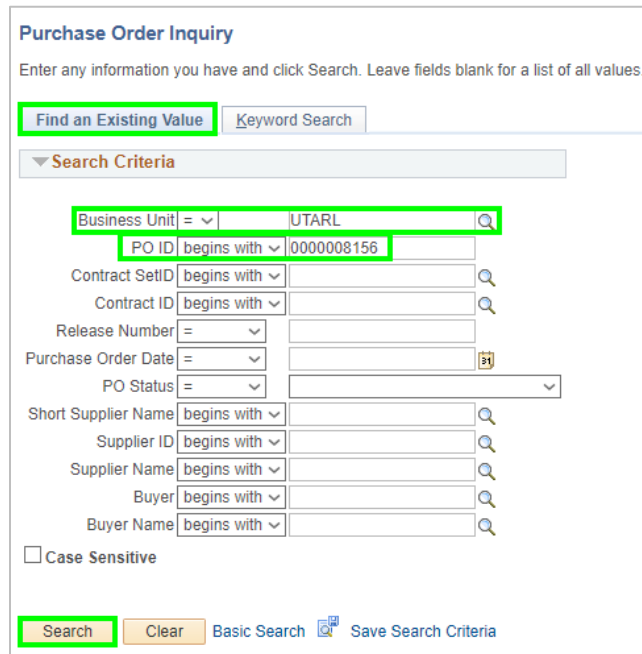


Purchase Order Inquiry

- 1) Begin by navigating to the Purchase Order (PO) Inquiry page: Navigator > Financials > Purchasing > Purchase Orders > Review PO Information > Purchase Order. Alternatively, select the Procurement Operations home page and click the Review Purchase Order tile.
- 2) On the Find an Existing tab, 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 not known, other search criteria can be used to lookup the PO.



Purchase Order Inquiry

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

Find an Existing Value Keyword Search

▼ Search Criteria

Business Unit = ▼ UTARL

PO ID begins with ▼ 000008156

Contract SetID begins with ▼

Contract ID begins with ▼

Release Number = ▼

Purchase Order Date = ▼

PO Status = ▼

Short Supplier Name begins with ▼

Supplier ID begins with ▼

Supplier Name begins with ▼

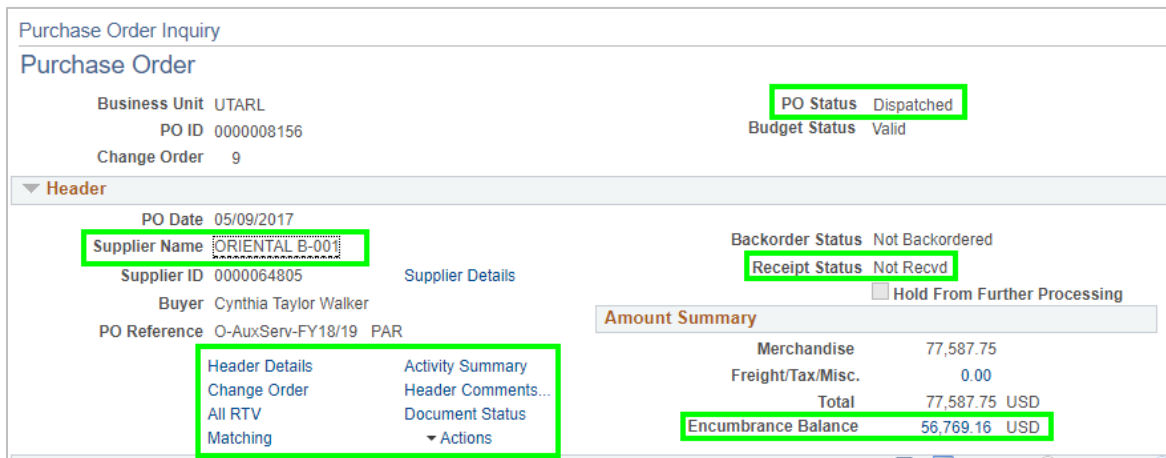
Buyer begins with ▼

Buyer Name begins with ▼

Case Sensitive

Search Clear Basic Search Save Search Criteria

- 3) The Purchase Order Inquiry page includes information such as PO status, receipt status, encumbrance balance, and direct links to related documents. Please note, some of the links open in a new window.



