



College Financial System User Procedure

Title:

PO Inquiry


Description:

This procedure describes how to view a Purchase Order that has been previously entered into the system. You may be able to obtain Purchase Order information by conducting a search based on:

- *Purchase Order Number*
- *Supplier*
- *Ship-To*
- *Buyer*
- *Requisition*
- *Invoice*
- *Account Codes (Charge Account and Budget Account)*

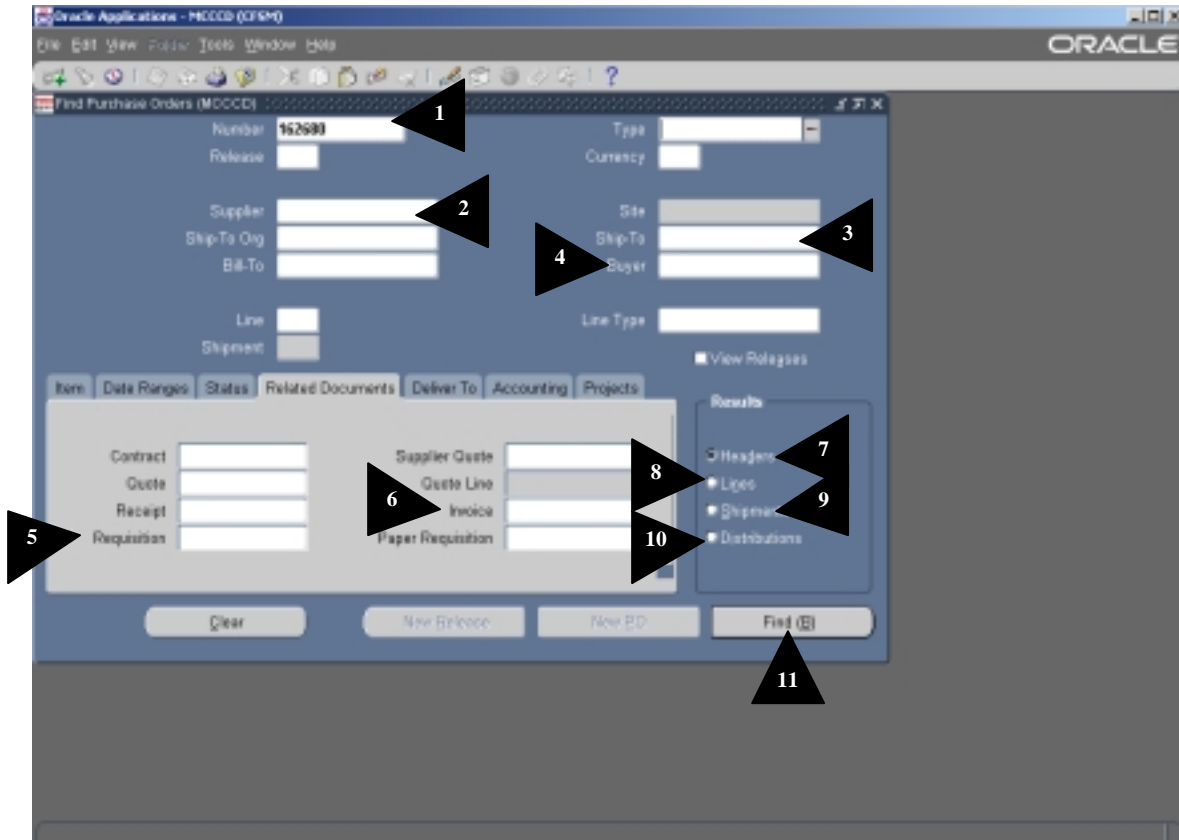
College Financial System (CFS) Prerequisites:

- *An approved Purchase Order must have been entered.*
- *System Navigation skills are required.*
- *Requires “MCCCD INQUIRY” responsibility to access this form.*

<i>Menu Path</i>
PO Inquiry ➤ Purchase Orders
OR
Purchase Orders ➤ Purchase Orders
 Note: This can be viewed in “PO Inquiry” or “Purchase Order Summary.”

Window Name:

Find Purchase Orders




The “Find Purchase Orders” window will appear. There are many different methods with which to find Purchase Orders.

Field Name


Description/Action

- 1. Number** This allows you to search by the Purchase Order number.
- 2. Supplier** This allows you to search for Purchase Orders by Supplier Name.
- 3. Ship-To** This allows you to search for Purchase Orders by the Ship-To location.
- 4. Buyer** This allows you to search for Purchase Orders by the Buyer’s Name.
- 5. Requisition** This allows you to search for Purchase Orders by Requisition Number.

 **Note:** You will need to click on the “Related Documents” tab to be able to search by Requisition and Invoice Number.

- 6. Invoice** This will allow you to search for Purchase Orders by the Invoice Number.

