



Purchase Order Document Status

This guide outlines the process to view all documents associated with a particular PO.

Purchasing > Purchase Orders > Review PO Information > Document Status

Purchase Order Document Status

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: = [dropdown] [STCMP] [magnifying glass icon]

PO Number: [begins with dropdown] [text box]

Purchase Order Date: = [dropdown] [text box] [calendar icon]

Origin: [begins with dropdown] [text box] [magnifying glass icon]

Purchase Order Reference: [begins with dropdown] [text box]

Case Sensitive

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

1. Enter the Business Unit; STCMP
2. Enter the Purchase Order Reference; EREQ number



PO Document Status


Document Status

Business Unit: STCMP PO ID: [0000000319](#) Status: Compl
 Document Date: 04/15/2005 Document Type: Purchase Order Budget Status: Valid
 Currency: USD Amount: 66,041.30
 Buyer: Melody Bughi

Associated Document

SetID	Business Unit	Document Type	Document ID	Status	Document Date	Vendor ID	Location
	STCMP	Receipt	0000000292	Received	05/11/2005	0000000769	001
	STCMP	Voucher	00001948	Posted	05/07/2005	0000000769	001
	STCMP	Payment	0000005331	Posted	05/31/2005	0000000769	001

Return to Search Previous in List Next in List

- Click on the PO ID; a new window will open at the Purchase Order Inquiry page
- Select any of the Document Type links to view detail information of each document associated with the PO
- Click on the Document Status icon  to open a new window for the Document Status page for the particular document type

Doc ID = Receipt

Receipts

Unit: STCMP Receipt No: 0000000292 Source: On-line Receipt Status: Received

Receipt Lines

Set	Item	Description	Price	Amt Only	Recv Qty	Recv UOM	Reject Qty	Device Track
<input type="checkbox"/>	1	Computer - HP Compag Business	690.02000	<input type="checkbox"/>	65.0000	EA		<input type="checkbox"/>
<input type="checkbox"/>	2	Service - 9x5 Next Business Da	73.00000	<input type="checkbox"/>	65.0000	EA		<input type="checkbox"/>
<input type="checkbox"/>	3	Monitor - HP L1740 17" TFT Fla	253.00000	<input type="checkbox"/>	65.0000	EA		<input type="checkbox"/>

Header Details Line Details Manufacturer Info Asset Information [Document Status](#) Header Comment
 Display RTV Information Line Status Distribution Putaway Information Device Tracking Line Comment

Return to Search Previous in List Next in List Notify

- A new window opens to the Receipts Page
- Close the window to return to the Document Status page



Doc ID - Voucher

Voucher Inquiry

Search Criteria

Search Name:

Business Unit: From: To:

Voucher ID: Invoice ID:

Vendor SetID: Short Name:

Vendor ID: Vendor Location:

Entry Status: Accounting Dt:

Invoice Date: Due Date:

Entered Date: Origin Set ID:

Origin: Control Group ID:

Contract ID: Lease Number:

PO Business Unit: Purchase Order:

Item ID:

*Amount Rule: Amount:

Currency: *Voucher Style:

Post Status: Approval Status:

Voucher Balance:

Voucher Source:

User ID:

GL Business Unit:

Account:

Department:

VAT No:

Process Instance:

Match Status:

Financial Sanctions Status:

Max Rows:

Sort Criteria

*Sort By: *Sort Asc/Desc:

Display Currency Criteria

Voucher Inquiry Results

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

Voucher Details		Amounts	More Details							
Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Entry Status	Accounting Entries	Match Status	Match WorkBench	Payment Information	Short Vendor Name
STCMP	00001948	38037853	05/07/2005	0000000769	Postable		Matched		\$	HEWLPA-001

- 8. A new window opens in the Voucher Inquiry page
- 9. Close the window to return to the Document Status page



Doc ID = Payment

Search Criteria

Search Name: ALL

Vendor Name: From [] To []

*Amount Rule: Any

Amount: []

Currency: []

Bank SetID: STCMP

Bank Code: STATE

Bank Account: DVP

Bank Account #: []

Reference: 396141

Payment Date: []

Payment Method: Check

Pay Cycle: []

Seq Num: []

Payment Status: []

Remit SetID: []

Remit Vendor: []

Settle By: []

Settlement Status: []

Single Payment Vouchers:

Max Rows: 300

Show Chart: *Chart Type: Bar Chart

Sorting Criteria

1st sort: Account Descending 2nd sort: Pymnt Ref Descending

Sort

Payment Inquiry Result

Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
VCHR	396141	Check	75,456.23	USD	05/31/2005	05/31/2005	Paid	Recon	07/06/2005

- 10. A new window opens to the Payment Inquiry page
- 11. Close the window to return to the Document Status page

Oracle Overlooks

Associated Document

SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Vendor ID	Location
STCMP		Receipt	000000292	Received	05/11/2005	000000769	00
STCMP		Voucher	00001948	Posted	05/07/2005	000000769	001
STCMP		Payment	000005331	Posted	05/31/2005	000000769	001

- 12. Be sure to check the number of lines on the PO
- 13. Use the View All to see more lines available or the arrows to browse line to line
- Click on the grid icon to download what you see in the lines to an excel worksheet



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Purchasing