

**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.

|  |  |  |
| --- | --- | --- |
| 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 valueNote: Select **Vendor #** to look up a vendor by name, in order to get the Vendor # and search PO based on Vendor |