Field Name	Description/Action
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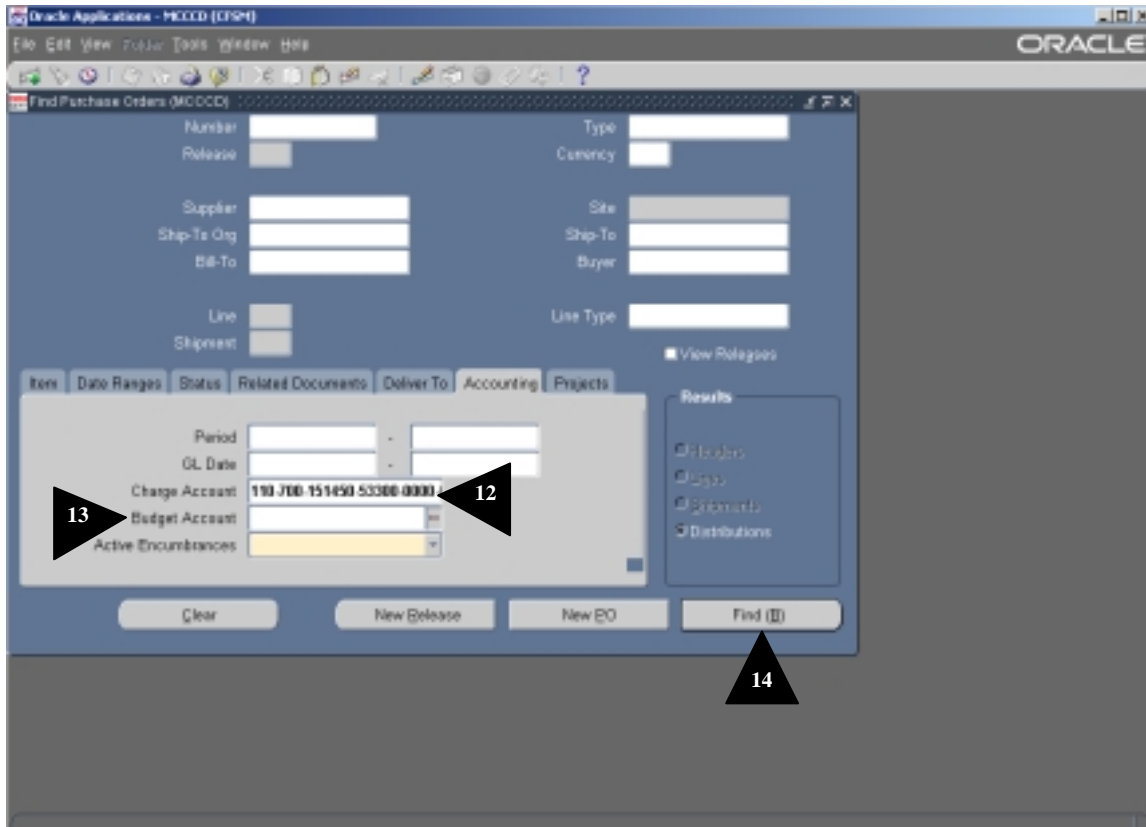
 **Note:** To search for Purchase Orders by account code, please see steps 12-14 on the next page.

- | | |
|--------------------------|--|
| 7. Headers | This will display the header of the Purchase Order once you have selected the criteria (fields 1-6) for which you want to search by (see section in this document entitled “Purchase Order Headers”). |
| 8. Lines | This will display the lines of the Purchase Order once you have selected the criteria (fields 1-6) for which you want to search by (see section in this document entitled “Purchase Order Lines”). |
| 9. Shipments | This will display the lines of the Purchase Order once you have selected the criteria (fields 1-6) for which you want to search by (see section in this document entitled “Purchase Order Shipments”). |
| 10. Distributions | This will display the distributions of the Purchase Order once you have selected the criteria (fields 1-6) for which you want to search by (see section in this document entitled “Purchase Order Distributions”). |
| 11. | Click on the FIND button. |

To search for Purchase Orders by account code, you will need to click on the “Accounting” tab and type in the account code in the “charge account” or “budget account” fields. This page is not applicable if you are not searching by account code. Please go to the next page.


Window Name:

