

Job Aids

Search for a Purchase Order (PO)

Overview: This job aid demonstrates how to find a purchase order eDoc in the Kuali Financial System.

- 1. Log in to <u>ebs.msu.edu</u> and click the Financial System tab.
- 2. In the Custom Document Searches column, click the Purchase Orders link.

Transactions	Lookup and Maintenance	Custom Document Searches
Financial Processing	Capital Asset Builder	Financial Transactions
Advance Deposit	<u>Pre-Asset Tagging</u>	Capital Asset Management
Budget Reallocation	Capital Asset Management	<u>Asset Maintenance</u>
<u>Cash Receipt</u> <u>Credit Card Receipt</u>	Asset Asset Fabrication	Financial Processing
 <u>Disbursement Voucher</u> <u>Distribution of Income and Expense</u> 	Asset Global (Add)	Disbursement Vouchers
<u>General Error Correction</u> Indirect Cost Adjustment	Asset Payment	Purchasing/Accounts Payable
Internal Billing Pre-Encumbrance	<u>Asset Retirement Global</u>	Electronic Invoice Rejects Payment Requests
Transfer of Funds Total Account Adjustment		- Invoice Regester
Purchasing / Accounts Pavable	Account Global Account Balaata	Kender Credit Mamor
Contract Manager Assignment	<u>Account Delegate</u> <u>Account Delegate Global</u>	vendor Credit Memos
Payment Request	Account Delegate Model	

- 3. On the Document Search screen, **search** for the PO using any of the available search criteria. Commonly used search criteria include:
 - a. Initiator (creator of the document)
 - b. Date Created From and/or Date Created To (date range)
 - c. PO number
 - d. Vendor number
 - e. Requisition number

Document Type:	PO	
Initiator:	©	
Document Id:		
Application Document Status:	INCOMPLETE STATUSES - In Process - Awaiting Fiscal Officer Review - Awaiting New Unordered Item Review - Disapproved New Unordered Item Review	
Date Created From:		
Date Created To:		
Document Description:		
Organization Document Number:		
Purchase Order #:		
Requisition #:		
Vendor #:	<u> </u>	
Purchase Order Chart Code:	MS (S)	
Purchase Order Organization Code:	S	
Purchase Order Responsibility Center Code:		
Purchase Order Reports To Organization Code:	<u> </u>	
Requestor Name:		
Assigned To User:		
Delivery Campus:		
Contract Manager:	S	
Previous Purchase Order #:		
Purchase Order Last Transmit Date From:		
Purchase Order Last Transmit Date To:		
Date Required From:		
Date Required To:		
Date Required Reason:	V 9	
Receiving Required:	○ Yes ○ No ● Both	

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If you have any questions, please contact Procurement at 517-355-0357.



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- 4. After clicking search, open the PO document by clicking the **Document ID**.
- 5. Alternatively, if you are in the requisition eDoc, you can follow these steps to find your PO eDoc:
 - a. Scroll to the View Related Documents Tab; click show.
 - i. If the PO is in Open or Closed status, the PO number will appear.
 - ii. If the PO is in In Process/Unapproved Status, the PO number will not show.
 - b. Click on the purchase order number and the PO eDoc will open.

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