

# **CFS** **Common Financial System**

California State University, Chico

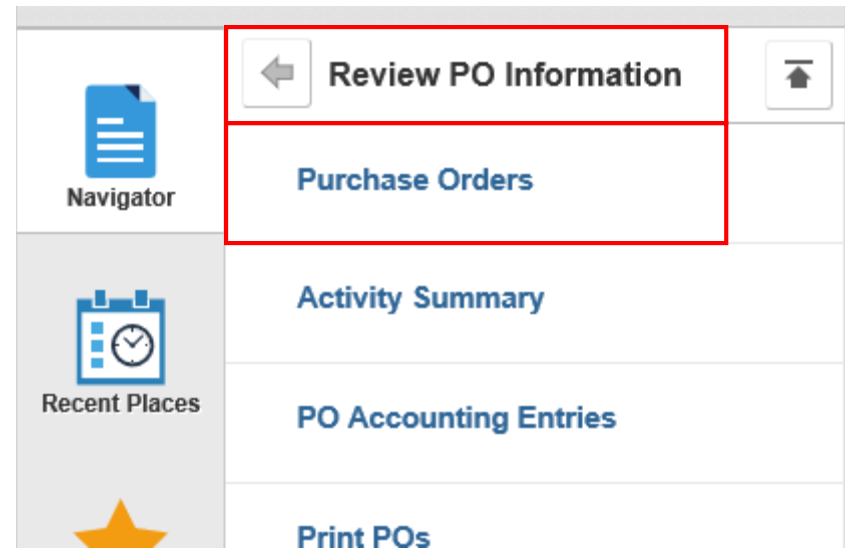
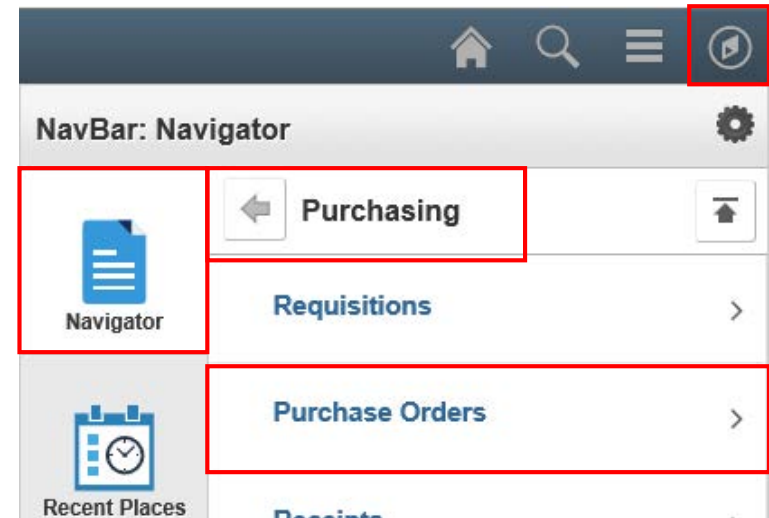
## **Purchase Order – Status (Find my Buyer)**

Direct questions to Procurement & Contract Services, x5134

# Purchase Order Status – Find my Buyer

Refer to 'Log into PeopleSoft Financials' guide for login instructions.

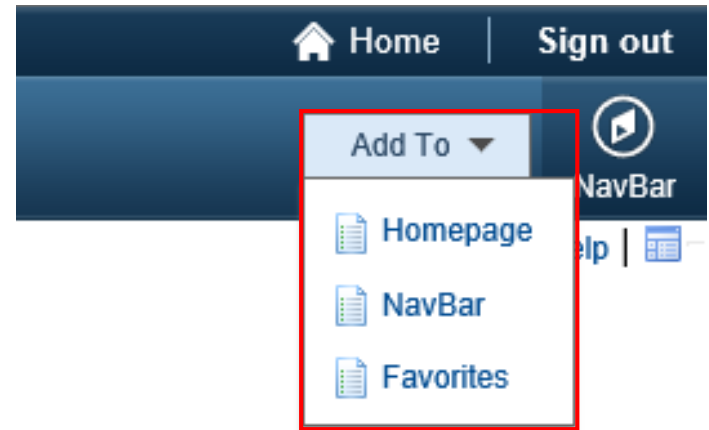
- To check the status of a Purchase Order, use the **NavBar** and select:
  - 'Navigator'
  - 'Purchasing'
  - 'Purchase Orders'
  - 'Review PO Information'
  - 'Purchase Orders'



# Purchase Order Status – Find my Buyer (cont.)

*Note: The first time this page is accessed, click the 'Add To' link to create a tile on your Homepage or add to your NavBar/Favorites.*

*\*Refer to 'Creating a Tile in PeopleSoft Financials' guide for instructions.*



# Purchase Order Status – Find my Buyer (cont.)

- Enter the 'PO ID' number.
- Click 'Search'.