Purchase Order Inquiry

Purchase Order

Business Unit UTARL PO Status Dispatched

PO ID 000008156 Budget Status Valid

Change Order 9

▼ Header

PO Date 05/09/2017

Supplier Name ORIENTAL B-001 Backorder Status Not Backordered

Supplier ID 0000064805 Supplier Details Receipt Status Not Recvd

Buyer Cynthia Taylor Walker Hold From Further Processing

PO Reference O-AuxServ-FY18/19 PAR

Amount Summary

Merchandise	77,587.75
Freight/Tax/Misc.	0.00
Total	77,587.75 USD
Encumbrance Balance	56,769.16 USD

Header Details Activity Summary

Change Order Header Comments...

All RTV Document Status

Matching Actions

- a. Supplier details can be seen by clicking on the Supplier Name.

The screenshot shows a purchase order header with a pop-up window displaying supplier details. The pop-up window is titled "Supplier Name" and contains the following information:

- Supplier Name: ORIENTAL B-001
- Supplier ID: Oriental Building Services, Inc.
- Buyer: Oriental Building Services, Inc.
- PO Reference: Oriental Building Services, Inc.
- Short Name: ORIENTAL B-001
- Phone: 469/522-0001
- Email: obsco@msn.com
- Location: 001
- Address: 2526 Manana Dr, Dallas, TX 75220, United States
- Contact Name: Oriental Building Services, Inc.
- Title: Oriental Building Services, Inc.
- Phone: Oriental Building Services, Inc.
- Email: Oriental Building Services, Inc.
- Address: 4512 Loma Grande Dr, El Paso, TX 79934

- b. The Header Details link is used to view details regarding the purchase order header.

The screenshot shows the "PO Header Details" page with the following information:

- Business Unit: UTARL
- PO ID: 000008156
- Change Order: 9
- Supplier: Oriental Building Services, Inc.
- Budget Status: Valid
- PO Date: 05/09/2017
- Origin: ONL Online
- Tax Exempt:
- PO Type: General
- ID: TEXAS STATE AGENCY
- Billing Location: BILLTO
- Billing Address: [Link]
- Letter of Credit ID: [Link]
- Currency Code: USD
- Exchange Rate Detail: [Link]
- Exchange Rate: 1.00000000
- Rate Date: 01/01/1902
- Base Currency: USD
- Rate Type: CRRNT
- Process Control Option:
 - Hold From Further Processing
 - Dispatch
- Method: Email STANDARD
- Accounting Date: 02/14/2019

- c. 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. Also, there are three tabs containing change order information.

The screenshot shows the "PO Header Changes" page with the following information:

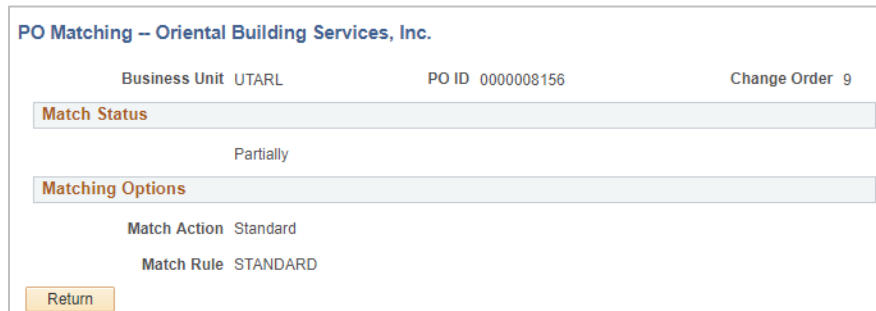
- Unit: UTARL
- PO ID: 000008156
- Navigation: Header Changes | Line Changes | Ship Changes
- Personalize | Find | View All | First | 1-6 of 26 | Last

