PO.060.050 – REVIEWING PURCHASE ORDER DOCUMENT STATUS PAGE

Purpose	To access the Document Status page of a Purchase Order and review associated documents.
Description	The Document Status page displays the status of a purchase order as well as other documents associated with the purchase order such as requisitions, receipts, vouchers, and payments. The Doc Status pages also contain a link to the inquiry page for each associated document.
Security Role	**BOR_PO_INQUIRY**
Dependencies/ Constraints	None
Additional Information	The Document Status page can also be accessed from the Add/Update Purchase Order page by clicking the Document Status link in the purchase order header.

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Procedure

Below are step by step instructions on how to review the document status on a Purchase Order.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Menu** icon.
3.	Click the **Purchasing** link.
4.	Click the **Purchase Orders** link.
5.	Click the **Review PO Information** link.
6.	Click the **Document Status Purchase Order** link.
7.	Enter or search for the business unit in the **Business Unit** field.
8.	Enter or search for the purchase order ID in the **PO Number** field. The system navigates to the Purchase Order Document status page.
9.	Click the **View All** link to see all documents associated with this purchase order.
10.	The following information can be found in the header of the page: • **Business Unit** • **Document Date**: the date the purchase order was created • **Currency** • **Buyer** • **PO ID** • **Status** • **Merchandise Amount** • **Budget Status**

Step	Action
11.	The following icons represent different types of documents associated with the purchase order: • **Requisitions** • **Sourcing Events** • **Procurement Contracts** • **Purchase Orders** • **Service Work Orders** • **Receipts** • **Returns** • **Vouchers** • **Payments** *Note: The available documents to review depends on the types of transactions that were created and associated with the purchase order.*
12.	Users can find the following information in the Associated Document section for each document associated with the purchase order: • **Business Unit** • **Document Type** • **Document ID**: shows the transaction ID and contains a link to the associated document page. • **Status** • **Document Date** • **Location** • **Go To Document Inquiry Status icon**: navigates users to the document status for that particular associated document.

Step	Action
13.	Click the **Related Info** tab. This tab appears if the purchase order has been matched to a voucher and the voucher is posted. From this page, users can view the following information: **Business Unit** **Document Type** **Match Workbench**: provides a link to the Matched Workbench page and shows matched vouchers associated with the purchase order. **Accounting Entries**: provides a link to Voucher Accounting Entries page and shows associated accounting information. *Note*: *The **Accounting Entries** link appears only if the associated document has been posted, and if accounting entries exist for at least one of the associated documents that appear. If the document is posted and then unposted, the link does not appear.*