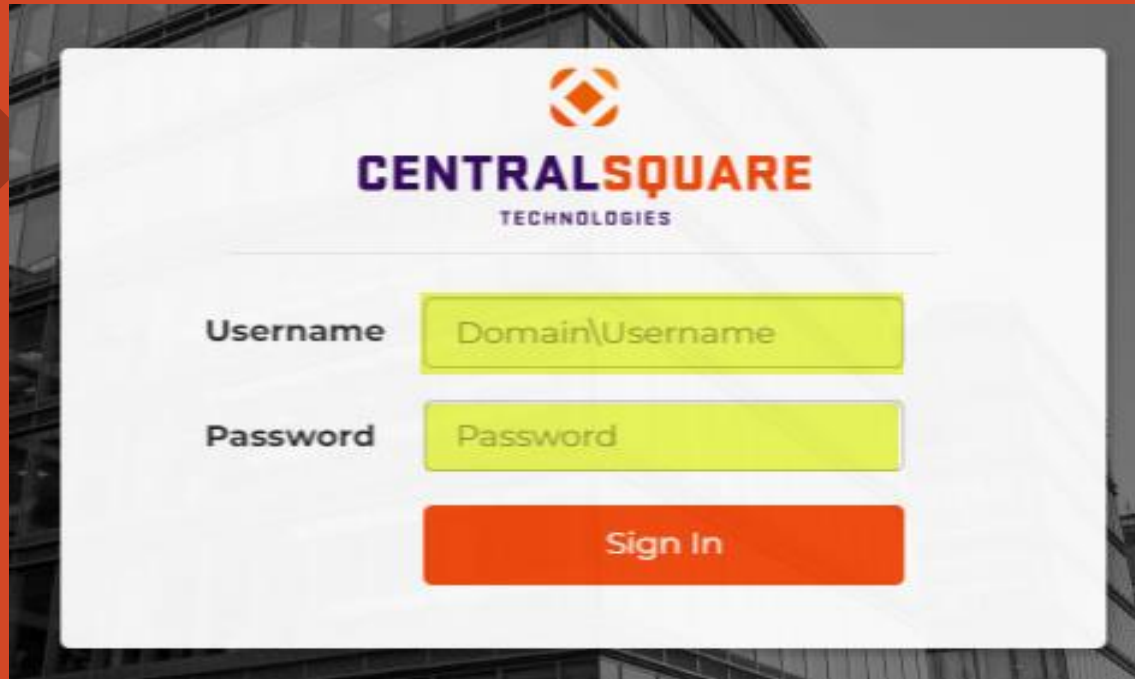




Purchase Order Inquiry Training (POIQ)

HOW TO ACCESS THE PURCHASE ORDER INQUIRY MASK (POIQ)



1 Logging in to CentralSquare

- > Key in your username impcl*****
- > Key in your password.

When logging in to CentralSquare please note that you have to key in the domain followed by your CentralSquare assigned username. The domain is:

impcl*****

Accessing the POIQ Mask

- 2 Go to the search bar on the top right-hand corner and key in **POIQ**.

Double Click on the search result that reads: **Purchase Order Inquiry (POIQ)**.



PURCHASE ORDER INQUIRY SEARCH OPTIONS

- 1 The three most common purchase order inquiry searches are by 1.) PO Number, 2.) Vendor Name, or 3.) Vendor ID.
 - When searching by vendor name or id you can narrow down your search by placing an asterisk (*) before and/or after the name or vendor ID. When searching by PO Number you can type the first three characters of the PO Number followed by an asterisk (*). A PO number normally starts with an A (Blanket POs) or a B. The next two digits are normally the year. Example B24*

CENTRAL SQUARE TECHNOLOGIES Purchase Order Inquiry (POIQ) 🔍 👤 Help AC

Purchase Order Inquiry

PR Number:	<input type="text"/>	PO Number:	<input type="text"/>	Vendor Name:	<input type="text"/>	Vendor ID:	<input type="text"/>
Contract Number:	<input type="text"/>	Requested By:	<input type="text" value="1."/>	Approved By:	<input type="text" value="2."/>	Buyer:	<input type="text" value="3."/>
PO Status:	<input type="text"/>	PO Type:	<input type="text"/>				

PURCHASE ORDER INQUIRY SEARCH OPTIONS

- 1 You are also able to find more information regarding search options for the POIQ mask if you click on the **Help** section at the top right-hand corner to the left of your user initials.
- 2 There is also now a filter option that you can use when performing a search to narrow down your search.

