



Onslow County Schools Purchasing Dept

**Online Purchasing Training**

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**Purchase Order Lookup – Option 21**

# PURCHASE ORDER LOOKUP

1. Type "21" for the Vendor PO Inquiry and press "enter"

SunPac Financials                      Purchasing Menu                      Rev 6.03   FY:7   ADM:670  
4/09/07

**PO Processing**                      **Inquiry/Lookup**                      **Rprts/Oth Functions**  
1 PO Entry/Adj (V1)                      20 GL Account Inquiry                      39 Change MBE Code  
2 PO Entry/Adj (V2)                      21 Vendor PO Inquiry                      40 Open POs by Account  
3 PO Edit Report                      22 Vendor AP Inquiry                      41 Open POs by Vendor  
4 Approve POs                                           42 Opn POs/Ship-To Code  
5 Print POs                                           43 Move POs To Hist  
6 Cancel/Uncancel PO                      **File Sort/List**                      44 Purge PO History  
7 Purchasing Jrnl                      26 Vendor Sort/List                      45 Commodity Codes Rpt  
8 Hold/Release POs                      27 System File List                      46 PO Status List  
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**Inquiry/Update**                      **NCEP Functions**  
13 System File                      32 Username X-Reference  
14 Vendor File                      33 Vendor Name Matching  
15 PO History File                      34 Participation Rpt  
16 PO Comments File                      35 NIGP Commod. Import

Select Function: 21                      ←

F3=Exit    F6=NCEP    F7>About    F8=Messages    F10=CmdEntry    F18=Printouts

MA    b                      A                      22/021

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## PURCHASE ORDER LOOKUP

2. Choose the option of how you want to lookup the purchase order and press “enter”

**Note:** Always use the default “C” for Current Purchase Orders.

SunPac Financials Purchase Order Inquiry Rev 6.03 Fiscal YR: 7

Enter Type Of Purchase Orders To View: C  
C = Current Purchase Orders  
H = Historical Purchase Orders

Enter Access Path: V  
P = Purchase Order# R1 = Reference #1  
B = Batch Number R2 = Reference #2  
V = Vendor Number E = Entered By

Enter PO Status: A  
A=All O=Open H=Held I=Invoiced C=Canceled

Enter Fiscal Year Code: 7

F3=Exit

MA b A 04/059  
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## PURCHASE ORDER LOOKUP

3. Type the Vendor Number and press “enter”

**NOTE:** If you don't know the vendor number, press “F6 Key” for Vendor Lookup.

SunPac Financials      Purchase Order Inquiry      Rev 6.03 Fiscal YR: 7

Enter Type Of Purchase Orders To View: C  
C = Current Purchase Orders  
H = Historical Purchase Orders

Enter Access Path: V  
P = Purchase Order#      R1 = Reference #1  
B = Batch Number      R2 = Reference #2  
V = Vendor Number      E = Entered By

Enter PO Status: A  
A=All O=Open H=Held I=Invoiced C=Canceled

Enter Fiscal Year Code: 7

Enter Vendor Number: 101496  
Purchase Order#: \_\_\_\_\_ (optional)

F3=Exit   F6=Vendor Lookup   F9=New Search

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## PURCHASE ORDER LOOKUP

4. Type the first part of “Vendor Name” and Press “enter”

**Note:**

“Y” is the default for “On Hold” , “Registered”, and “Unregistered”

“M” is the default for “(M)aster File” (*NOTE: “(S)taging File” will not have any PO’s*)

DHORNAGES2

File Edit View Communication Actions Window Help

VENDOR NUMBER LOOKUP

Enter --> Vendor Short-Name: BENDER or

MBE Code:     or Tax ID:        or

NCEP ID#     /    

Show --> On Hold? Y Registered? Y Unregistered? Y  
Visit Vendor (M)aster File or Vendor (S)taging File? M

F12=Cancel

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## PURCHASE ORDER LOOKUP

5. Select the vendor, type sequence number and “enter”
6. Press “enter” again to view the purchase order numbers for the vendor you chose
7. Select the PO number you wish to view and enter the corresponding sequence, press “enter”. Use the “F1 Key” to view the next set of purchase orders for that vendor.

