Use this instruction guide to learn how to use the **Purchase Order Inquiry** panel to troubleshoot activity of a purchase order by viewing its history. The panel displays the purchase order with any of its receipts and vouchers. This information is displayed per PO line, so you will see the voucher and receipt lines that correspond to that line. This panel is also a one-stop where you can immediately see voucher ID’s, receipt ID’s, status of each and match status. It even displays a record of deleted vouchers. See page 5 of this guide for a complete list of information displayed. Request the **UF_AP_INQUIRER** role to use this panel. To see another view of the status of a purchase order, see the instruction guide, "What is the Status of my PO?" which refers to the Activity Summary panel.

- From your myUFL Menu, navigate to: Accounts Payable > Review > Interfaces > Purchase Order Inquiry
- Click on the Advanced Search link

![PO Inquiry](image)

**PO Inquiry**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

- **Search by:** Business Unit
  - = 1612

**Advanced Search**

- **Business Unit:**
  - = UFLOR
- **Purchase Order:**
  - begins with
- **Purchase Order Date:**
  - = 31
- **Vendor ID:**
  - begins with
- **Short Vendor Name:**
  - begins with

**Search**  **Clear**  **Basic Search**  **Save Search Criteria**

Enter more than the Business Unit to **narrow your search**. The following examples illustrate this concept:
Examples of Searches

1. Example of search by **Business Unit and Purchase Order Number**:

   **PO Inquiry**
   Enter any information you have and click Search. Leave fields blank for a list of all values.

   **Find an Existing Value**

   - **Business Unit**: = 1612
   - **Purchase Order**: contains 24
   - **Purchase Order Date**: =
   - **Vendor ID**: begins with
   - **Short Vendor Name**: begins with

   Tip: Use the dropdowns for other options besides the "=" sign, such as "contains".

2. Example of search by **Business Unit and Vendor** with Search Results shown:

   **PO Inquiry**
   Enter any information you have and click Search. Leave fields blank for a list of all values.

   **Find an Existing Value**

   - **Business Unit**: = 1612
   - **Purchase Order**: begins with
   - **Purchase Order Date**: =
   - **Vendor ID**: begins with
   - **Short Vendor Name**: begins with "X"

   **Search Results**
   View All
   First ▼ 12 ▼ 2 ▼ Last

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Purchase Order</th>
<th>Purchase Order Date</th>
<th>Vendor ID</th>
<th>Short Vendor Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1612</td>
<td>0000000036</td>
<td>06/24/2004</td>
<td>000001238</td>
<td>XEROX-001</td>
</tr>
<tr>
<td>1612</td>
<td>0000000036</td>
<td>08/20/2004</td>
<td>000001238</td>
<td>XEROX-001</td>
</tr>
</tbody>
</table>

   Tip: Here we entered "X" in the box next to **Short Vendor Name** to find Xerox.
3. Example of search by **Business Unit and Date**:

![PO Inquiry form](image)

TIP: Here we used the "between" feature in the dropdown to enter a period of time

### Looking at the Search Results

First, let's find a PO for vendor Fisher Scientific created at the beginning of August:

![PO Inquiry form](image)

- Click on the link of the PO you would like to select:

### Search Results

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Purchase Order</th>
<th>Purchase Order Date</th>
<th>Vendor ID</th>
<th>Short Vendor Name</th>
</tr>
</thead>
</table>
| 1612          | 0000000024     | 08/03/2004          | 000000002 | FISHER-001       

[View the History of a PO]
The panel displays PO Line 1 with its corresponding voucher lines and receipt lines:

- PO Line 1 was for $6960.67 for one item
- A voucher was applied for that amount but was deleted
- Another voucher was created but the $6960.67 amount was not vouchered
- The item was received and the receipt line was matched
- Conclusion: The $6960.67 still needs to be vouchered for this PO Line

**TIP:** To determine if payment was made, enter the Voucher ID number into the Voucher Inquiry screen, (see instruction guide "Finding Existing Vouchers") and click on the Payment Information icon.

Let's look at the other lines on the purchase order

If you click on the **View All** link you can see the rest of the PO lines:
This view is for PO Line 2:

- This line amount is for $143.20
- There is a voucher for this amount that is postable and matched for $143.20
- The item for this PO Line 2 has been received and matched

So, the next action to take on this purchase order is to create a new encumbered voucher for the first line!

This panel displays important information that may be used for other inquiries such as:

- Voucher ID numbers
- Receipt ID numbers
- Vendor ID number
- PO Date
- Business Unit
- PO ID number
- Match Status per line
- Whether or not a voucher line has been finalized
- Voucher Entry Status
- Quantity ordered
- Quantity received
- Amounts ordered and vouchered

For further help please contact the UF Help Desk at 392-HELP or email helpdesk@ufl.edu