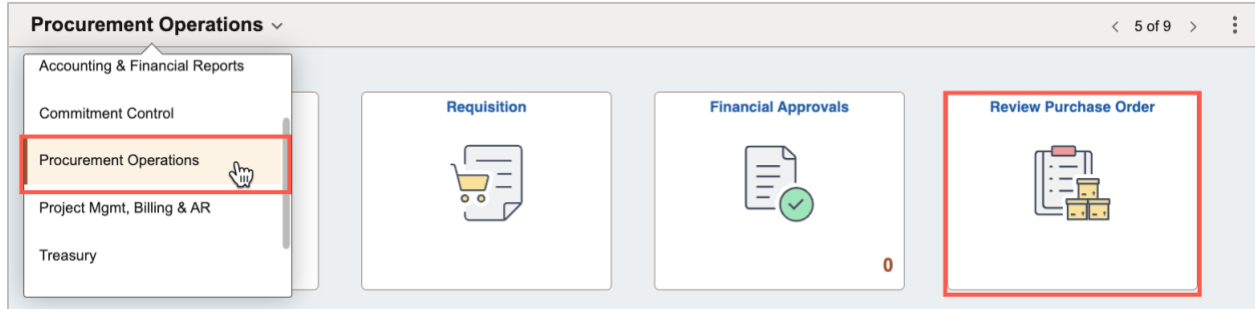


PO Inquiry Job Aid

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**.

 A screenshot of the "Purchase Order Inquiry" search page. The page title is "Purchase Order Inquiry" and it includes a "New Window | Help" link. Below the title is a section "Find an Existing Value" with a "Search Criteria" dropdown. A note says "Enter any information you have and click Search. Leave fields blank for a list of all values." There are two dropdown menus for "Recent Searches" and "Saved Searches". The main search form contains several fields: "Business Unit" (with a dropdown and "UTARL" entered, highlighted with a red box), "PO ID" (with a dropdown set to "begins with" and a search icon, highlighted with a red box), "Contract SetID" (dropdown "begins with"), "Contract ID" (dropdown "begins with"), "Release Number" (dropdown "="), "Purchase Order Date" (dropdown "="), "PO Status" (dropdown "="), "Short Supplier Name" (dropdown "begins with"), "Supplier ID" (dropdown "begins with"), "Supplier Name" (dropdown "begins with"), "Buyer" (dropdown "begins with"), and "Buyer Name" (dropdown "begins with"). There is a "Show fewer options" link and a "Case Sensitive" checkbox. At the bottom are "Search" and "Clear" buttons, with the "Search" button highlighted by a red box.

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.

Purchase Orders

Purchase Order Inquiry

Purchase Order

Business Unit **UTARL** **PO Status** **Dispatched**
 PO ID 0000061376 Budget Status Valid

Header

PO Date 03/12/2024
 Supplier Name **SCARBOROUGH-005** Backorder Status Not Backordered
 Supplier ID 0000040263 Supplier Details Receipt Status Received
 Buyer Joseph S White Hold From Further Processing

PO Reference

Amount Summary

Merchandise	12,673.66
Freight/Tax/Misc.	0.00
Total	12,673.66 USD
Encumbrance Balance	12,673.66 USD

Award Reason Prime Source
 Justification Method Best Value

Lines Personalize | Find | View All | First 1 of 1 Last

Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status
1		Flagship Cotton Crew Socks	45101700	1999.0000	LOT	12,673.66 USD	Active

View Printable Version
 View Approvals

Return to Search Previous in List Next in List Notify Related Links

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

Purchase Order Inquiry

Purchase Order

Business Unit **UTARL** **PO Status** **Dispatched**
 PO ID 0000061376 Budget Status Valid

Header

PO Date 03/12/2024
 Supplier Name **SCARBOROUGH-005** Backorder Status Not Backordered
 Supplier ID 0000040263 Supplier Details Receipt Status Received
 Buyer Joseph S White Hold From Further Processing

PO Reference

Amount Summary

Merchandise	12,673.66
Freight/Tax/Misc.	0.00
Total	12,673.66 USD
Encumbrance Balance	12,673.66 USD

Award Reason Prime Source
 Justification Method Best Value

Lines Personalize | Find | View All | First 1 of 1 Last

Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status
1		Flagship Cotton Crew Socks	45101700	1999.0000	LOT	12,673.66 USD	Active

