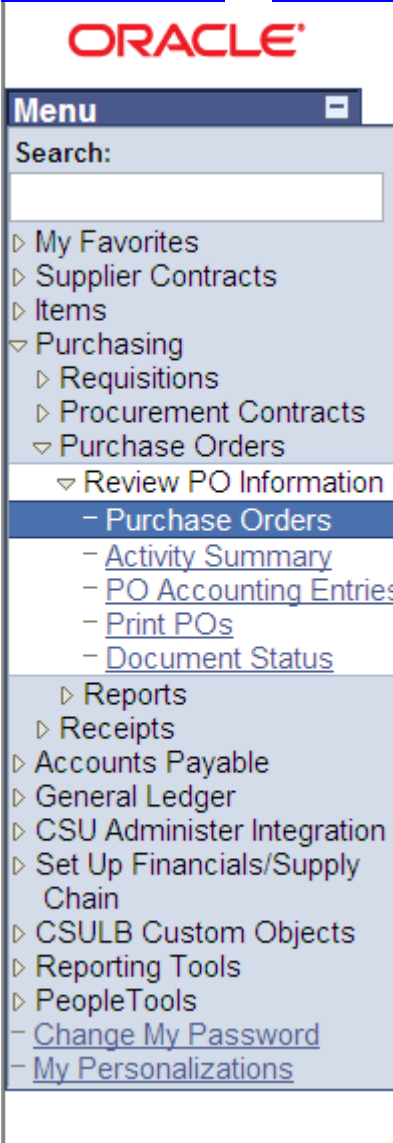

PeopleSoft Finance 9.0 – Accounts Payable Looking up Purchase Order Information for Travel.

1. **Purpose: You want to find purchase order information about your travel authorization.**

Navigate to the Purchasing Page.

[Purchase Orders](#) -> [Review PO Information](#) -> [Purchase Orders](#)



The screenshot shows the Oracle PeopleSoft interface. At the top is the Oracle logo. Below it is a 'Menu' dropdown with a search box. The menu is expanded to show a list of options. A red arrow points to the 'Purchase Orders' option under the 'Review PO Information' sub-menu.

- Menu
- Search:
- ▷ My Favorites
- ▷ Supplier Contracts
- ▷ Items
- ▽ Purchasing
 - ▷ Requisitions
 - ▷ Procurement Contracts
 - ▽ Purchase Orders
 - ▽ Review PO Information
 - Purchase Orders
 - [Activity Summary](#)
 - [PO Accounting Entries](#)
 - [Print POs](#)
 - [Document Status](#)
 - ▷ Reports
 - ▷ Receipts
 - ▷ Accounts Payable
 - ▷ General Ledger
 - ▷ CSU Administer Integration
 - ▷ Set Up Financials/Supply Chain
 - ▷ CSULB Custom Objects
 - ▷ Reporting Tools
 - ▷ PeopleTools
 - [Change My Password](#)
 - [My Personalizations](#)

2. Depending on the information available, you may inquire using the following fields:

- Purchase Order
- Purchase Order Date (use "not=" parameter and use any date, except one that may be valid-this will search for every date, except the one you entered)
- Short Vendor Name (Use "contains" and the first part of the travelers last name)
- Vendor ID
- ❖ Be sure to use **LBTRV** as the Business Unit

Enter: **Welch** (traveler's name) in **ShortVendorName** field.

Purchase Order Inquiry

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

Find an Existing Value

Business Unit: =

PO ID: begins with

Contract SetID: begins with

Contract ID: begins with

Release Number: =

Purchase Order Date: =

PO Status: =

Short Vendor Name: contains

Vendor ID: begins with

Buyer: begins with

Buyer Name: begins with

PO Type: =

Case Sensitive

[Basic Search](#)

Click to view and select from a list of possible POs.

3. Search the results:

Search Results													
Business Unit	PO ID	Contract SetID	Contract ID	Release Number	Purchase Order Date	PO Status	Short Vendor Name	Vendor ID	Name 1	Buyer	PO Type	Purchase Order Reference	Hold From Further Processing
LBTRV	0000002881	LBCMP	(blank)	0	07/15/2002	Comp	WELCHCHRIS-001	0000008368	WELCH, CHRISTINE ECHANG	General	714811	N	
LBTRV	0000003895	LBCMP	(blank)	0	01/13/2003	Comp	WELCHCHRIS-001	0000008368	WELCH, CHRISTINE ECHANG	General	0282243	N	
LBTRV	0000005517	LBCMP	(blank)	0	11/03/2003	Comp	WELCHCHRIS-001	0000008368	WELCH, CHRISTINE ECHANG	General	104014	N	
LBTRV	0000005914	LBCMP	(blank)	0	01/20/2004	Comp	WELCHCHRIS-001	0000008368	WELCH, CHRISTINE ECHANG	General	0283050	N	
LBTRV	0000006385	LBCMP	(blank)	0	04/21/2004	Comp	WELCHCHRIS-001	0000008368	WELCH, CHRISTINE ECHANG	General	104027	N	
LBTRV	0000006814	LBCMP	(blank)	0	10/04/2004	Comp	WELCHCHRIS-001	0000008368	WELCH, CHRISTINE ECHANG	General	104224	N	

