Viewing Purchase Orders in PeopleSoft

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

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.
4. 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

5. Click Document Status to review any invoices/payments associated to the PO document.

6. On the document status page, you will see your corresponding Miner Mall invoices (voucher) and corresponding payments.

7. Click View All if multiple vouchers/payments exist.

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