Find Purchase Orders



Field Name Description/Action

12. Charge Account This will allow you to search for Purchase Orders by the charge account.

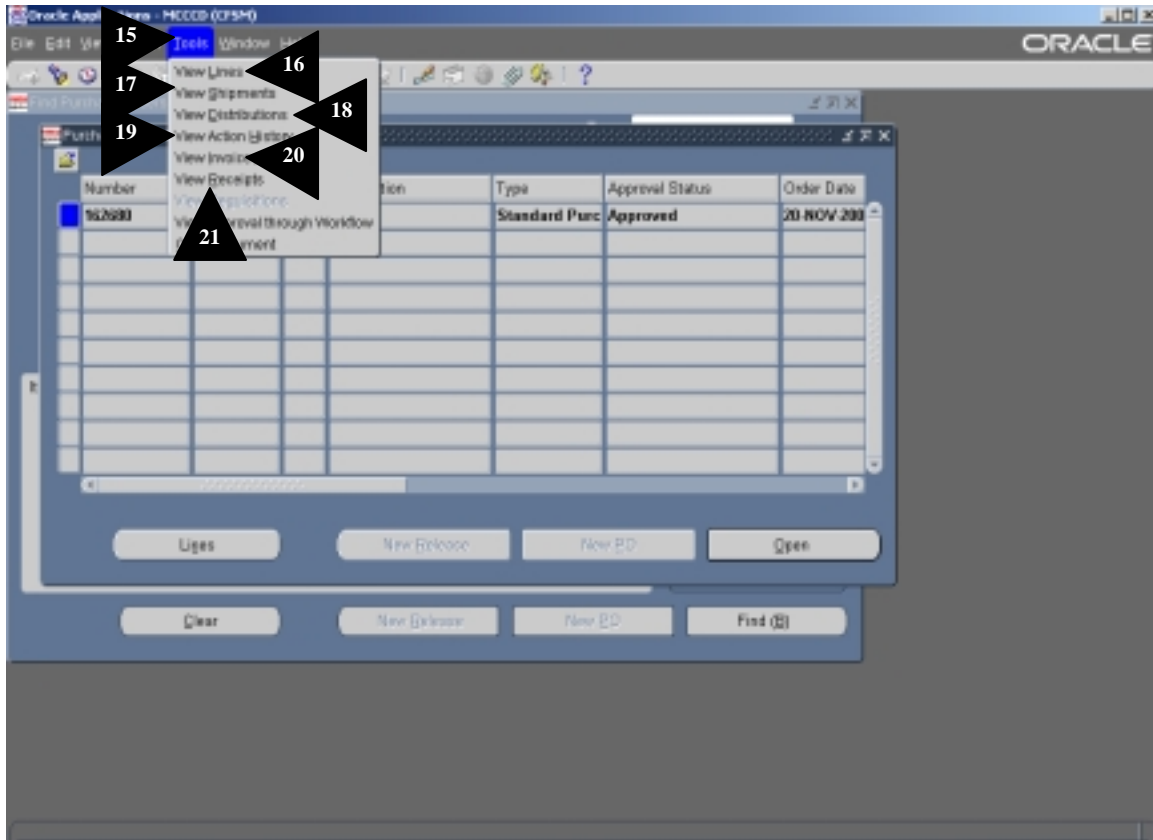
 **Note:** “Distributions” is the only choice in the “Results” zone to the right of where you just entered the charge account.

13. Budget Account This will allow you to search for Purchase Orders by the budget account.

14. Click on the **FIND** button.

Window Name:

Purchase Order Headers



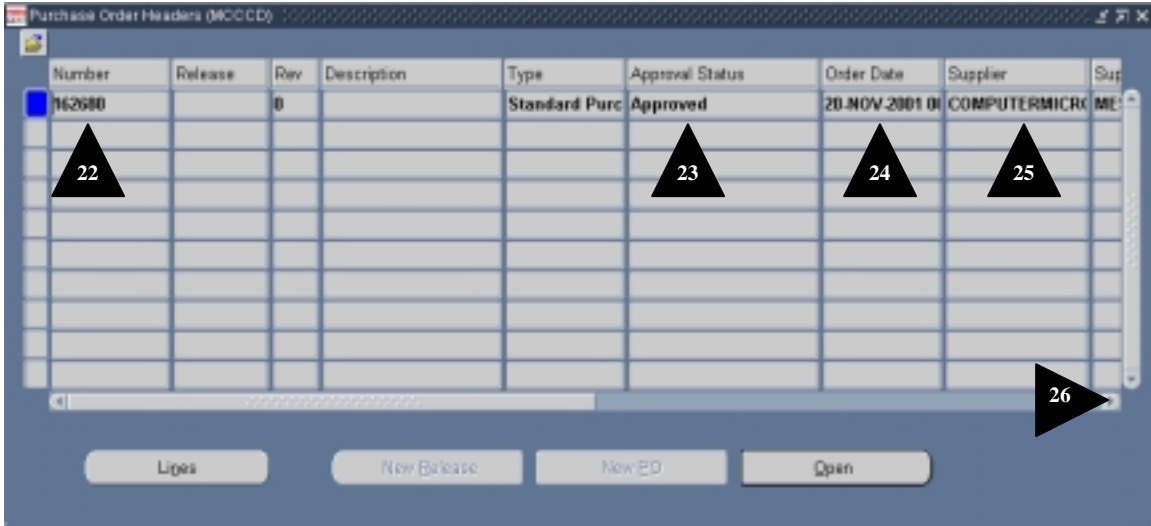
Before reviewing all of the information in the Purchase Order header, please familiarize yourself with the “Tools” menu at the top of the “Oracle Applications (CFSM) window.” You may be able to save steps by using this menu, depending at which level (header, line, shipment, or distribution) you are in the Purchase Order.

