



Business Process Document

PS FIN Purchasing: Finding a Purchase Order (PO)

Department	
Responsibility/Role	
File Name	Finding a Purchase Order (PO)_BUSPROC.doc
Version	
Document Generation Date	8/12/2009
Date Modified	8/12/2009
Last Changed by	
Status	

Finding a Purchase Order (PO)

Trigger:

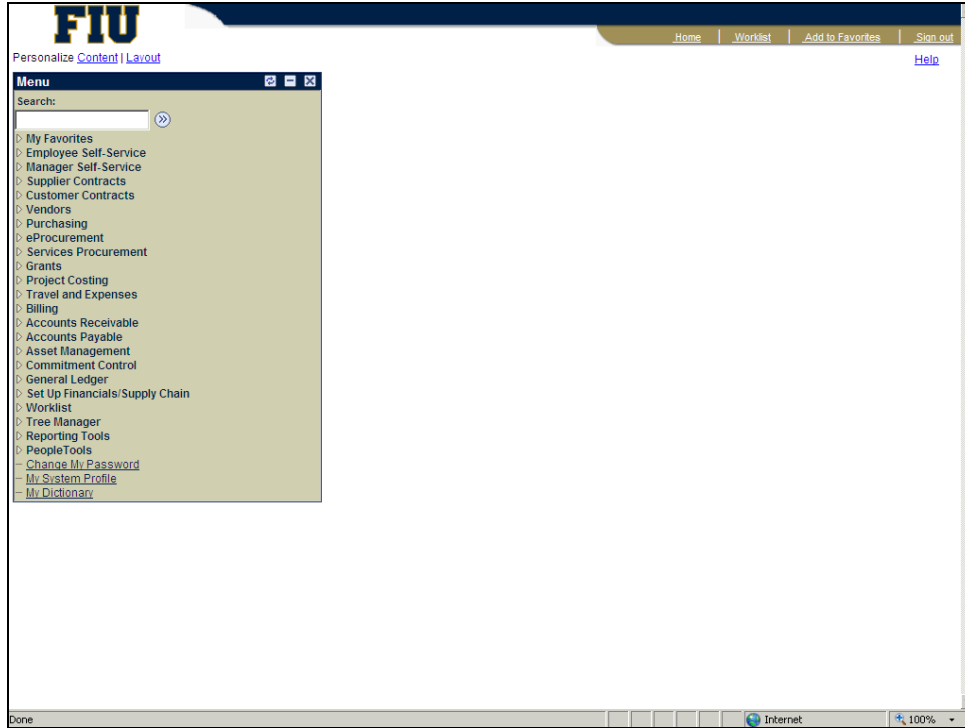
Required Field(s)	Comments


Output - Results	Comments

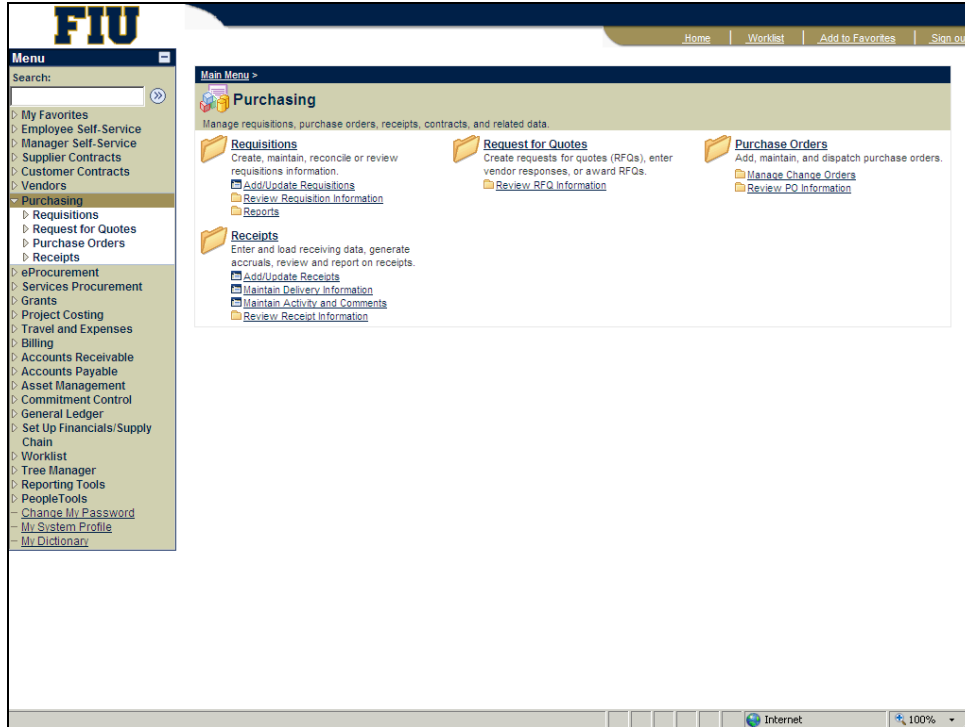
Additional Information


Procedure

In this topic you will learn how to find a Purchasing Order Number (P.O)



