

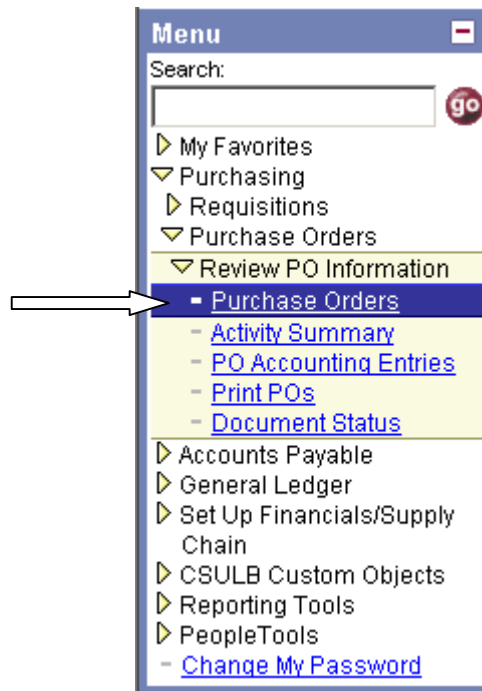
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# PeopleSoft Finance 8.4 – Accounts Payable - Purchase Order Inquiry

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

Navigate to the Payment Inquiry page.

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



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

- **Business Unit (LBTRV)**
- **Purchase Order Reference (2122) (usually your Travel Authorization number)**
- **Vendor ID**

**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: [=] LBTRV [Q]

Purchase Order: [begins with] [ ] [Q]

Contract SetID: [begins with] [ ] [Q]

Contract ID: [begins with] [ ] [Q]

Release Number: [=] [ ]

Purchase Order Date: [=] [ ] [E]

PO Status: [=] [ ] [ ]

Short Vendor Name: [begins with] [ ] [Q]

Vendor ID: [begins with] [ ] [Q]

Buyer: [begins with] [ ] [Q]

PO Type: [=] [ ] [ ]

Purchase Order Reference: [begins with] 2122 [ ]

Case Sensitive

[Search] [Clear] [Basic Search](#) [ ] [Save Search Criteria](#)

Click **Search** to view and select from a list of possible vouchers.

3. Search the results:

Business Unit	Purchase Order	Contract SetID	Contract ID	Release Number	Purchase Order Date	PO Status	Short Vendor Name	Vendor ID	Name 1	Buget	PO Type	Purchase Order Reference
LBTRV	0000004453	LBCMP	(blank)	0	03/10/2003	Comp	REILLYLAUR-001	000002795	REILLY, LAURIJ	FCHANG	General	212205
LBTRV	0000004478	LBCMP	(blank)	0	03/12/2003	Comp	MCCOWNSHAW-001	000002715	MCCOWN, SHAWN	FCHANG	General	212206
LBTRV	0000004461	LBCMP	(blank)	0	03/11/2003	Comp	RANDIGKRIS-001	000006821	RANDIG, KRISTINA	FCHANG	General	212207
LBTRV	0000004545	LBCMP	(blank)	0	03/24/2003	Comp	FREEMANAUB-001	000009379	FREEMAN, AUBREY LESTER JR	FCHANG	General	212208
LBTRV	0000004456	LBCMP	(blank)	0	03/11/2003	Comp	AFANELIA-001	000006881	AFAN, CELIA	FCHANG	General	212209
LBTRV	0000004477	LBCMP	(blank)	0	03/12/2003	Comp	MCCOWNSHAW-001	000002715	MCCOWN, SHAWN	FCHANG	General	212210
LBTRV	0000004875	LBCMP	(blank)	0	06/02/2003	Comp	HECKGANDAC-001	0000010550	HECK, CANDACE	FCHANG	General	212246
LBTRV	0000004883	LBCMP	(blank)	0	06/03/2003	Comp	MCCOWNSHAW-001	000002715	MCCOWN, SHAWN	FCHANG	General	212254
LBTRV	0000004884	LBCMP	(blank)	0	06/03/2003	Comp	RANDIGKRIS-001	000006821	RANDIG, KRISTINA	FCHANG	General	212256
LBTRV	0000005023	LBCMP	(blank)	0	07/23/2003	Comp	FREEMANAUB-001	000009379	FREEMAN, AUBREY LESTER JR	FCHANG	General	212259

- Click on the Purchase Order **000004461** link to access the document.

Form | **Schedule**

Unit: LBTRV PO: 000004461 Chng Order: 1

Vendor: RANDIGKRIS-001 ID: 000006821 [Vendor Details](#) Buyer: Chang-Jimenez, Fran

PO Date: 03/11/2003 PO Status: Compl Receipt: Received Backorder Status: None

Budget Status: Valid Doc Tol Status: Valid 1 to 1 of 1

Sel	Line	Item	Item Description	Category	PO Qty	UOM	Amount	Status
<input checked="" type="checkbox"/>	1		<a href="#">212207/RANDIG/SACRAMENTO 04/06</a>	96200		DLR		USD Canceled

Merch.: Adj Amt: Total: USD 1 to 1 of 1

[Header Details](#) [Matching](#) [Header VAT](#) [All RTV](#) [Header Comments...](#) [Line Details](#) [Line Comments](#) [Document Status](#)

[Return to Search](#) [Next in List](#) [Previous in List](#) [Notify](#) [RelatedLinks](#)

Form | [Schedule](#)

Utilize the various links to access applicable information per your needs. Please review the Quick Reference Guide for PO Inquiry for further explanation of the various links.

- Navigate back to the Main Menu.