



How to Search for a Purchase Order

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

1. Log in to ebs.msu.edu and click the **Financial System** tab.
2. In the Custom Document Searches column, click the **Purchase Orders** link under the section titled Purchasing/Accounts Payable.

<p>Transactions</p> <p>Financial Processing</p> <ul style="list-style-type: none"> • Advance Deposit • Auxiliary Voucher • Budget Reallocation • Cash Receipt • Credit Card Receipt • Disbursement Voucher • Distribution of Income and Expense • General Error Correction • Indirect Cost Adjustment • Internal Billing • Pre-Encumbrance • Transfer of Funds • Intra Account Adjustment <p>Purchasing/Accounts Payable</p> <ul style="list-style-type: none"> • Contract Manager Assignment • Payment Request • Invoice Request • Requisition • Vendor Credit Memo 	<p>Lookup and Maintenance</p> <p>Capital Asset Builder</p> <ul style="list-style-type: none"> • Pre-Asset Tagging <p>Capital Asset Management</p> <ul style="list-style-type: none"> • Asset • Asset Fabrication • Asset Global (Add) • Asset Location Global • Asset Payment • Asset Retirement Global <p>Chart of Accounts</p> <ul style="list-style-type: none"> • Account • Account Global • Account Delegate • Account Delegate Global • Account Delegate Model • Account Delegate Global From Model • Financial Reporting Code • Mission Code • Object Code • Object Code Global • Organization • Organization Review • Program/Initiative Code • Project Code • Project Code Import • Sub-Account • Sub-Account Import • Sub-Object Code • Sub-Object Code Global • Sub-Object Code Import • Use of Funds <p>Procurement Card (Pcard)</p> <ul style="list-style-type: none"> • Procurement Card Maintenance • Pcard Transactions <p>Vendor</p>	<p>Custom Document Searches</p> <p>Financial Transactions</p> <p>Capital Asset Management</p> <ul style="list-style-type: none"> • Asset Maintenance <p>Financial Processing</p> <ul style="list-style-type: none"> • Disbursement Vouchers <p>Purchasing/Accounts Payable</p> <ul style="list-style-type: none"> • Electronic Invoice Rejects • Payment Requests • Invoice Requests • Purchase Orders • Requisition • Vendor Credit Memos <p>Balance Inquiries</p> <p>General Ledger</p> <ul style="list-style-type: none"> • Available Balances • Balances by Consolidation • Cash Balances • General Ledger Balance • General Ledger Entry • General Ledger Pending Entry • Open Encumbrances • Current Account Balance <p>Reports</p> <p>System</p> <ul style="list-style-type: none"> • Trial Balance
---	---	--

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



ial systems® **Main Menu** Maintenance Administration

tion list doc search Logged in

ment Search ? detailed search superuser sea

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 #:

Purchase Order Chart Code: IMS

Purchase Order Organization Code:

Purchase Order Responsibility Center Code:

Purchase Order Reports To Organization Code:

Requestor Name:

Assigned To User:

Delivery Campus:

Contract Manager:

Previous Purchase Order #:

Purchase Order Last Transmit Date From:

Purchase Order Last Transmit Date To:

Date Required From:

Date Required To:

Date Required Reason:

Receiving Required: Yes No Both

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.