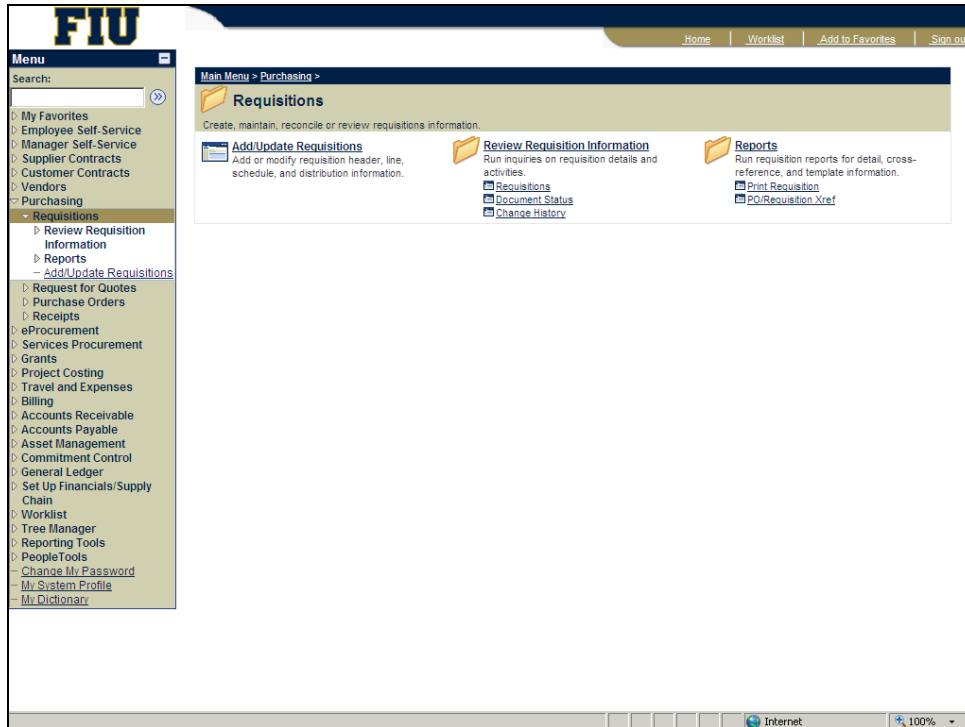
Step	Action
1.	Click the Purchasing link. 

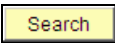



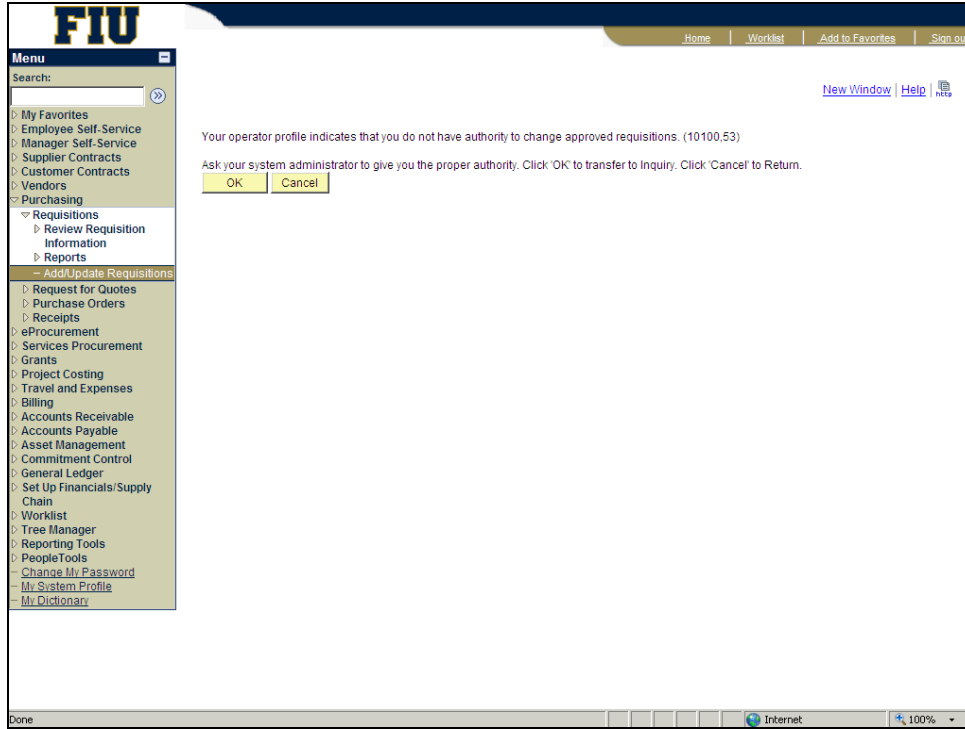
Step	Action
2.	Click the Requisitions link. 

