How to Inquire on Purchase Order Payments in Finance 9.2

Once your requisition is sourced to a purchase order, you can inquire on that purchase order and drill down to the specific vouchers and payment information.

**Begin at Step 1**, if you want to start at the PO to review PO information and drill to vouchers.

**Begin at Step 10**, if you wish to go directly to voucher inquiry.

1. There are 2 ways to access the PO Information page.
   
   a) Use the **NavBar** (similar navigation as Finance 9.1):

   Navigate to: **NavBar >> Navigator >> Purchasing >> Purchase Orders >> Review PO Information >> Purchase Orders**

   ![NavBar navigation](image)

   Or,

   b) Use the **Purchasing Tile** (shorter navigation):

   Click on the **Purchasing Tile** on the **Financials page**

   ![Purchasing Tile](image)

   Select the **Review PO Information** drop-down from the left-side menu, and then click **Purchase Orders**.
2. Enter Purchase Order search criteria and click **Search**.

3. The Purchase Order Inquiry page opens.
4. To determine payment information, the 2 links you can use are **PO Snapshot** or **Document Status**

   If you wish to determine whether a line was vouchered and/or the PO balance, use PO Snapshot. (NOTE: if freight was paid on the header of the voucher the amount is not included on the snapshot balance)

   If you wish to find the voucher and payment information, including check number, use Document Status. This job aid will walk you through Document Status.

5. Click the **Document Status** link
   NOTE: This will pop up a new window so you must have popup blocker disabled on your web browser.
Doc ID is the ID of the particular Document Type:

- REQ is the requisition this purchase order came from
- Voucher are the vouchers entered against the PO
- Payment is the check cut from the vouchers

NOTE: The Doc ID for payments is not the check number
6. To view Payment Information, click on the Doc ID link next to Payment. Then, select the **Additional Info** tab.

   ![Payment Inquiry Example](image)

   The Payment Reference ID is the check number.

7. To review all your vouchers for a particular Purchase Order, navigate directly to the voucher inquiry page:

   **NavBar** >> **Accounts Payable** >> **Review Accounts Payable Info** >> **Vouchers** >> **Voucher**

   Enter **UMBOS** in the **PO Business Unit** field, and any combination of fields to narrow the search.
8. At the bottom of the page, all vouchers entered against the purchase order will appear.

Click on **Amounts** Tab to view the voucher dollar amounts.