Field Name	Description/Action
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- | | |
|--|---|
| 15. Click on the TOOLS menu at the top of the window. | |
| 16. View Lines | This allows you to view the Purchase Order lines. |
| 17. View Shipments | This allows you to view the Purchase Order shipments. |
| 18. View Distributions | This allows you to view the distribution information on the Purchase Order. |
| 19. View Action History | This allows you to view the action history on the Purchase Order. |
| 20. View Invoices | This allows you to view invoices that were posted to the Purchase Order. |
| 21. View Receipts | This allows you to view any receipts on the Purchase Order. |

Window Name:

Purchase Order Headers

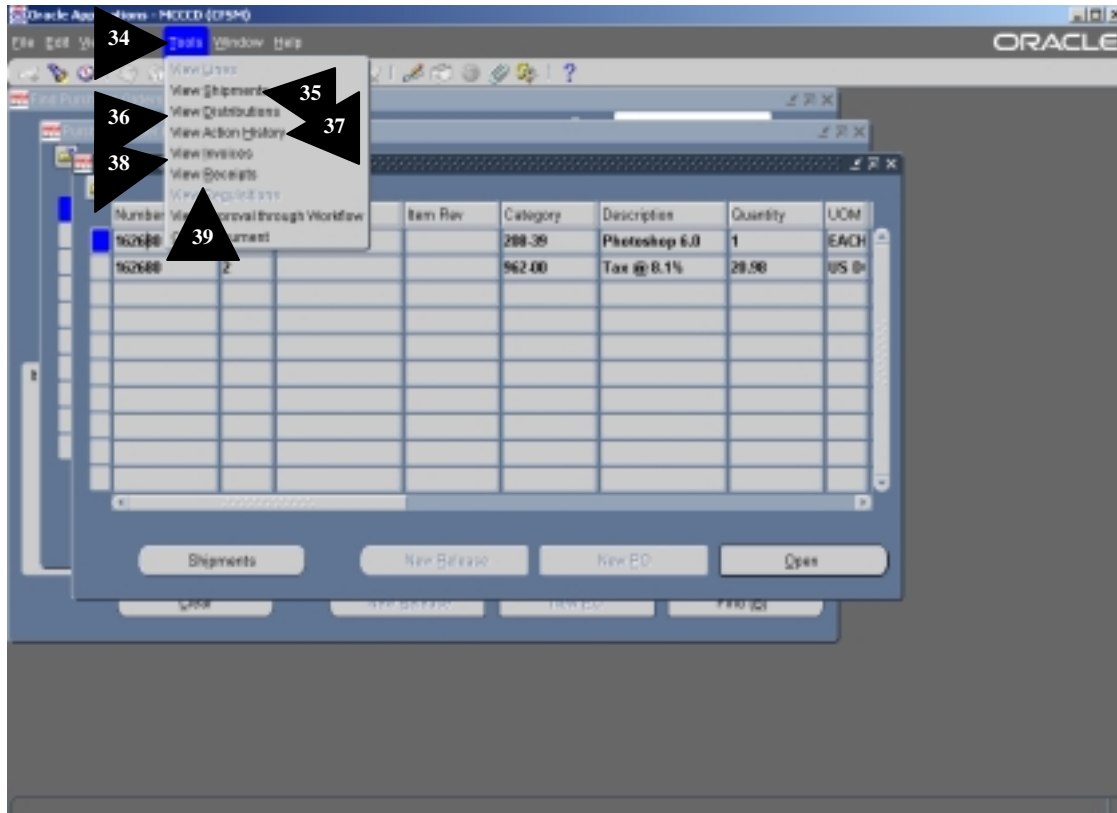


If you selected the “headers” option (under the “Results” zone in the Find Purchase Orders window) to view the Purchase Order by, you will see this window. You may click on the “Lines” button at any time to view Purchase Order lines.

Field Name	Description/Action
22. Number	This is where the Purchase Order number(s) will appear based on your search criteria.
23. Approval Status	This shows the status of the Purchase Order(s).
24. Order Date	This shows the date that the Purchase Order(s) was created.
25. Supplier	This shows the supplier that the Purchase Order was awarded to.
26.	Click on the SCROLL bar (to the right) to view additional header information.

Window Name:


Purchase Order Lines



Before reviewing all of the information in the Purchase Order lines, familiarize yourself with the “Tools” menu at the top of the “Oracle Applications (CFSM) window.” You may be able to save steps by using this menu, depending at which level (header, line, shipment, or distribution) you are in the Purchase Order.

Field Name Description/Action

- 34.** Click on the **TOOLS** menu at the top of the window.
- 35. View Shipments** This allows you to view the Purchase Order shipments.
- 36. View Distributions** This allows you to view the distribution information on the Purchase Order.
- 37. View Action History** This allows you to view the action history on the Purchase Order.
- 38. View Invoices** This allows you to view invoices that were posted to the Purchase Order.
- 39. View Receipts** This allows you to view any receipts on the Purchase Order.