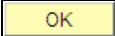
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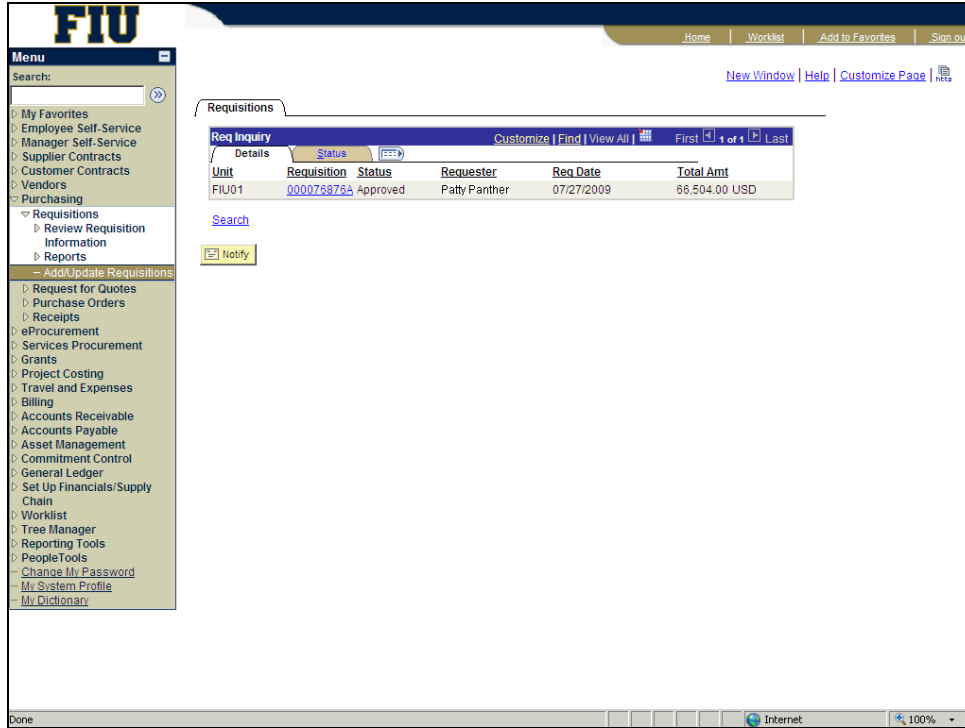
Step	Action
3.	Click on Add/Update Requisitions
4.	Make sure that the field for Hold From Further Processing Enter By is blank Click the Search button. 
5.	Click an entry in the Business Unit column. 





