




My Purchase Order Information

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The *My Purchase Order Details* screen contains information about a specific Purchase Order.

You can find the *My Purchase Order Details* screen by navigating to  **MENU** > **Administrative Access** >

Purchasing, then selecting **My Purchase Order** under *Features*. Alternatively, you can navigate to  **MENU** >

Administrative Access > **Purchasing**, and then select **Purchase Order** under *Features*. This screen will show you all purchase orders entered through any purchasing groups you are a member of. If you are an approver of purchase

orders, you can go to  **MENU** > **Administrative Access** > **Purchasing**, and then select **My Purchase Order**

Approvals under *Features* and change the filter to History to view information about purchase orders you have previously entered. Then, click the  icon to the left of the purchase order you wish to view.

Tab	Description
General	Displays general information about the purchase order such as the Vendor, Commodity, description, Batch, amount, invoice information, and shipping information.
Purchase Order Details	Displays the <i>Purchase Order Detail</i> and <i>Purchase Order Accounting</i> areas, which lists the accounting information for each individual line item in the Purchase Order.
Account Summary	Displays the areas for <i>Account Summary</i> and <i>Purchase Order Detail</i> , which lists the Accounts used to pay for each line item in the Purchase Order.
Receivings	Displays the <i>Purchase Order Detail</i> and <i>Receiving</i> areas, which lists Receiving information for each line item in the Purchase Order, such as description, quantity ordered, quantity received, the received date, and other information.
Encumbrances	This tab is only available if the Purchase Order is in an O - Open or H - History status. Displays a list of Encumbrances associated with the purchase order, which includes information such as the Account, post date, source, amount, Fiscal Year, and other information.
Approvals	This tab is only available if the Purchase Order requires the approval of one or more employees. Displays the <i>Waiting for Approval</i> and <i>Approval History</i> areas for the purchase order.
Invoices	Displays the <i>Invoices</i> and <i>Invoice Details</i> areas, which lists the invoices associated with the Purchase Order and includes information such as the Vendor who sent the invoice, the amount of the invoice, the Items the invoice is for, and other information.

Deliveries	Displays the list of deliveries associated with the Purchase Order, which includes information such as the sent time, who sent the delivery, the status of the delivery, and other information.
Credit Card Transactions	Displays the credit card transactions associated with the Purchase Order, which includes information such as the transaction time, credit card used, the status of the transaction, and other information.
Notes	Displays the details on existing Purchase Order notes, which include information such as created time, full name and note, and other information. Also enables you to add new purchase order notes.
Audit History	Displays change history of the Purchase Order, which includes information such as changed time, audit action, who changed the purchase order, and status.