 **Note:** Your cursor must be within the line to view any information from the “Tools” menu.

Window Name:

Purchase Order Lines

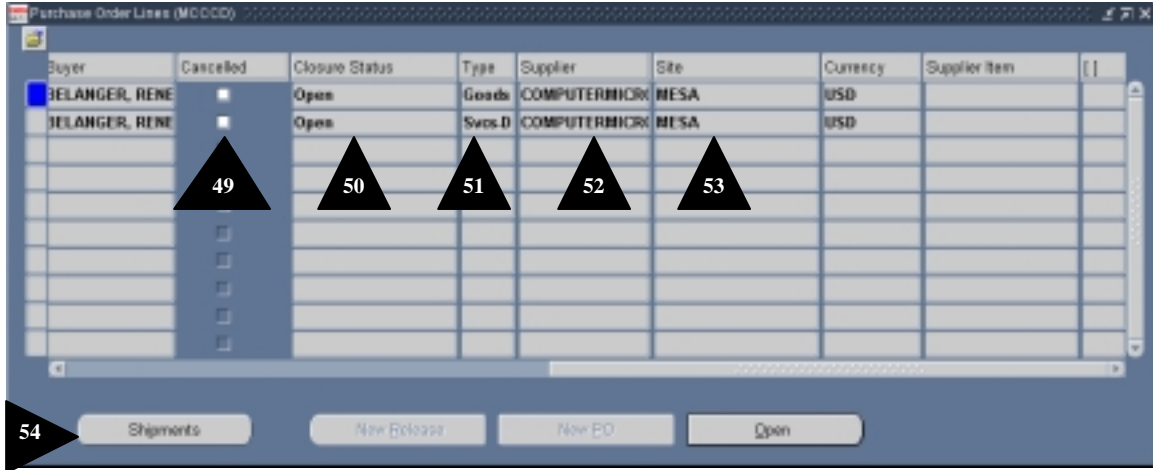
Number	Line	Item	Item Rev	Category	Description	Quantity	UOM	Price	Amount	Buyer
962690	1			200.39	Photoshop 6.0	1	EACH	259	0.00	BELANGER, RENE
962690	2			962.00	Tax @ 8.1%	28.98	US D	1	0.00	BELANGER, RENE

The “Purchase Order Lines” window will appear. You may click on the “Shipments” button at any time to view Purchase Order shipments for a specified line. If you close the window, then you will be taken back to the “Purchase Order Headers” window.

Field Name	Description/Action
40. Number	This displays the Purchase Order number based on the search criteria you entered.
41. Line	This displays the line number of the Purchase Order.
42. Category	This displays the category specified on the Purchase Order for the Purchase Order line.
43. Description	This displays the description of the Purchase Order line.  Note: If you wish to view the entire description, you may go up to the “Edit” menu, and click on “Edit Field.”
44. Quantity	This displays the quantity specified on the Purchase Order for the Purchase Order line.
45. UOM	This displays the unit of measure specified on the Purchase Order for the Purchase Order line.
46. Price	This displays the unit price specified on the Purchase Order for the Purchase Order line.
47. Amount	This displays the amount specified on the Purchase Order for the Purchase Order line.
48. Buyer	This displays the Buyer’s Name who created the Purchase Order.

Window Name:

Purchase Order Lines (Continued)