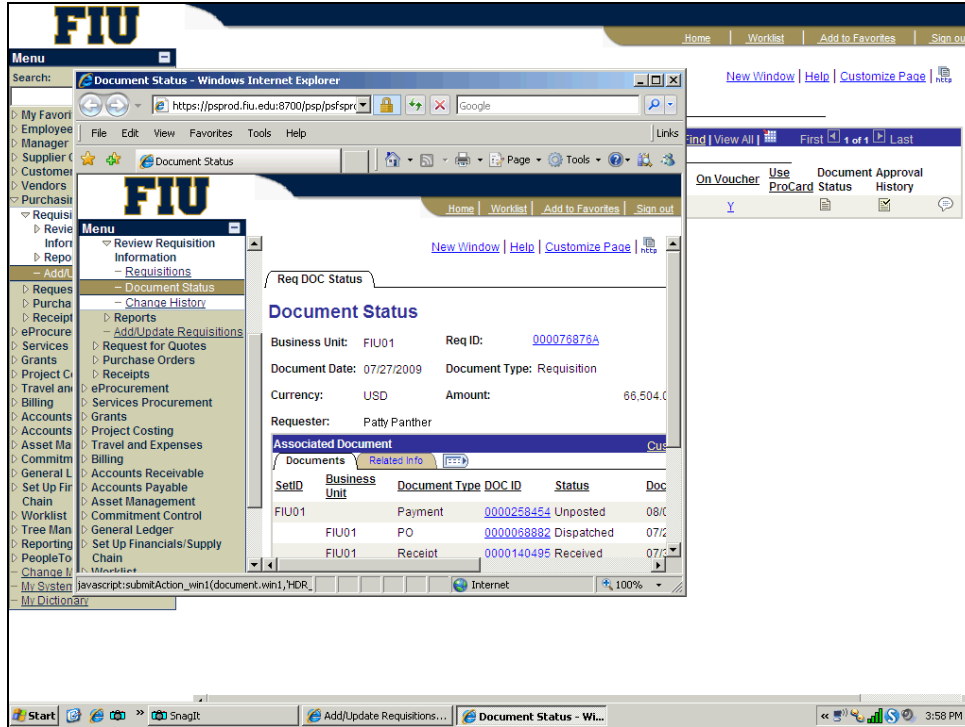
Step	Action
6.	Click the OK button. 


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Step	Action
7.	Click the Status tab. 
8.	Click the Document Status button. 



Step	Action
9.	Click the Maximize/Restore button. 

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The screenshot shows a web browser window titled "Document Status - Windows Internet Explorer". The address bar shows the URL: https://psprod.fiu.edu:8700/psp/psfsprd_1/EMPLOYEE/ERP/c/PROCUREMENT_ANALYSIS.PRCR_DOCSTAT_REQ.GBL?P1. The page displays the "Document Status" for a requisition.

Document Status

Business Unit: FIU01 Req ID: [000078876A](#) Status: Approved

Document Date: 07/27/2009 Document Type: Requisition Budget Status: Valid


Currency: USD Amount: 66,504.00

Requester: Patty Panther

Associated Document

SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Vendor ID	Location
FIU01		Payment	0000258454	Unposted	08/06/2009	0000003231	FAIRPORT
	FIU01	PO	0000068882	Dispatched	07/27/2009	0000003231	FAIRPORT
	FIU01	Receipt	0000140495	Received	07/30/2009	0000003231	FAIRPORT
	FIU01	Receipt	0000140498	Received	07/30/2009	0000003231	FAIRPORT
	FIU01	Receipt	0000140500	Received	07/30/2009	0000003231	FAIRPORT
	FIU01	Voucher	00231163	Posted	07/24/2009	0000003231	FAIRPORT

Return to Search

Step	Action
10.	Click the Go To Document Status Inquiry button. 

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Payment Document Status Inquiry

Bank Set ID: FIU01 Payment ID: [0000258454](#) Remit Vendor: 0000003231


Bank Code: BOA Payment Reference: 00208984 Vendor Name: PAETECOMM-001

Bank Account: BOT Payment Status: Paid Document Type: Payment

Payment Method: Check Payment Amount: 10600.00 USD Location: FAIRPORT

Payment Date: 08/06/2009

Business Unit	Document Type	DOC ID	Status	Document Date	Vendor ID	Location
FIU01	PO	0000068882	Dispatched	07/27/2009	0000003231	FAIRPORT
FIU01	Receipt	0000140495	Received	07/30/2009	0000003231	FAIRPORT
FIU01	Receipt	0000140499	Received	07/30/2009	0000003231	FAIRPORT
FIU01	REQ	000076876A	Approved	07/27/2009		
FIU01	Voucher	00231185	Posted	05/26/2009	0000003231	FAIRPORT
FIU01	Voucher	00231186	Posted	06/12/2009	0000003231	FAIRPORT

Step	Action
12.	Click the Go To Document Status Inquiry button. 



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Document Status

Business Unit: FIU01 PO ID: 000008882

Document Date: 07/27/2009 Document Type: Purchase Order

Currency: USD Amount: 64,800.00

Buyer: Patty Panther


SetID	Business Unit	Document Type	DOC ID	Status	Doc
FIU01	REQ	000078876	Approved	07/27	
FIU01	Receipt	0000140495	Received	07/27	
FIU01	Receipt	0000140499	Received	07/27	

Step	Action
13.	Here is your PO ID number

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Step	Action
14.	Click the Home link. 
15.	Congratulations. You have successfully found your PO number. End of Procedure.