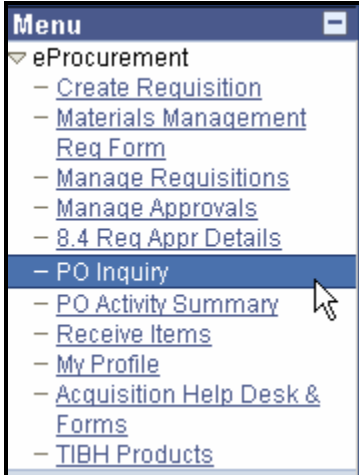


PO Inquiry in ePro July 2005

All ePro end-users have the menu option PO Inquiry. This PO Inquiry option allows the end-user to view all purchase orders (including those orders that have a status of “complete”) funded by any department. The end-user has the ability to search by purchase order number, purchase order date, vendor name/number, or various other options.

Pathway: ePro > PO Inquiry



To view a specific purchase order, enter the appropriate Business Unit and PO Number:

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:	=	<input type="text" value="UTMBG"/>	<input type="button" value="🔍"/>
PO ID:	begins with	<input type="text" value="0000121209"/>	
Contract SetID:	begins with	<input type="text"/>	<input type="button" value="🔍"/>
Contract ID:	begins with	<input type="text"/>	<input type="button" value="🔍"/>
Release Number:	=	<input type="text"/>	
Purchase Order Date:	=	<input type="text"/>	<input type="button" value="📅"/>
PO Status:	=	<input type="text"/>	<input type="button" value="▼"/>
Short Vendor Name:	begins with	<input type="text"/>	<input type="button" value="🔍"/>
Vendor ID:	begins with	<input type="text"/>	<input type="button" value="🔍"/>
Buyer:	begins with	<input type="text"/>	<input type="button" value="🔍"/>
Buyer Name:	begins with	<input type="text"/>	<input type="button" value="🔍"/>
PO Type:	=	<input type="text"/>	<input type="button" value="▼"/>

Case Sensitive

Search
Clear
Basic Search
Save Search Criteria

Then click the Search button to display the following PO Inquiry detail page:

Purchase Order Inquiry

Purchase Order

Unit: UTMBG	PO Status: Dispatched
PO ID: 0000121209	Budget Status: Valid

▼ Header

PO Date: 09/02/2005	Doc Tol Status: Valid
Vendor: UTMB BOOKS-001	Backorder Status: None
Vendor ID: 0000034685 Vendor Details	Receipt: Not Recvd
Buyer: Calvin, Mitchell	<input type="checkbox"/> Hold From Further Processing

PO Reference:

[Header Details](#) [All RTV](#) [Matching](#)

[Header Comments...](#)

[Change Order](#)

Amount Summary

Merchandise:	576.45
Freight/Tax/Misc.:	0.00
Total:	576.45 USD

Select Lines to Display

Line	Item	Item Description	Category	PO Qty	UOM	Amount	Status	
1		isbn # 3805577354 = Laboratory	715-10	1.0000	EA	130.95 USD	Active	
2		isbn # 019578202x = infectious	715-10	1.0000	EA	445.50 USD	Active	

Note: There are numerous hyperlinks that will provide additional details regarding this specific purchase.

To locate the Requestor and Requisition number, the end-user will need to drill down to the distribution line by clicking the Schedule icon:

09/02/2005	Doc Tol Status: Valid
UTMB BOOKS-001	Backorder Status: None
0000034685 Vendor Details	Receipt: Not Recvd
Calvin, Mitchell	<input type="checkbox"/> Hold From Further Processing

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[der](#)

Amount Summary

Merchandise:	576.45
Freight/Tax/Misc.:	0.00
Total:	576.45 USD

Select Lines to Display

Item	Item Description	Category	PO Qty	UOM	Amount	Status	
	isbn # 3805577354 = Laboratory	715-10	1.0000	EA	130.95 USD	Active	
	isbn # 019578202x = infectious	715-10	1.0000	EA	445.50 USD	Active	

On this page, the end-user can view the unit price and where the merchandise will be shipped (Ship To field). To display this distribution line, click the Distributions/Chartfields icon:

PO ID: 0000121209

Find | View All First 1 of 2 Last

3805577354 = Laboratory **PO Qty:** 1.0000 EA **Amount:** 130.95 USD

Customize | Find | View All First 1 of 1 Last

Time Due	Revision	Ship To	PO Qty	Price	Amount	Status
		UTMBR	1.0000	130.95000	130.95 USD	Active

On this page, the end-user can view the funding / chart fields associated with this line item.

Purchase Order Inquiry

Distributions for Schedule 1

PO ID: 0000121209 **Line:** 1 **Sched:** 1 **Item:**

Status: Active **Sched Qty:** 1.0000

Distribute by: Quantity **Merchandise Amt:** 130.95 USD

Doc. Base Amount: 130.95 USD

Distributions Customize | Find | View All

Chartfields | More Details | Details/Tax | Asset Information | Req Detail

Dist	Status	Percent	PO Qty	Amount	GL Unit	Account	Alt Acct	Oper Unit	Fund	Dept
1	Open	100.0000	1.0000	130.95 USD	UTMBG	515210		11530	220	144400

Then by clicking the Req Detail tab, the end-user can display the Req ID, Requester, and the Requester's phone/fax numbers:

Purchase Order Inquiry

Distributions for Schedule 1

PO ID: 0000121209 **Line:** 1 **Sched:** 1 **Item:**

Status: Active **Sched Qty:** 1.0000

Distribute by: Quantity **Merchandise Amt:** 130.95 USD

Doc. Base Amount: 130.95 USD

Distributions Customize | Find | View All First 1 of 1 Last


Chartfields | More Details | Details/Tax | Asset Information | **Req Detail**

Dist	Status	Percent	Req BU	Req ID	Req Line	Req Sched	Req Dist	Requester	Phone	Fax
1	Open	100.0000	UTMBG	0000127129	1	1	1	mcalvin	409/772-3610	409/772-2500

To exit this distribution line, click the Return button:

Purchase Order Inquiry


Distributions for Schedule 1

PO ID: 0000121209 **Line:** 1 **Sched:** 1 **Item:** 

Status: Active **Sched Qty:** 1.0000

Distribute by: Quantity **Merchandise Amt:** 130.95 USD

Doc. Base Amount: 130.95 USD

Distributions Customize | Find | View All |  First 1 of 1 Last

Chartfields	More Details	Details/Tax	Asset Information	Req Detail						
Dist	Status	Percent	Req BU	Req ID	Req Line	Req Sched	Req Dist	Requester	Phone	Fax
1	Open	100.0000	UTMBG	0000127129	1	1	1	mcalvin	409/772-3610	409/772-2500

Return 