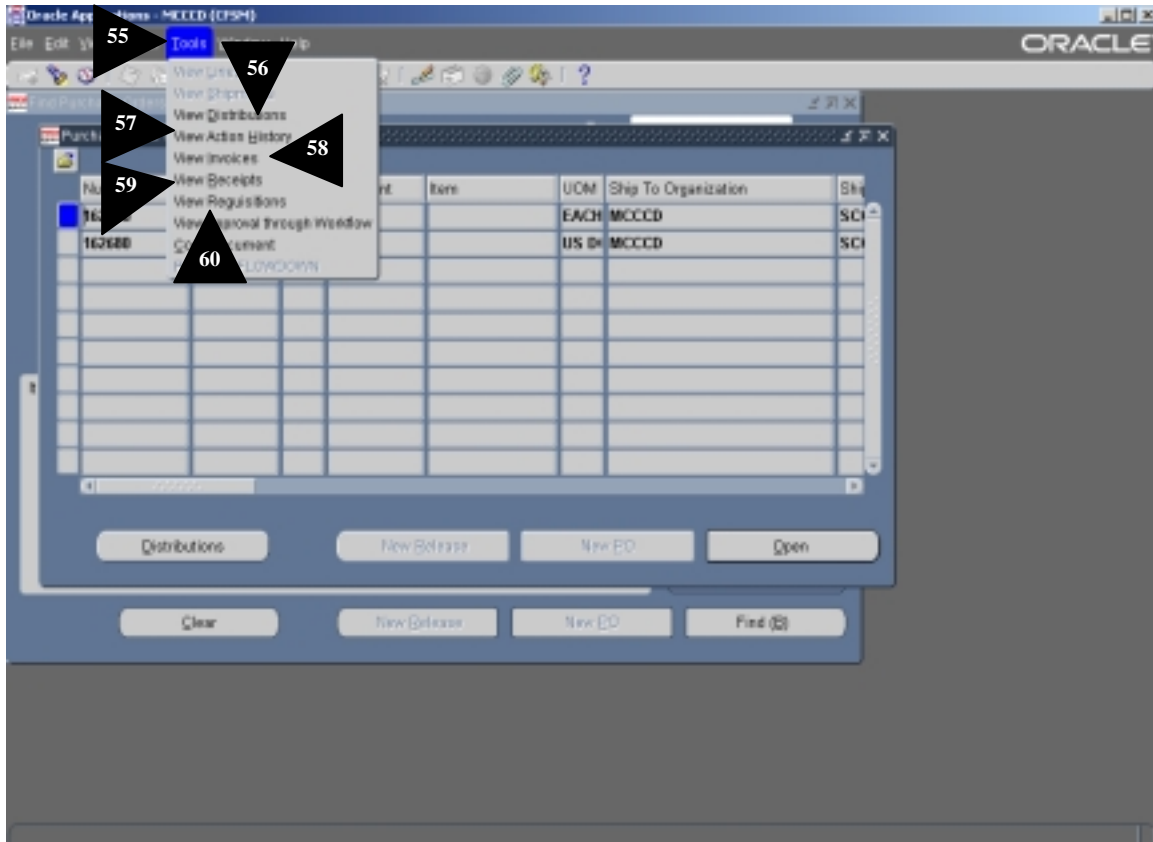


After scrolling to the right, you will notice that there is more information to review in the Purchase Order Lines window. Below is an explanation of the additional information for the Purchase Order lines.

- | Field Name | Description/Action |
|---------------------------|--|
| 49. Cancelled | This lets you know if the Purchase Order Line has been cancelled or not. |
| 50. Closure Status | This displays the status of the Purchase Order. |
| 51. Type | This displays the line type. |
| 52. Supplier | This displays the supplier on the Purchase Order line (which should default from the PO header). |
| 53. Site | This displays the supplier site on the Purchase Order line (which should default from the PO header). |
| 54. | If you wish to view the shipments on the Purchase Order line, highlight the line by clicking within any field on the line, and then click the SHIPMENTS button. |

Window Name:

Purchase Order Shipments



Before reviewing all of the information in the Purchase Order shipments, familiarize yourself with the “Tools” menu at the top of the “Oracle Applications (CFSM) window.” You may be able to save steps by using this menu, depending at which level (header, line, shipment, or distribution) you are in the Purchase Order.

Field Name	Description/Action
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55. Click on the **TOOLS** menu at the top of the window.


56. **View Distributions** This allows you to view the distributions on the Purchase Order.

57. **View Action History** This allows you to view the action history on the Purchase Order.

58. **View Invoices** This allows you to view invoices posted on the P.O.

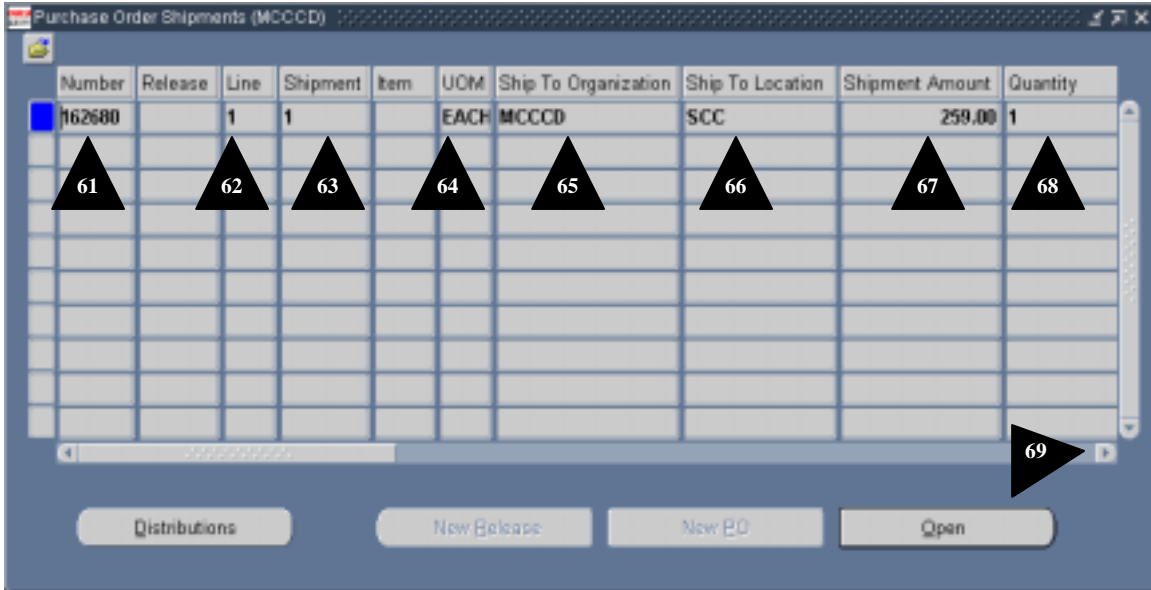
59. **View Receipts** This allows you to view receipts made on the P.O.

60. **View Requisitions** This allows you to view the originating requisition.

