# PO Inquiry Job Aid

The purpose of this job aid is to explain how to use the PO Inquiry search page. The Purchase Order Inquiry page includes information such as PO status, receipt status, encumbrance balance, and direct links to related documents. Please note, that some of the links open in a new window.

1. Select the **Procurement Operations** home page and click the **Review Purchase Order** tile.
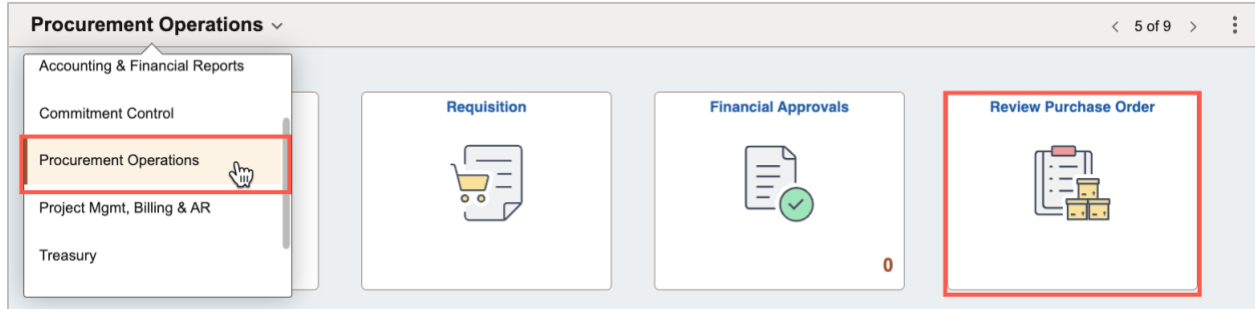
Alternatively, by using the Navigation path**: NavBar > Menu > Financials > Purchasing > Purchase Orders > Review PO Information > Purchase Orders**.

2. On the Find an Existing page, enter **UTARL** for the Business Unit (if it does not pre-populate) and the PO ID number for the PO number to view, then click **Search**.

Note: *If the PO number is unknown, other search criteria can be used to look up the PO.*

3. The **PO Status** can be seen at the top right of the page.

4. To view Supplier details, click on the **Supplier Name**.

5. Click the **Header Details** to view details regarding the purchase order header.

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6. Click on Return to go back to the Purchase Order Inquiry page.
7. The **Change Order** link is used to view changes and corrections to the purchase order. If there is more than one, it may be necessary to use the navigation buttons to view all change orders.
8. The **All RTV** link is used to view items that are returned to the vendor. This module is **not** used by UTA.
9. To view the Matching status, click the **Matching** link which displays the match status of the PO.

10. Click **Return** to go back to the Purchase Order Inquiry
11. Click **Header Comments** to view comments and attachments that apply to the entire purchase order.

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12. The **Document Status** link is to view all documents related to the purchase order. To find information for one document type, click on the icon in the purchase order life cycle. The icons in color have actions at that status. To again show all document information, click the **Show All** button. To navigate to a particular document, click on the **DOC ID**.

13. To view distribution information for a PO line, click on the **Schedule** icon for the PO line.

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a. From the Schedules page, click on the **Distributions/ChartFields** icon.
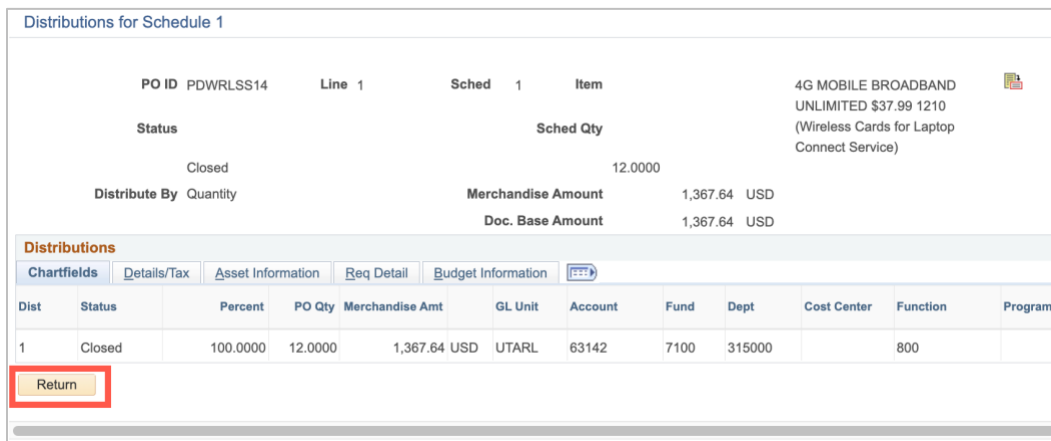
b. The distribution for the PO line will be displayed. To return to the Schedules screen, click the **Return** button on the Distributions page.

c. To return to the Purchase Order Inquiry Screen click the **Return to Main Page** link on the Schedules screen.

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