

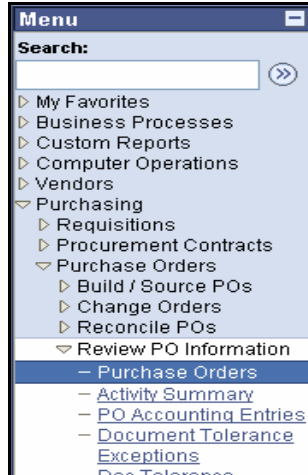
Access the Financial Production database: <https://my.uh.edu/fs>
 Or, See the [SignOn Financial Production](#) job aid.

Remember to use ALL CAPS

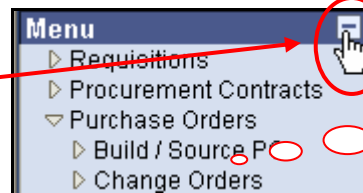
NAVIGATION PATH

Under **Menu** click on:

- ▶ **Purchasing**
- ▶ **Purchase Orders**
- ▶ **Review PO Information**
- **Purchase Orders**



(Can minimize menu by clicking on the red minus sign.)



Be sure to add to "Favorites"!

INSTRUCTIONS

In the Purchase Order Inquiry panel, Find an Existing Value tab:

STEP 1: To look up an existing purchase order.

NOTE: When entering search criteria, you can enter a full or partial value for any key field. Based on what you enter, the system uses the search record to present a list of possible matches, or, display the purchase order.

▶ Enter the PS **Purchase Order** number that you are searching for (whether it is the complete or a beginning partial number).

▶ Click .

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="00765"/>	<input type="button" value="Search"/>
Purchase Order:	begins with	<input type="text" value="0000001777"/>	
Contract SetID:	begins with	<input type="text"/>	<input type="button" value="Search"/>
Contract ID:	begins with	<input type="text"/>	<input type="button" value="Search"/>
Release Number:	=	<input type="text"/>	
Purchase Order Date:	=	<input type="text"/>	<input type="button" value="B1"/>
PO Status:	=	<input type="text"/>	<input type="button" value="v"/>
Short Vendor Name:	begins with	<input type="text"/>	<input type="button" value="Search"/>
Vendor ID:	begins with	<input type="text"/>	<input type="button" value="Search"/>
Buyer:	begins with	<input type="text"/>	<input type="button" value="Search"/>
PO Type:	=	<input type="text"/>	<input type="button" value="v"/>
Purchase Order Reference:	begins with	<input type="text"/>	

Case Sensitive

[Basic Search](#)

STEP 2: Display Purchase Order.

➤ Click anywhere on the line for the purchase order you want to display.

Search Results
View All

Business Unit	Purchase Order	Contract SetID	Contract ID	Release Number	Purchase Order Date	PO Status	Short Vendor Name	Vendor ID	Name 1
00765	0000001777	00765	(blank)	0	12/02/2004	Dispatched	SARGENT-WE-001	0000035228	SARGENT-WELCH SCIENTIFIC CO

Results:

Purchase Order is displayed.

Form **Schedule**

Unit: 00765 PO: 000001777

Vendor: SARGENT-WE-001 ID: 0000035228 [Vendor Details](#) Buyer: HUBER,LYDIA

PO Date: 12/02/2004 PO Status: Dispatched Receipt: Not Recvd Backorder Status: None

Budget Status: Valid Doc Tol Status: Valid

Line	Item	Item Description	Category	PO Qty	UOM	Amount	Status
<input checked="" type="checkbox"/>	1	SCIENCE COURSE MODULE: IPC..	78532	2.0000	EA	901.98 USD	Active
<input type="checkbox"/>	2	SCIENCE COURSE MODULE: IPC..	78532	2.0000	EA	1239.98 USD	Active
<input type="checkbox"/>	3	SCIENCE COURSE MODULE: IPC..	78532	2.0000	EA	1581.98 USD	Active
<input type="checkbox"/>	4	SCIENCE COURSE MODULE: IPC..	78532	2.0000	EA	829.98 USD	Active

Merch.: 4553.92 Adj Amt: Total: 4553.92 USD

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

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To Lookup another purchase order:

➤ Click on [Return to Search](#) at bottom of **Form** tab to return to Inquiry panel.

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

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To scroll through a list:

If a list appears in Search Results:

➤ Click on [Next in List](#) or [Previous in List](#) at the bottom of the **Form** tab to scroll back and forth thru list.

[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](#) [Related Links](#)

Form | [Schedule](#)