Batch	Seq	Description	Value	User Modify	Last Change Date
0	0	Billing Location	BILLTO	1000570221	10/24/2017 1:39:53PM
0	0	Buyer	6001200743	1000570221	10/24/2017 1:39:53PM
0	0	Contact		1000570221	10/24/2017 1:39:53PM
0	0	Currency Code	USD	1000570221	10/24/2017 1:39:53PM
0	0	Purchase Order Reference	Over-AuxServ-SBarton	1000570221	10/24/2017 1:39:53PM
0	0	PO Status	D	1000570221	10/24/2017 1:39:53PM

Buttons: Return to Search, Notify

Navigation: Header Changes | Line Changes | Ship Changes

- d. The All RTV link is used to view items that are returned to the vendor. This module is not use by UTA.
- e. The Matching link displays the match status of the PO.



PO Matching – Oriental Building Services, Inc.

Business Unit UTARL PO ID 000008156 Change Order 9

Match Status

Partially

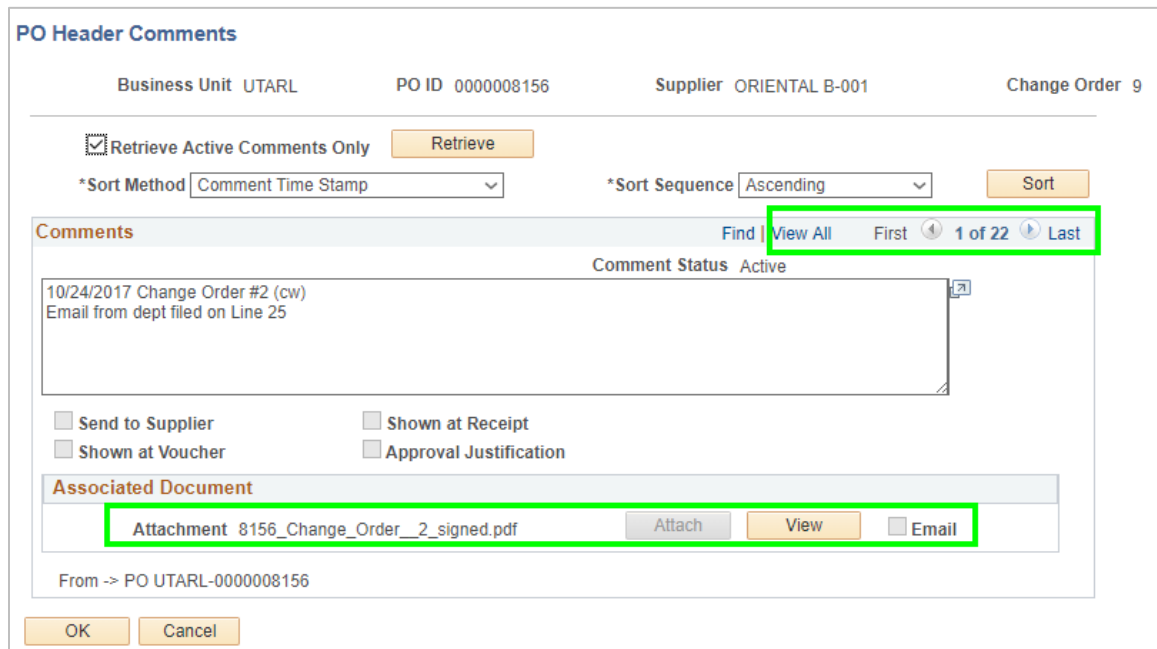
Matching Options

Match Action Standard

Match Rule STANDARD

[Return](#)

- f. The Header Comments link is used to view comments and attachments that apply to the entire purchase order. If there is more than one header comment, use the navigation buttons in the Comments bar to navigate or view all comments. Also, if there are attachments included with the comment, they can be viewed by clicking the View button.



