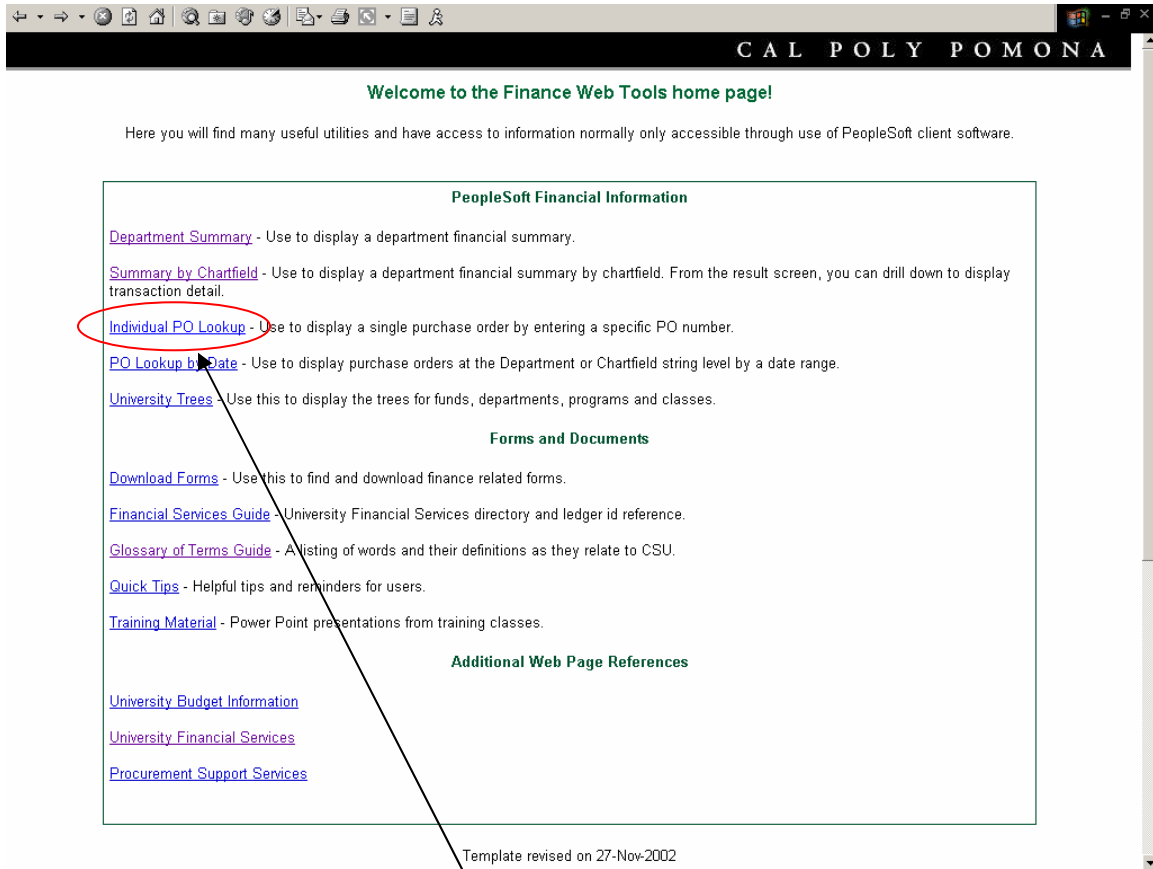


# Guide to Individual PO Lookup

This utility allows you to check the status of a purchase order by searching on PO Number.

**Step 1: Log on to Cal Poly Pomona Finance Web Tools** <http://csupomona.edu/~psoft/>



**Step 2: Click on Individual PO Lookup**

**CAL POLY POMONA**

**Welcome to the Finance Web Tools home page!**

Here you will find many useful utilities and have access to information normally only accessible through use of PeopleSoft client software.

**PeopleSoft Financial Information**

[Department Summary](#) - Use to display a department financial summary.

[Summary by Chartfield](#) - Use to display a department financial summary by chartfield. From the result screen, you can drill down to display transaction detail.

[Individual PO Lookup](#) - Use to display

[PO Lookup by Date](#) - Use to display p

[University Trees](#) - Use this to display t

[Download Forms](#) - Use this to find and

[Financial Services Guide](#) - University F

[Glossary of Terms Guide](#) - A listing of

[Quick Tips](#) - Helpful tips and reminders for users.

[Training Material](#) - Power Point presentations from training classes.

**Additional Web Page References**

[University Budget Information](#)

[University Financial Services](#)

[Procurement Support Services](#)

Template revised on 27-Nov-2002

**Step 3: Enter your User Name and Password**

**Step 4: Click OK**

**Individual PO Lookup**

This utility allows you to check the status of purchase orders. You search by PO Number.

PO Number: 0000025211

Template revised on 09-Jul-2002

[CSU Pomona Home](#) | [PeopleSoft Project](#) | [Finance Tools Home](#) | [Download Forms](#) | [Department Summary](#) | [Summary by Chartfield](#) | [Individual PO Lookup](#) | [PO Lookup by Date](#) | [Departmental Position Lookup](#) | [University Trees](#) | [FS Guide](#) | [Glossary](#) | [Quick Tips](#) | [University Budget Information](#) | [University Financial Services](#) | [Procurement Support Services](#) | [Training Material](#) | [Contact Us](#)  
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**Step 5: Type in PO Number and click on Lookup**

## Results of PO Lookup

Cal Poly Financial Web Tools - Microsoft Internet Explorer

PO Lookup Result

PO Number is: 0000025211.

PO Status: Complete

Here are the results:

PO Date: 2006-07-26

Vendor Name: HEALTHY BUILDINGS INTL

Buyer:

Line	Chart Field String and Line Item Description	PO Qty	Rec Qty	Rec Date	Rem Amt	Sale/Use Tax	Ship Amt	Sub-total
1	660003-POM01-65900-0707-00000 FOCUSED INDOOR AIR QUALITY STUDY FOR BUILDING 5, ROOM 228 AS PER ATTACHED PROPOSAL.	1			1,566.00	0.00	0.00	1,566.00
<b>PO TOTAL</b>								<b>1,566.00</b>

Payments

This link will open a new window displaying all payments.

Print Summary

This link will open a new window displaying the summary in a printable format.

Excel Summary

To export summary into Excel, click this link, when data appears do the following: click the edit button on the menu bar, click select all, then click the edit button again and click copy. Open a blank sheet in Excel, click the edit button and click paste special, when box appears, click on Text then OK. If data is not in separate columns, then highlight Column A, click on Data, then click on Text to Columns, delimited should be checked, click on Next and choose Semicolon, then click on Finish. Format data to meet your needs and then save file.

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**Step 6: Click on Payments for detail of payments made for this Purchase Order**

### **NOTE:**

**PO Date** – Original date of purchase order (will not change with PO revisions)

### **PO Status**

**Dispatched** – An open Purchase Order that has been sent to the vendor

**Complete** – Purchase Order has been closed

