

AP/PO Inquiry FAQ's

Questions	Answers
<i>Can I access my department budgets from PeopleSoft?</i>	No, at this time Brio is still the source to get your department statements and budget information.
<i>Do I look up Direct Pay numbers in the PO Activity Summary?</i>	No, Direct Pays do not get issued a PO number; therefore you should put your Direct Pay Number in the Voucher ID field on the Voucher Inquiry screen.
<i>What if I do not use Direct Pay numbers?</i>	Currently, the process is to let the system generate a number if no direct pay number is used. It would be beneficial to your department to start using a number.
<i>How do I know if my PO has been sent to the vendor?</i>	On the PO Activity Summary page, the PO Status would state Dispatched.
<i>The words Receipt and Invoice are grayed out, how can I look at that information?</i>	The only way that the words would be a link is if there were additional documents to look at; therefore if the word invoice is grayed out, there are no invoices to look at.
<i>Can I look up a Travel payment?</i>	Yes, Travel payments are considered direct pays so you would access them through the Voucher Inquiry screen. Please note that the Business Unit for Travel is STTRV.