 **Note:** Your cursor must be within the “shipment” line to view any information from the “Tools” menu.

Window Name:

Purchase Order Shipments

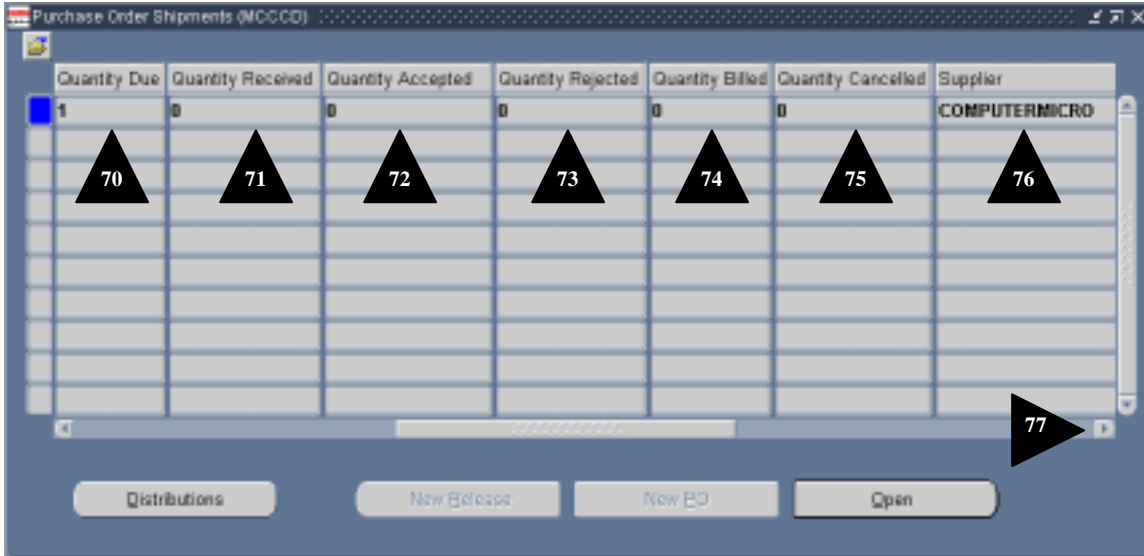


The “Purchase Order Shipments” window will appear. You may click on the “Distributions” button at any time to view Purchase Order distributions for a specified shipment.

Field Name	Description/Action
61. Number	This displays the Purchase Order number.
62. Line	This displays the Purchase Order Line number.
63. Shipment	This displays the Purchase Order Shipment number.
64. UOM	This displays the Unit of Measure for the Shipment.
65. Ship To Organization	This displays the organization that the Shipment will be shipped to (should always be MCCCD).
66. Ship To Location	This displays the location that the goods or services being purchased will be shipped to.
67. Shipment Amount	This displays the shipment amount from the Purchase Order Line.
68. Quantity	This displays the quantity on the Purchase Order Line.
69. Click on the right SCROLL bar to view additional information on Purchase Order Shipments.	

Window Name:

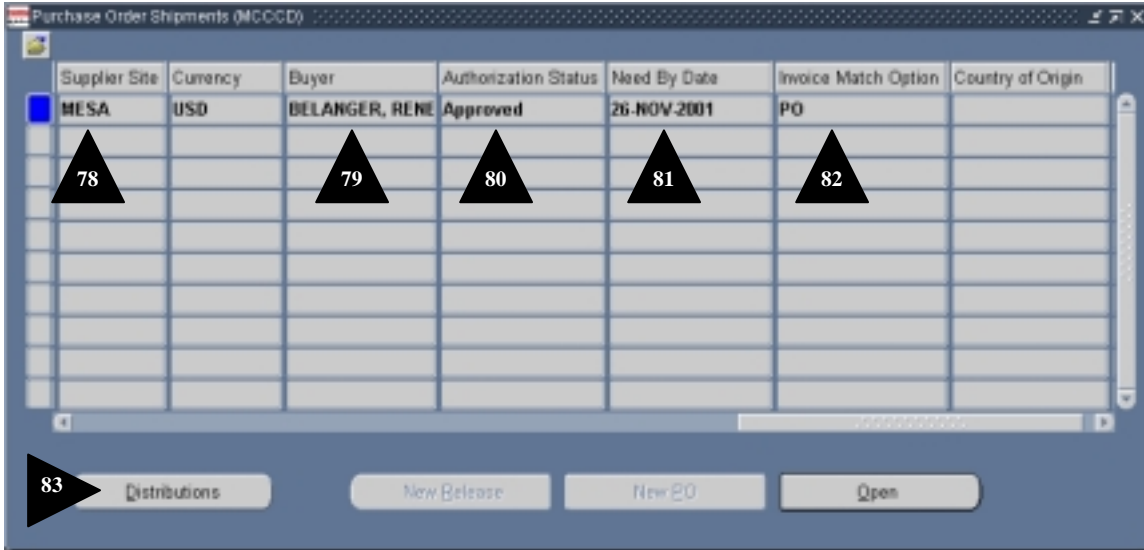
Purchase Order Shipments (Continued)



Field Name	Description/Action
70. Quantity Due	This displays the quantity due on the Purchase Order Line.
71. Quantity Received	This displays the quantity received on the Purchase Order Line.
72. Quantity Accepted	This displays the quantity accepted on the Purchase Order Line.
73. Quantity Rejected	This displays the quantity rejected on the Purchase Order Line.
74. Quantity Billed	This displays the quantity billed on the Purchase Order Line.
75. Quantity Cancelled	This displays the quantity cancelled on the Purchase Order Line.
76. Supplier	This displays the supplier that the goods or services will be purchased from for the Purchase Order Line.
77. Click on the right SCROLL bar to view additional information on Purchase Order Shipments.	

