

Viewing Purchase Orders in PeopleSoft

Main Menu > Purchasing > Purchase Orders > Review PO Info > Purchase Orders

Find an Existing Value

Search Criteria

Business Unit: = [dropdown] [input] [magnifying glass]

PO ID: begins with [dropdown] [input] [magnifying glass]

Contract SetID: begins with [dropdown] [input] [magnifying glass]

Contract ID: begins with [dropdown] [input] [magnifying glass]

Release Number: = [dropdown] [input]

Purchase Order Date: = [dropdown] [input] [calendar icon]

PO Status: = [dropdown] [input] [dropdown arrow]

Short Vendor Name: begins with [dropdown] [input] [magnifying glass]

Vendor ID: begins with [dropdown] [input] [magnifying glass]

Vendor Name: begins with [dropdown] [input] [magnifying glass]

Buyer: begins with [dropdown] [input] [magnifying glass]

Buyer Name: begins with [dropdown] [input] [magnifying glass]

Case Sensitive

Search Clear Basic Search Save Search Criteria

1. Select **UTEP1** under **Business Unit**.
2. Enter the **PO number** under **PO ID** field.
3. Click **Search**.
4. On the **Inquiry** screen the **PO status** will show if a PO is active/open or closed.
 - An **Open/Active PO** will display:
 - **PO Status**- Dispatched
 - **Budget Status**- Valid
 - **Line Status**- Approved

Purchase Order Inquiry

Purchase Order

Business Unit: UTEP1
PO ID: 2015069454

PO Status: Dispatched
Budget Status: Valid

Header

PO Date: 03/10/2015
Vendor Name: TODAY'S BU-001
Vendor ID: 0000018921 [Vendor Details](#)
Buyer: Buyer for the SciQuest interfa
PO Reference: Ramirez, Valeria -

Backorder Status: Not Backordered
Receipt Status: Not Recvd
 Hold From Further Processing

Amount Summary

Merchandise:	49.25
Freight/Tax/Misc.:	0.00
Total:	49.25 USD
Encumbrance Balance:	49.25 USD

[Header Details](#) [All RTV](#) [Document Status](#)
[Header Comments](#) [Matching](#)
[Change Order](#) [Activity Summary](#)

Lines

Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status
1		OMX INK CANON PG-210XL BLACK	10000000	2.0000	EA	19.34 USD	Approved



PeopleSoft Tip

- If a budget status on either an open or closed PO document reads **Error**, then that PO has neither been successfully encumbered/disencumbered.

Viewing Purchase Orders in PeopleSoft

- On the **Inquiry** screen the **PO status** will show if a PO is active/open or closed.
 - A **Closed PO** will display:
 - PO Status**- Complete
 - Budget Status**- Valid
 - Line Status**- Closed

Purchase Order Inquiry

Purchase Order

Business Unit: UTEP1
 PO ID: 2014059869

PO Status: Compl
Budget Status: Valid

Header

PO Date: 08/30/2014
 Vendor Name: MCMMASTER-C-002
 Vendor ID: 0000001989 [Vendor Details](#)
 Buyer: Buyer for the SciQuest interfa
 PO Reference: Tonde, Mahesh -

Backorder Status: Not Backordered
 Receipt Status: Not Recvd
 Hold From Further Processing

[Header Details](#) [All RTV](#)
[Header Comments](#) [Matching](#)
[Change Order](#) [Activity Summary](#)

[Document Status](#)

Amount Summary

Merchandise: 167.13
 Freight/Tax/Misc.: 0.00
 Total: 167.13 USD
 Encumbrance Balance: 0.00 USD

Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status
1		Air/immersion Thermocouple pro	10000000	1.0000	EA	30.93 USD	Closed

- Click **Document Status** to review any **invoices/payments** associated to the PO document.
- On the **document status** page you will see your **corresponding Miner Mall invoices (voucher)** and **corresponding payments**.
- Click **View All** if multiple **vouchers/payments exist**.

Document Status

Business Unit: UTEP1
 Document Date: 08/30/2014
 Currency: USD
 Buyer: Buyer for the SciQuest interfa

PO ID: [2014059869](#)
 Status: Compl
 Document Type: Purchase Order
 Merchandise Amt: 167.13
 Budget Status: Valid

Associated Document

Documents | Related Info

SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Vendor ID	Location
	UTEP1	Voucher	MM084823	Posted	09/02/2014	0000001989	UTEP
UTSHR		Payment	2000024956	Posted	09/25/2014	0000001989	UTEP

[Return to Search](#)

PeopleSoft Tip

- Any statuses marked as **unposted** means that the voucher or payment has not been successfully posted