## Purchase Order Inquiry

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

[Find an Existing Value](#)

Search Criteria

|                      |                        |
|----------------------|------------------------|
| Business Unit:       | CHICO                  |
| PO ID:               | begins with 0000062224 |
| Contract SetID:      | begins with            |
| Contract ID:         | begins with            |
| Release Number:      | =                      |
| Purchase Order Date: | =                      |
| PO Status:           | =                      |
| Short Supplier Name: | begins with            |
| Supplier ID:         | begins with            |
| Supplier Name:       | begins with            |
| Buyer:               | begins with            |
| Buyer Name:          | begins with            |

Case Sensitive

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

- Click the 'Document Status' link.

## Purchase Order Inquiry

### Purchase Order

Business Unit CHICO  
PO ID 0000062224

PO Status Approved  
Budget Status Not Chkd

#### Header

PO Date 03/12/2014  
Supplier Name 1 SUGG-001  
Supplier ID 0000000001  
Buyer McInain,Michael  
PO Reference Online Src  
From Req  
0000011864  
Header Details  
All RTV  
Matching

#### Supplier Details

Backorder Status Not Backordered  
Receipt Status Not Recvd  
 Hold From Further P

#### Amount Summary

|                   |              |
|-------------------|--------------|
| Merchandise       | 1,600.00     |
| Freight/Tax/Misc. | 120.00       |
| Total             | 1,720.00 USD |

Activity Summary  
Header Comments  
[Document Status](#)  
▼ Actions

| Line | Item ID | Item Description | Category | PO Qty UOM | Merchandise Amount | Status   |  |
|------|---------|------------------|----------|------------|--------------------|----------|--|
| 1    |         | Desktop computer | 20700    | 2.0000 EA  | 1,000.00 USD       | Approved |  |
| 2    |         | Monitors         | 20700    | 3.0000 EA  | 600.00 USD         | Approved |  |

# Purchase Order Status – Find my Buyer (cont.)

- The **Document Status** page will open.
- *Questions on the PO, Requisitions or Receiving Status should be directed to the Buyer by email or at x5134.*
- *Questions on the Voucher or Payment should be directed to Accounts Payable at x6426.*
- Buyer to Contact.
- Requisition associated w/PO.
- Date order is received by Receiving Dept.
- Date submitted to A/P for payment.
- Date check is printed.

PO Status:

**Approved**=PO in process in Procurement

**Cancelled**=PO is Cancelled. (Refer to PO Comments for details)

**Compl** (Complete)=PO has been paid for closed

**Dispatched**=PO has been sent to the Vendor

**Open**=PO has not been approved; in process in Procurement

**Document Status**

Business Unit CHICO  
 Document Date 09/12/2013  
 Currency USD  
 Buyer Verardi, Jessica

PO ID 0000061907  
**Status Compl**  
 Document Type Purchase Order  
 Merchandise Amt 2,895.00  
 Budget Status Valid

**Associated Document** Personalize | Find | View All | First 1-4 of 4 Last

| Actions   | SetID | Business Unit | Document Type | DOC ID     | Status   | Document Date | Supplier ID | Location |
|-----------|-------|---------------|---------------|------------|----------|---------------|-------------|----------|
| ▼ Actions |       | CHICO         | Requisition   | 0000011526 | Complete | 09/10/2013    |             |          |
| ▼ Actions |       | CHICO         | Receipt       | 0000024442 | Received | 10/10/2013    | 0000000028  | MAIN     |
| ▼ Actions |       | CHICO         | Voucher       | 00185717   | Posted   | 10/10/2013    | 0000000028  | MAIN     |
| ▼ Actions | CHICO |               | Payment       | 414810     | Posted   | 11/04/2013    | 0000000028  | MAIN     |

Return to Search | Previous in List | Next in List

# Purchase Order Status – Find my Buyer (cont.)

Purchase Orders with the 'Requisition' listed as the only associated document are still in process in the Procurement Office. Contact the buyer by email or at x5134.

Document Status

Business Unit CHICO  
Document Date 03/12/2014  
Currency USD  
Buyer McNairn,Michael

PO ID 0000062224  
Status Approved  
Document Type Purchase Order  
Merchandise Amt 1,600.00  
Budget Status Not Budget Checked

Associated Document Personalize | Find | View All | First 1 of 1 Last

| Documents | Related Info  |               |            |          |               |          |  |
|-----------|---------------|---------------|------------|----------|---------------|----------|--|
| Actions   | Business Unit | Document Type | DOC ID     | Status   | Document Date | Location |  |
| Actions   | CHICO         | Requisition   | 0000011854 | Approved | 10/13/2013    |          |  |