**NOTE:** The “Stat” shows the status of the PO (i.e. INVD = Fully Invoiced, OPEN = PO open, CANCE = PO has been cancelled)

SunPac Financials                      Purchase Order Summary                      Rev 6.03 Fiscal YR: 7

Current POs                      BENDER-BURKOT SCHOOL SUPPLIES                      Page: 31

Ln	PO#	PO Date	Ref #1	Vendor	Batch	Stat	Amount	O/B
1	706947	2/12/07	X	BENDER-BU	PMM021207	INVD	198.11	Y/A
2	706960	2/12/07	X	BENDER-BU	PMM021207	OPEN	995.00	Y/A
3	706970	2/13/07	X	BENDER-BU	MD021307	OPEN	180.96	
4	707005	2/14/07	DP - 325	BENDER-BU	3252/14/07	INVD	107.76	
5	707012	2/14/07	MS/340	BENDER-BU	340021407	INVD	229.51	
6	707033	2/15/07	X	BENDER-BU	CL02152007	INVD	238.59	
7	707081	2/16/07	X	BENDER-BU	AMP021607	INVD	519.07	
8	707195	2/21/07	X	BENDER-BU	DAH022107	CANCE	.00	
9	707272	2/22/07	X	BENDER-BU	TCB022207	OPEN	527.60	Y/A
10	707292	2/23/07	X	BENDER-BU	TB022307	OPEN	3792.83	
11	707325	2/26/07	X	BENDER-BU	JHB022607	INVD	764.50	Y/A
12	707331	2/26/07	MS/340	BENDER-BU	340022607	INVD	429.48	Y/A
13	707342	2/26/07	X	BENDER-BU	JB022607	OPEN	1583.37	
14	707344	2/26/07	X	BENDER-BU	TN022607	INVD	92.48	

Enter Line Number For More Info: 8

F1=Next   F2=Prev   F3=Exit   F4=Change View   F9=PrevScrn

22/036

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## PURCHASE ORDER LOOKUP

- To view the PO details, press “F5 Key” for PO Lines, Press “F5 Key” for a view of Po line item details and press “F7 Key” to view additional comments.
- Use the “F9 Key” Previous Screen to move back to the previous screen and the “F3 Key” to exit the purchase order view completely.

SunPac Financials      Purchase Order Inquiry      Rev 6.03 Fiscal YR: 7  
Current POs  
Admin: 670    PO#: 707195    Vendor No: 101496    Batch ID: DAH022107  
=====

Name: BENDER-BURKOT SCHOOL SUPPLIES    PO Date 2/21/07    Deliv Date 2/21/07  
Over Budget/Limit? N / N    Approved By:  
Expire Date: 6/30/07    Released By:    Entered By: DEBBIE

Mdse Amt: .00    Encumber? Y    Place Inv On Hold? N  
Disc Amt: .00    Encumber? Y    Percent: 10.00    Auto Distr? Y  
Frt Amt : .00    Encumber? Y    Percent:    Auto Distr? Y  
Tax Amt : .00    Encumber? Y    Percent: 6.75    Auto Distr? Y

Delv To: DANNY SHEPARD    Printed? Y    2/23/07  
PO Type: PO    Blanket PO? N  
Encumb Amt: .00  
Status: CANCELED    SrcSys:  
Ref No: X / D.HORNAGE

Ship To: ONSLOW COUNTY SCHOOLS  
DIST CENTER / PURCHASING DEPT  
200 BROADHURST ROAD  
JACKSONVILLE, NC 28540

--- Audit Info ---  
Date: 2/23/07    Time: 12:25:55  
User/Pgm: DEBBIE / PHFCAN

Bill To: 000

F1=Next    F2=Prev    F3=Exit    F5=PO Lines    F7=Comments    F9=PrevScrn    =

MA b    23/078    1902 - Session successfully started    Xerox Doc Centre 220/230 P52 on 10.1.7.18