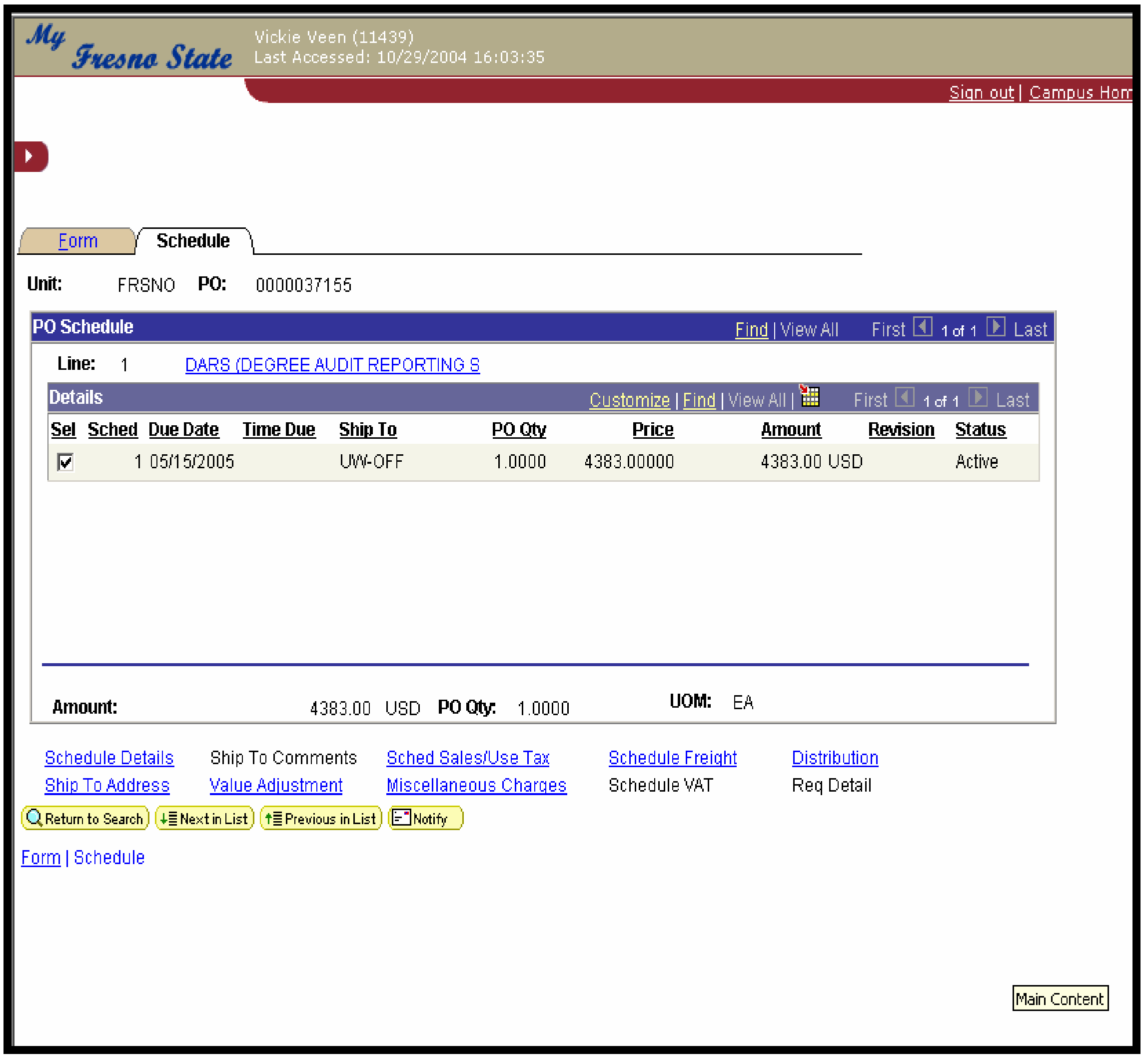
Links found on the Forms Page

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.



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.

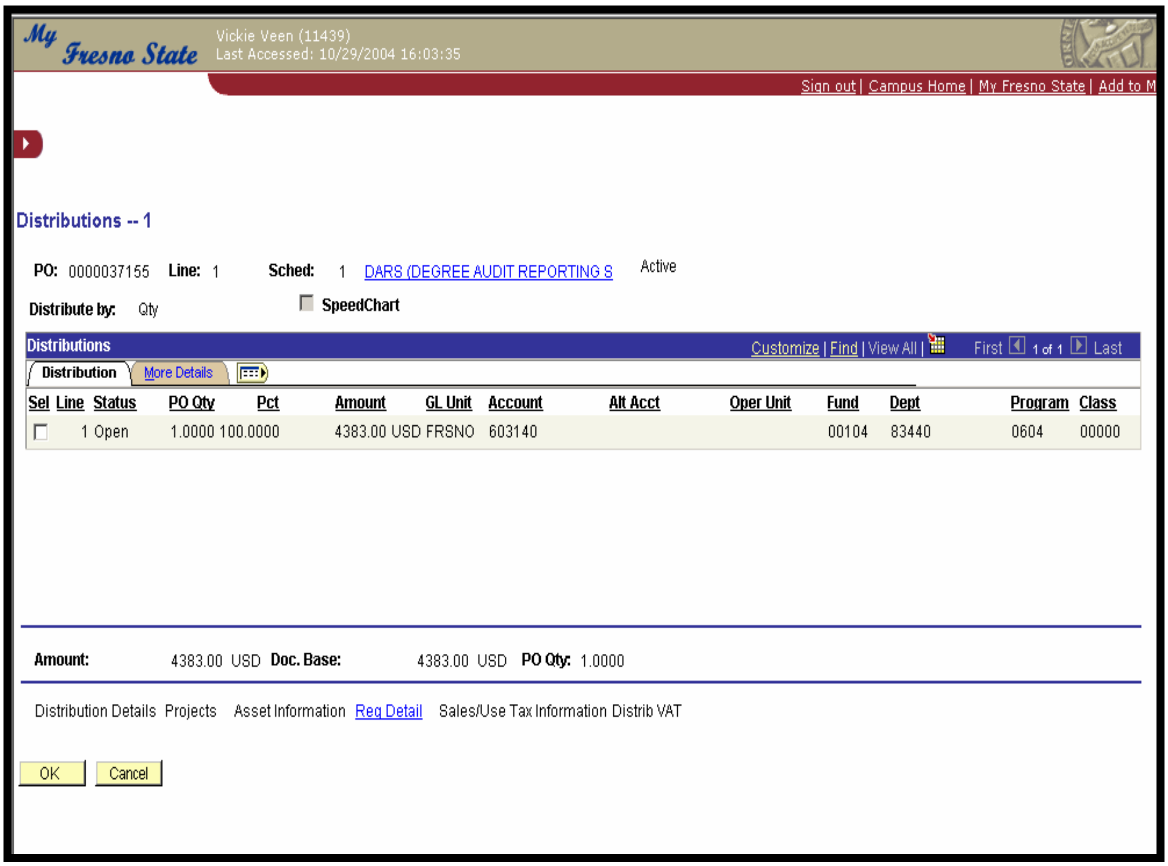
Distributions Page

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.



Links Found on the Distribution 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.
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.