PO Header Comments

Business Unit UTARL PO ID 000008156 Supplier ORIENTAL B-001 Change Order 9

Retrieve Active Comments Only [Retrieve](#)

*Sort Method *Sort Sequence [Sort](#)

Comments Find | [View All](#) [First](#) 1 of 22 [Last](#)

Comment Status Active

10/24/2017 Change Order #2 (cw)
Email from dept filed on Line 25

Send to Supplier Shown at Receipt
 Shown at Voucher Approval Justification

Associated Document

[Attachment](#) 8156_Change_Order__2_signed.pdf [Attach](#) [View](#) Email

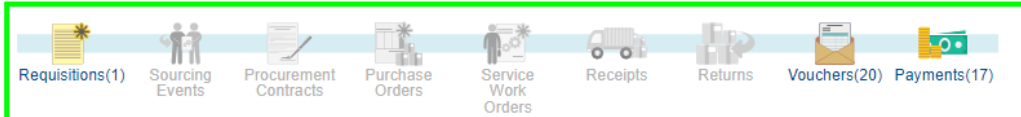
From -> PO UTARL-000008156

[OK](#) [Cancel](#)

- g. 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 link.

Document Status

Business Unit UTARL PO ID 000008156
 Document Date 05/09/2017 Status Dispatched
 Currency USD Document Type Purchase Order
 Buyer Cynthia Taylor Walker Merchandise Amt 77,587.75
 Budget Status Valid



Show All

Associated Document Personalize | Find | View All | [Grid] [Table] First 1-4 of 38 Last

Actions	SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Supplier ID	Location
▼ Actions		UTARL	Requisition	000007281	Approved	04/24/2017		
▼ Actions		UTARL	Voucher	00103888	Posted	06/21/2017	0000064805	001
▼ Actions		UTARL	Voucher	00104632	Posted	05/25/2017	0000064805	001
▼ Actions		UTARL	Voucher	00107124	Posted	06/07/2017	0000064805	001

Return to Search

- h. To view distribution information for a PO line, click on the Schedule icon for the PO line.

Lines										Personalize Find View All [Grid] [Table] First 1-10 of 49 Last
Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status			
1		Make Ready Clean One Bedroom A	76110000	16.0000	EA	1,216.00 USD	Closed			

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

Schedules

Business Unit UTARL PO ID 000008156 Change Order 9

[Return to Main Page](#)

Lines										Find View All First 1 of 49 Last
Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amt	Status			
Line 1	Make Ready Clean One Bedroom A			PO Qty 16.0000	EA	Merchandise Amt 1,216.00 USD				

Schedules Personalize | Find | View All | [Grid] [Table] First 1 of 1 Last

Details	Statuses											
Sched	Due Date	Time Due	Revision	Ship To	Attention To	PO Qty	Price	Merchandise Amount	Status			
1		05/09/2018		CENT110		16.0000	76.00000	1,216.00 USD	Closed			

The distribution for the PO line will be displayed.

Distributions for Schedule 1

PO ID 000008156 Line 1 Sched 1 Item: Make Ready Clean One Bedroom Apartment - Furnished/Unoccupied

Status Closed Sched Qty 16.0000

Distribute By Amount Merchandise Amount 1,216.00 USD Doc. Base Amount 1,216.00 USD

Dist	Status	Percent	Merchandise Amt	GL Unit	Account	Fund	Dept	Cost Center	Function	Program	PC Bus Unit	Project	Activity	Affiliate	Fund Affl	Location
1	Closed	62.5000	760.00 USD	UTARL	60372	4200	315203	470132	500							UC151E
2	Closed	37.5000	456.00 USD	UTARL	60372	4200	315203	470092	500							TMR100

[Return](#)

To return to the Purchase Order Inquiry screen, click the Return button on the Distributions page, then the Return to Main Page link on the Schedules screen.

Distributions for Schedule 1

PO ID 000008156

Status Closed

Distribute By Amount

Distributions		
Chartfields	Details/Tax	Asset
Dist	Status	Percent
1	Closed	62.5000
2	Closed	37.5000

[Return](#)

Schedules

Business Unit UTARL

[Return to Main Page](#)

Lines

Line 1 Make Ready Clean

Schedules		
Details	Statuses	
Sched	Due Date	Time
1	05/09/2018	