Window Name:

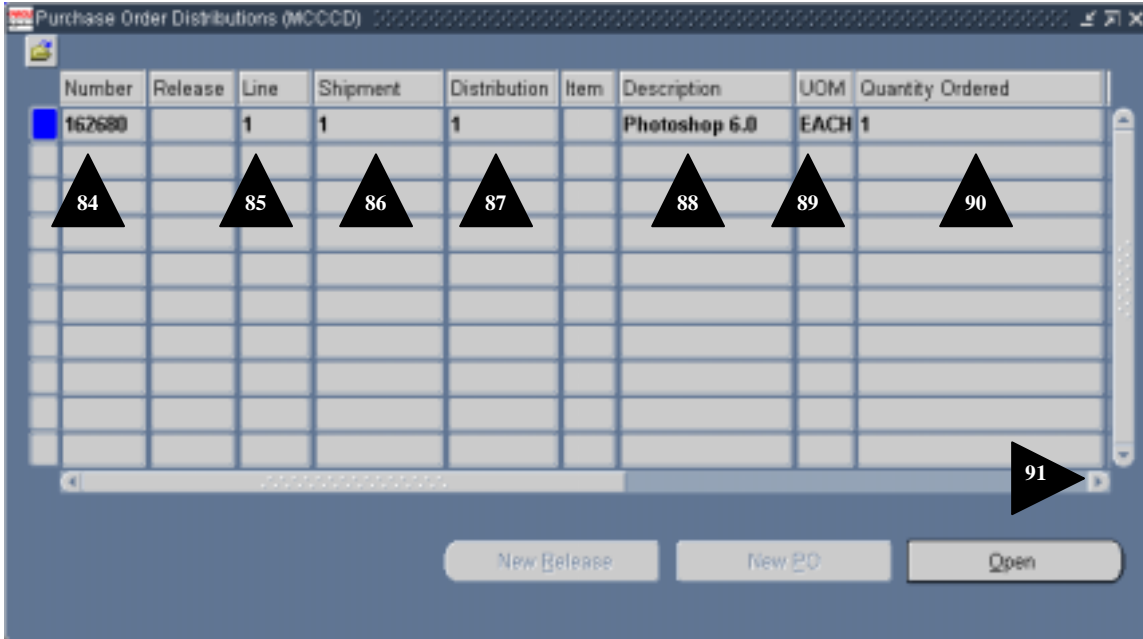
Purchase Order Shipments (Continued)




Field Name	Description/Action
78. Supplier Site	This displays the Supplier Site on the Purchase Order.
79. Buyer	This displays the Buyer's name on the Purchase Order.
80. Authorization Status	This displays the authorization status of the Purchase Order Shipment.
81. Need By Date	This is the date that the requestor would like to have the goods or services by. This date is specified on the Purchase Order Line.
82. Invoice Match Option	This displays what the Invoice will be matched to.
83. To view the distributions of the Purchase Order Line, click on the DISTRIBUTIONS button.	

Window Name:

Purchase Order Distributions



Field Name	Description/Action
84. Number	This displays the Purchase Order number.
85. Line	This displays the Purchase Order Line number that this distribution belongs to.
86. Shipment	This displays the Purchase Order Shipment number that this distribution belongs to.
87. Distribution	This displays the Purchase Order Distribution number.
88. Description	This displays the description of the Purchase Order Line.
89. UOM	This displays the Unit of Measurement for the distribution.
90. Quantity Ordered	This displays the quantity ordered of the good or service on the Purchase Order Line.
91. Click on the right	SCROLL bar to view more information on Purchase Order Distributions.


 **Note:** If you are finished reviewing the Purchase Order Distribution information, then close the window by clicking the “X” in the upper right corner of the window.

Window Name:

Purchase Order Distributions (Continued)



- | Field Name | Description/Action |
|----------------------------|---|
| 92. Charge Account | This displays the account specified in the Purchase Order Distribution. |
| 93. Amount | This displays the amount on the Purchase Order line that will be charged to the Charge Account. |
| 94. Approval Status | This displays the approval status of the Purchase Order distribution. |
| 95. | If you are finished reviewing the Purchase Order distribution information, click the "X" and close the window. |

 **Note:** This will bring you back to the Purchase Order Shipments window. To review another Purchase Order, you must close all windows EXCEPT the "Find Purchase Orders" window.



End of procedure