

Job Aid: How to Search for a Purchase Order

PURCHASING

Step 1: Go to ebs.msu.edu and enter your MSU NetID and password.

Step 2: Click on **Finance System**.

Step 3: Link: **Main Menu > Custom Document Searches > Purchase Orders**

Transactions	Lookup and Maintenance	Custom Document Searches
Financial Processing <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 Purchasing/Accounts Payable <ul style="list-style-type: none"> Contract Manager Assignment Payment Request Invoice Request Requisition Vendor Credit Memo 	Capital Asset Builder <ul style="list-style-type: none"> Pre-Asset Tagging Capital Asset Management <ul style="list-style-type: none"> Asset Asset Fabrication Asset Global (Add) Asset Location Global Asset Payment Asset Retirement Global Chart of Accounts <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 Procurement Card (Pcard) <ul style="list-style-type: none"> Procurement Card Maintenance Pcard Transactions Vendor	Financial Transactions <ul style="list-style-type: none"> Capital Asset Management <ul style="list-style-type: none"> Asset Maintenance Financial Processing <ul style="list-style-type: none"> Disbursement Vouchers Purchasing/Accounts Payable <ul style="list-style-type: none"> Electronic Invoice Rejects Payment Requests Invoice Requests Purchase Orders Requisitions Vendor Credit Memos Balance Inquiries <ul style="list-style-type: none"> General Ledger <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 Reports <ul style="list-style-type: none"> System <ul style="list-style-type: none"> Trial Balance
Administrative Transactions <ul style="list-style-type: none"> Capital Asset Builder <ul style="list-style-type: none"> Capital Asset Builder AP Transactions Capital Asset Builder GL Transactions Capital Asset Management <ul style="list-style-type: none"> Asset Manual Payment Barcode Inventory Process Financial Processing <ul style="list-style-type: none"> General Ledger Correction Process Journal Voucher Non-Check Disbursement 		

- The document type defaults to **PO** (purchase order). Enter additional search criteria.
- Click the **search** button.
- Click the document Id to view the purchase order.

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:	MS
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:	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Both

Notes

- Commonly used search criteria include:
 - Initiator (creator of the document)
 - Date Created From and/or Date Created To (date range)
 - PO number
 - Vendor number
 - Requisition number
- Use multiple search criteria for quicker results