



## Search for a Purchase Order (PO)

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

### Search for the PO eDoc

1. Login to [EBS](#).
2. Click the **Financial System** tile.
3. On the Main Menu, under Custom Document Searches, click the **Purchase Orders** link.

Custom Document Searches

Financial Transactions

Capital Asset Management

- Asset Maintenance

Financial Processing

- Disbursement Vouchers

Purchasing/Accounts Payable

- Electronic Invoice Rejects
- Payment Requests
- Invoice Details
- Purchase Orders **Requisitions**
- Vendor Credit Memos

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



6. Within the search results, select the **document number** in the **Document Id** column to open the eDoc.

One item retrieved.

Document Id	Status	Document Description	Org Doc Number	Purchase Order #	Purchase Order Doc Status	PO Create Date
32326399	INAL			827666	Open	10/31/2024 12:17 PM

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

### Find PO on a related eDoc

1. Within a Requisition eDoc or Payment Request eDoc, click **Show** on the **View Related Documents** tab.

2. Click on the purchase order number and the PO eDoc will open.

- a. **Note:** if the PO eDoc status is in **In Process** or **Unapproved**, the PO number will not show. Click on the **\*\*\*\*\*** link to open the eDoc.