View Printable Version
 View Approvals

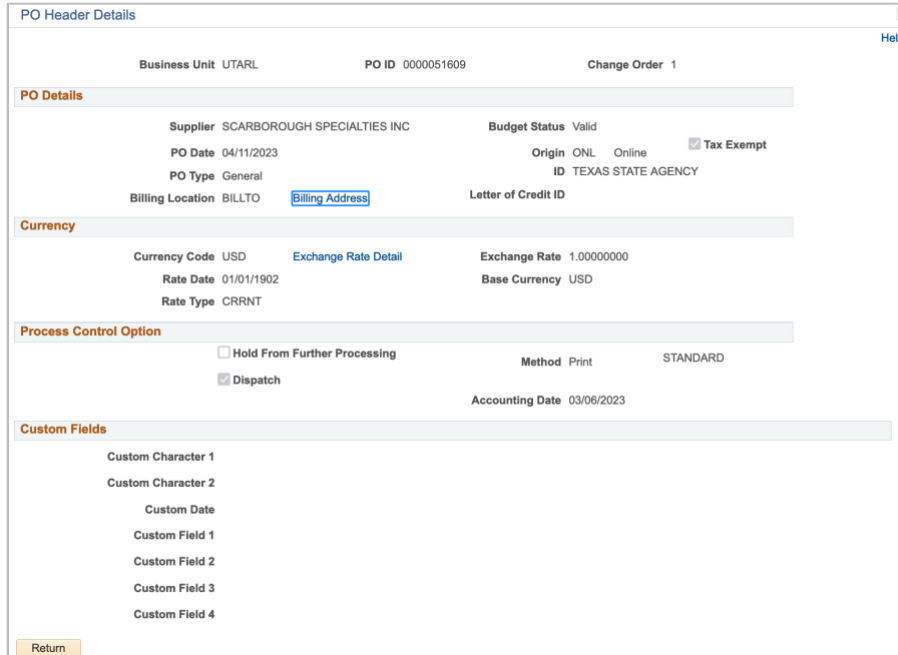
Return to Search Previous in List Next in List Notify Related Links

SCARBOROUGH SPECIALTIES, INC.

Short Name SCARBOROUGH-005
 Phone +1 806/792-9925
 Email ACCOUNTING@BRANDABILITY.COM
 Location SHARED
 10501 INDIANA AVE
 LUBBOCK, TX 79423-5179
 United States

Contact Name
 Title
 Phone
 Email
 Address 4512 Loma Grande Dr
 El Paso, TX 79934

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



PO Header Details

Business Unit UTARL PO ID 0000051609 Change Order 1

PO Details

Supplier SCARBOROUGH SPECIALTIES INC Budget Status Valid

PO Date 04/11/2023 Origin ONL Online Tax Exempt

PO Type General ID TEXAS STATE AGENCY

Billing Location BILLTO [Billing Address](#) Letter of Credit ID

Currency

Currency Code USD [Exchange Rate Detail](#) Exchange Rate 1.00000000

Rate Date 01/01/1902 Base Currency USD

Rate Type CRRNT

Process Control Option

Hold From Further Processing Method Print STANDARD

Dispatch Accounting Date 03/06/2023

Custom Fields

Custom Character 1

Custom Character 2

Custom Date

Custom Field 1

Custom Field 2

Custom Field 3

Custom Field 4

[Return](#)

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.



PO Matching -- SCARBOROUGH SPECIALTIES INC

Business Unit UTARL PO ID 0000051609 Change Order 1

Match Status

To Match

Matching Options

Match Action Standard

Match Rule STANDARD

[Return](#)

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.

PO Header Comments

Business Unit: UTARL PO ID: 000051609 Supplier: SCARBOROUGH-005 Change Order: 1

Retrieve Active Comments Only Retrieve

*Sort Method: Comment Time Stamp *Sort Sequence: Ascending Sort

Comments Find | View All First 1 of 1 Last

Comment Status: Active

*Shipping and Handling is not included in Sales Order #227931-1

Vendor Contact: [Redacted]
 UTA Contact: An [Redacted]

Send to Supplier Shown at Receipt
 Shown at Voucher Approval Justification

Associated Document

Attachment: SalesOrder_227931-1.pdf Attach View Email

From -> REQ UTARL-0000052020

OK Cancel

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**.

Document Status Purchase Order

Business Unit: UTARL PO ID: PDWRLSS14 Status: Compl

Document Date: 01/13/2015 Document Type: Purchase Order

Currency: USD Merchandise Amt: 1,430.13

Buyer: Blaze Nedderman Budget Status: Valid

Requisitions Sourcing Events Procurement Contracts Purchase Orders Service Work Orders Receipts(1) Returns Vouchers(8) Payments(7)

Show All

Associated Document Personalize | Find | View All | First 1-5 of 16 Last

Actions	SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Supplier ID	Location	Go To Document Status Inquiry
▼ Actions		UTARL	Receipt	0000001216	Received	05/08/2015	0000047992	SHARED	
▼ Actions		UTARL	Voucher	00026873	Posted	02/01/2015	0000047992	SHARED	