GENTRALSQUARE TECHNOLOGIES Purchase Order Inquiry (POIQ) [Help](#) AC

Purchase Order Inquiry

PR Number:	<input type="text"/>	PO Number:	<input type="text"/>	Vendor Name:	<input type="text"/>
Contract Number:	<input type="text"/>	Requested By:	<input type="text"/>	Ap	<input type="text"/>
PO Status:	<input type="text"/>	PO Type:	<input type="text"/>	Buyer:	<input type="text"/>

1. You can find more information regarding POIQ search options in this section.

2. You can also narrow down your search by selecting the drop down option filter.

PURCHASE ORDER INQUIRY RESULTS SECTION

1 We used a B23* PO search below. We placed an asterisk (*) after the first three characters of the PO number. The results provided a listing of all B23 POs. You can page through the POs numbers or narrow down your search to the exact PO you are looking for.

Under the **Results** section, you can find more details about your PO search.

Purchase Order Inquiry

PR Number: PO Number: Vendor Name: Vendor ID:

Contract Number: Requested By: Approved By: Buyer:

PO Status: PO Type:

Results

<input checked="" type="checkbox"/>	Detail	PR	PO	Vendor Name	Vendor ID	Contract#	RqsBy	AprvBy	Buyer	Status	PO Type	Date
🔗		147260	B2300127	FARMER BROTHERS CO	V00243		Marco Romero	Veronica Burney		FP	P	07/25/2022
🔗		147447	B2300041	BUTLER CHEMICALS	V24317		Joshua Pacheco	Veronica Burney		FP	P	07/13/2022
🔗		147453	B2300042	BUTLER CHEMICALS	V24317		Joshua Pacheco	Veronica Burney		FP	P	07/13/2022
🔗		147457	B2300053	ECOLAB PEST ELIM DIV	V03339		Joshua Pacheco	Veronica Burney		FP	P	07/13/2022
🔗		147545	B2300287	REYBON CONSTRUCTION	V21971		AnaMaria Gomez	Veronica Burney		FP	P	09/22/2022
🔗		147560	B2300001	COSTCO WHOLESale	V00126		Hector Salcido	Veronica Burney		PP	P	07/01/2022
🔗		147568	B2300011	AMAZON COM	V05023		Hector Salcido	Clayton Adkins		FP	P	07/01/2022
🔗		147578	B2300004	COSTCO WHOLESale	V00126		Hector Salcido	Clayton Adkins		PP	P	07/01/2022
🔗		147597	B2300005	AMAZON COM	V05023		Hector Salcido	Clayton Adkins		FP	P	07/01/2022
🔗		147600	B2300006	MCKESSON MEDICAL SURGICAL	V23087		Hector Salcido	Clayton Adkins		FP	P	07/01/2022

«« « 1 2 3 4 5 ... 394 »» Total Count: 3939

PURCHASE ORDER INQUIRY RESULTS SECTION

In the Purchase Order Inquiry **Results** Section you can find PR and PO information associated to your PO search.

1. The **Detail** column will include a link to your PR request number in the POUPPR mask.

2. The **PO** column will include PO number.

3. The **Vendor Name** column will include the vendor name that the PO was set up under.

4. The **Vendor ID** column will include the vendor number associated to the vendor name.

5. The **Status** column will include the PO status. FP = Full Payment, PP = Partial Payment.

Purchase Order Inquiry

PR Number: PO Number: Vendor Name: Vendor ID:

Contract Number: Requested By: Approved By: Buyer:

PO Status: PO Type:

Results

<input checked="" type="checkbox"/>	Detail	PR	PO	Vendor Name	Vendor ID	Contract#	RqsBy	AprvBy	Buyer	Status	PO Type	Date
<input type="checkbox"/>	🔗	147260	B2300127	FARMER BROTHERS CO	V00243		Marco Romero	Veronica Burney		FP	P	07/25/2022
<input type="checkbox"/>	🔗	147447	B2300041	BUTLER CHEMICALS	V24317		Joshua Pacheco	Veronica Burney		FP	P	07/13/2022
<input type="checkbox"/>	🔗	147453	B2300042	BUTLER CHEMICALS	V24317		Joshua Pacheco	Veronica Burney		FP	P	07/13/2022
<input type="checkbox"/>	🔗	147457	B2300053	ECOLAB PEST ELIM DIV	V03339		Joshua Pacheco	Veronica Burney		FP	P	07/13/2022
<input type="checkbox"/>	🔗	147545	B2300287	REYBON CONSTRUCTION	V21971		AnaMaria Gomez	Veronica Burney		FP	P	09/22/2022
<input type="checkbox"/>	🔗	147560	B2300001	COSTCO WHOLESALE	V00126		Hector Salcido	Veronica Burney		PP	P	07/01/2022
<input type="checkbox"/>	🔗	147568	B2300011	AMAZON COM	V05023		Hector Salcido	Clayton Adkins		FP	P	07/01/2022
<input type="checkbox"/>	🔗	147578	B2300004	COSTCO WHOLESALE	V00126		Hector Salcido	Clayton Adkins		PP	P	07/01/2022
<input type="checkbox"/>	🔗	147597	B2300005	AMAZON COM	V05023		Hector Salcido	Clayton Adkins		FP	P	07/01/2022
<input type="checkbox"/>	🔗	147600	B2300006	MCKESSON MEDICAL SURGICAL	V23087		Hector Salcido	Clayton Adkins		FP	P	07/01/2022

«« « 1 2 3 4 5 ... 394 »» Total Count: 3939

PURCHASE ORDER SUMMARY SECTION

In the **Purchase Order Summary** Section you can find PO related information.

