

**Quick Start Guide: Look up a Purchase Order**

**Summary:** Looking up a Purchase Order (PO) is usually performed by Accounts Payable (AP) if a department or vendor has input a wrong/incomplete PO number on an invoice. When receiving an invoice from a vendor or department, AP must enter the PO# in order to create a Payment Request (PREQ). If the PO# does not appear, users can perform a Purchase Order search to find the original Purchase Order and/or the PO#.

**Replacement:** KFS PO Document Lookup search replaces the PAL PO order inquiry in Zeus.

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| Steps | **What you need to do** | **How to do it** |
| 1 | Access KFS via ZOTPortal | 1. Use your UCInetID and password to log in to <https://portal.uci.edu/> 2. Press the **Faculty and Staff** tab and then select the **KFS** tab. |
| 2 | Access Purchase Orders | 1. From the KFS **Purchasing Accounts Payable** portlet, expand the **Custom Document Search** bullet 2. Select **Purchase Orders** |
| 3 | Search | 1. Enter desired search criteria     Note: Users can search some fields using only partial information by placing an asterisk (\*) before and after the text portion of the search criteria. Users can also perform Lookups within lookups (see notes below)   1. Press the search button once you’ve entered your search criteria |
| Notes | Lookups within Lookups | Select the lookup buttons next to select categories in order to be taken to another Lookup screen, which will return a certain value  Note: Select **Vendor #** to look up a vendor by name, in order to get the Vendor # and search PO based on Vendor |