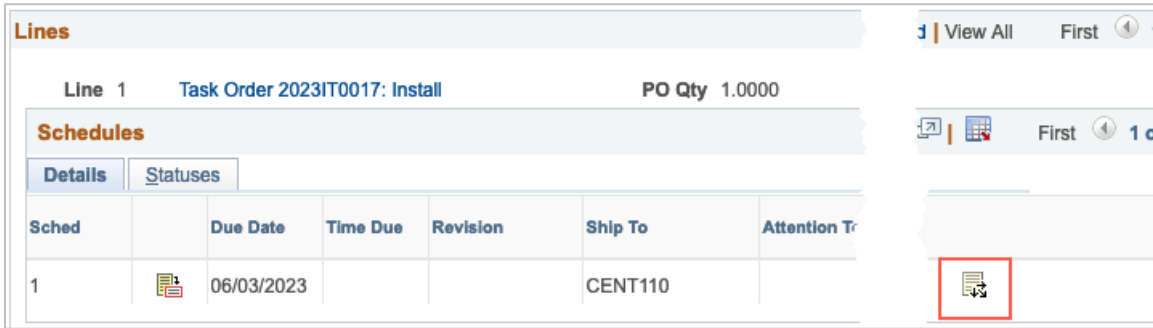
Return to Search

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

Lines Personalize | Find | View All | First 1 of 1 Last

Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status		
1		Task Order 2023IT0017: Install	72141117	1.0000	LOT	14,289.74 USD	Active		

a. From the Schedules page, click on the **Distributions/ChartFields** icon.




Lines | View All | First

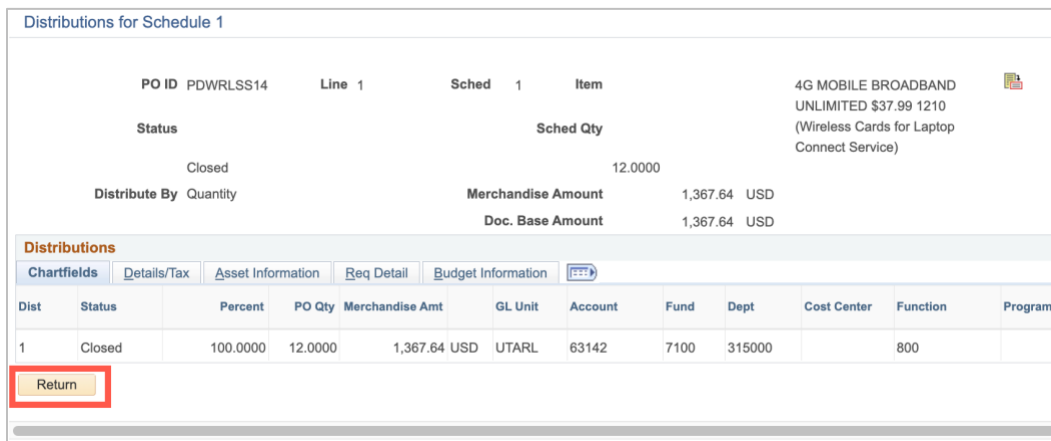
 Line 1 Task Order 2023IT0017: Install PO Qty 1.0000

Schedules | First

 Details | Statuses

Sched	Due Date	Time Due	Revision	Ship To	Attention Tr
1	06/03/2023			CENT110	

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



Distributions for Schedule 1

 PO ID PDWRLSS14 Line 1 Sched 1 Item 4G MOBILE BROADBAND UNLIMITED \$37.99 1210

 Status Closed Sched Qty 12.0000

 Distribute By Quantity Merchandise Amount 1,367.64 USD

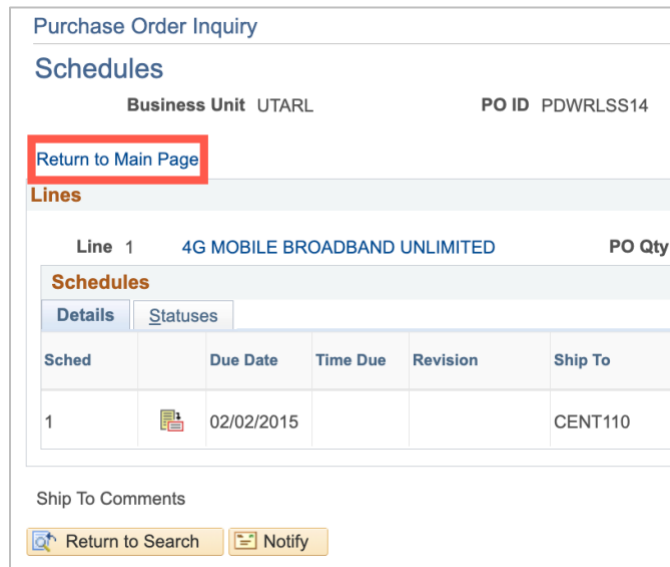
 Doc. Base Amount 1,367.64 USD

Distributions

 Chartfields | Details/Tax | Asset Information | Req Detail | Budget Information

Dist	Status	Percent	PO Qty	Merchandise Amt	GL Unit	Account	Fund	Dept	Cost Center	Function	Program
1	Closed	100.0000	12.0000	1,367.64 USD	UTARL	63142	7100	315000		800	

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



Purchase Order Inquiry

Schedules

 Business Unit UTARL PO ID PDWRLSS14

Lines

 Line 1 4G MOBILE BROADBAND UNLIMITED PO Qty

Schedules

 Details | Statuses

Sched	Due Date	Time Due	Revision	Ship To
1	02/02/2015			CENT110

 Ship To Comments