1. The **Attachment(s)** paper clip will include the scanned backup you attached to your PR request.

2. The **PR** will include the PR number and a link to the Purchase Request Mask POUPPR to the left of the PR number.

3. The **PO** will include the PO number.

4. The **Status** will include the status the PO number. FP = Full Payment PP = Partial Payment.

5. The **Vendor** section will include the default vendor address. You can also find the Remit To Vendor address in this section.

6. The **Requested** Tab will include details on the user that submitted the PR request and the date of submittal.

You are also able to find the 7. **PO Total**, 8. Total **Invoiced** Amount, and 9. **PO Balance**. If the PO has been fully paid you will get a zero balance along with a notification indicating (PO Closed).

Purchase Order Summary

1 Attachment(s)

PR: 147260 PO: B2300127 Status: FP Sec Cd: 1046 Aprv: APRV

Vendor RemitTo ShipTo BillTo **Reqst'd** Aprv'd Printed

V00243 Addr: A1 By: **Name of Requester**

FARMER BROTHERS CO

PO BOX 846224

LOS ANGELES, CA 90084

PURCHASE

Phone E:

Cd:

7. PO 620.78

8. Invoiced: 597.00

9. Balance: (PO Closed) 0.00

Details Dates Blanket Req. Codes Misc.

Confirming Person:

Cust / Order #:

Bid #: 22-0369 PO Type: P

Contract #:

Pay By: N

Amount:

End Use:

Account Terms:

Buyer:

ITEMS SECTION

In the **Items** Section you can find all the information of the items you requested on your PR Request.

1. The **Quantity** column will include the quantity of the item you requested.

2. The **GL Account** column will include the Org Key & Object code you requested the item to be paid out of.

3. The **Units** column will include the unit type (i.e., case or box).

4. The **Description** column will include the description of the item requested.

5. The **Unit Price** column will include the price per unit.

6. The **Extended Amount** column will include the amount to be paid. This amount includes taxes.

▼ Items							
<input checked="" type="checkbox"/> Item Number	1. Quantity	2. GL Account	3. Units	4. Description	5. Unit Price	6. Extended Amt	Product Code
0001	2	GL1748001-515000	CASE	COFFEE COLUMBIAN BLEND, 2 OZ-PKS/ 40-PKS	80.00	173.20	
0002	2	GL1748001-515000	CASE	CREAMER INDIVIDUAL 100-CT BX/10 BX PER CS	45.00	97.43	
0003	2	GL1748001-515000	CASE	SWEETENER YELLOW-SPLENDA BRAND OR EQUAL,	20.94	45.34	
0004	2	GL1748001-515000	CASE	SWEETENER BLUE - EQUAL BRAND OR SIMILAR,	15.77	34.14	
0005	2	GL1748001-515000	CASE	SUGAR GRANULATED CANISTER	73.20	158.48	
0006	2	GL1748001-516000	BOX	STYROFOAM CUPS, 8-OZ, 1000-CT PER BOX	47.73	103.34	
0007	2	GL1748001-516000	BOX	STIR STICKS 6.5 INCH - 1000 PER BOX	4.09	8.85	

ENCUMBRANCES SECTION

In the **Encumbrances** Section you can find all the information on all your encumbered items and any payments made towards your encumbrances.

1. The **Reference** column will include PO number associated to your encumbrance.

2. The **Vendor ID** column will include the vendor number the encumbrance was requested/paid under.

3. The **GL Account** column will include the Org Key and Object Code the encumbrance was requested/paid under.

4. The **Description** column will include the description of the item requested/paid.

5. The **EN Type** column will include details on the encumbrance type. EN = Encumbered, FP=Fully Paid.

6. The **PO Date** column will include details on the dates the PO was encumbered/paid.

7. The **SET ID** column will include a batch reference number starting with an O***** for any payments made towards the encumbrance.

8. The **Extended Amount** column will include the amount encumbered/paid for each Org Key & Object Code.

▼ Encumbrances

1.	2.	3.	4.	5.	6.	7.	8.	
<input checked="" type="checkbox"/>	Reference	Vendor ID	GL Account	Description	EN Type	PO Date ^	Set ID	Extended Amount
	B2300127	V00243	GL1748001-515000	COFFEE COLUMBIAN BLEND, 2 OZ-P	EN	07/20/2022	PO	173.20
	B2300127	V00243	GL1748001-515000	CREAMER INDIVIDUAL 100-CT BX/1	EN	07/20/2022	PO	97.43
	B2300127	V00243	GL1748001-515000	SWEETENER YELLOW-SPLENDA BRAND	EN	07/20/2022	PO	45.34
	B2300127	V00243	GL1748001-515000	SWEETENER BLUE - EQUAL BRAND O	EN	07/20/2022	PO	34.14
	B2300127	V00243	GL1748001-515000	SUGAR GRANULATED CANISTER	EN	07/20/2022	PO	158.48
	B2300127	V00243	GL1748001-516000	STYROFOAM CUPS, 8-OZ, 1000-CT	EN	07/20/2022	PO	103.34
	B2300127	V00243	GL1748001-516000	STIR STICKS 6.5 INCH - 1000 PE	EN	07/20/2022	PO	8.85
	B2300127	V00243	GL1748001-515000	COFFEE COLUMBIAN BLEND, 2 OZ-P	FP	08/26/2022	O22CZ826A	484.81
	B2300127	V00243	GL1748001-516000	STYROFOAM CUPS, 8-OZ, 1000-CT	FP	08/26/2022	O22CZ826A	112.19

Note: You are also able click on the **check mark** to the left of the reference column to select the items you want to view in the encumbrance section.

RECEIVING SECTION

In the **Receiving** Section you can find information on the items you received.

1. The **Detail** column will include a link to the Receiving Information mask POUARC.

2. The **Quantity Received** column will include the quantity you indicated your received in POUARC. It will also include the quantity paid.

3. The **Date Received** column will include the date you indicated you received the item in POUARC. It will also include the date paid in the ledgers.

4. The **AP Set ID** column will include a batch reference number starting with an O***** for any payments made on the items received.

5. The **User** column will include details on the user that received the items or processed the payment.

6. The **Entry Date** column will include details on the date the items were received or the date the check was printed.

Receiving									
	1.			2.	3.	4.	5.		6.
<input checked="" type="checkbox"/>	Detail	PR Number	Item Number	Quantity Received	Date Received	AP Set ID	User	Job Number	Entry Date
🔗	147260	0001		2.00	08/22/2022		ROMEM	3110029	08/22/2022
🔗	147260	0001		1.00	08/26/2022	O22CZ826	SALGD~1	3115047	08/29/2022
🔗	147260	0002		2.00	08/22/2022		ROMEM	3110029	08/22/2022
🔗	147260	0003		2.00	08/22/2022		ROMEM	3110029	08/22/2022
🔗	147260	0004		2.00	08/22/2022		ROMEM	3110029	08/22/2022
🔗	147260	0005		2.00	08/22/2022		ROMEM	3110029	08/22/2022
🔗	147260	0006		2.00	08/22/2022		ROMEM	3110029	08/22/2022
🔗	147260	0006		1.00	08/26/2022	O22CZ826	SALGD~1	3115047	08/29/2022
🔗	147260	0007		2.00	08/22/2022		ROMEM	3110029	08/22/2022

DISTRIBUTED INVOICES SECTION

In the **Distributed Invoices** Section you can information on all paid invoices.

1. The **Attachments** column will include a copy of the scanned claim.

2. The **GL Account** column will include the Org Key and Object code the invoice was paid out of.

3. The **Description** column will include a description of the item paid.

4. The **Invoice** column will include the invoice # assigned by AP staff.

5. The **PO#** column will include the PO # the invoice was paid out of.

6. The **P/F** column indicates whether the payment was a partial or full payment. P = Partial, F = Full.

7. The **Check No** column will include the check number associated to the invoice payment.

8. The **Check Date** column will include the date the payment was made.

9. The **Extended Amount** column will include the amount paid.

10. The **Vendor of Record** column will include the vendor number the payment was issued to.

▼ Distributed Invoices										
	1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
<input checked="" type="checkbox"/>	Attachments	GL Account	Description	Invoice	PO#	P/F	Check No	Check Date	Extended Amount	Vendor of Rec
		GL1748001-516000	STYROFOAM CUPS, 8-OZ, 1000-CT	95671991	B2300127	F	00687994	08/26/2022	112.19	V00243
		GL1748001-515000	COFFEE COLUMBIAN BLEND, 2 OZ-P	95671991	B2300127	F	00687994	08/26/2022	484.81	V00243

▼ Not Distributed Invoices	
	Indicates a pending payment. If AP staff is working on a batch and they have a payment towards the PO in their batch, you will see all pending payments that are in batch entry (BE) mode.

Note: Please see note above in reference to the **Not Distributed Invoices** section.