



PROCEDURE 26:

PURCHASING INQUIRIES

Job Aid AP01-26

AP01

The purpose of this job aid is to explain purchase inquiries in NCAS.

NOTE: Each inquiry screen is displayed in succession when the **ENTER** key is pressed. The series of inquiry screens can be selected for one purchase order line at a time.

From the *Invoice Line Audit (ILA)* screen:

1. Type **P** in the S (SELECT) field and press **ENTER** to access the *Purchase Order Line Inquiry (PLI)* screen. This screen displays a list of purchase order lines based on the search criteria entered.
2. Type a **buying entity** in the BUYING ENTITY field.
3. Type a **purchase order number** in the PO NO. field and press **ENTER** to retrieve the information.
4. Type **Xs** in the INQUIRY SELECTIONS fields (*PLG, PLO, PLC, PLR, PLF, PCI, and PMI*) next to the purchase order line to be reviewed.
5. Press **ENTER** to view the *PO Line General Information (PLG)* screen. This screen displays general information for a purchase order line.
6. Press **ENTER** to access the *PO Line Ordered Item Information (PLO)* screen. This screen provides detailed information about the item ordered on the purchase order.
7. Press **ENTER** to access the *PO Line Receipt/Invoice Control (PLC)* screen. This screen shows the invoice control established for the purchase order.
8. Press **ENTER** to access the *PO Line Receipt/Invoice Information (PLR)* screen. This screen offers a comparison of quantity ordered and the quantity on the invoice.
9. Press **ENTER** to access the *PO Line Financial Information (PLF)* screen. This screen shows the basic financial data about the purchase order lines.
10. Press **ENTER** to access the *PO Comment Inquiry (PCI)* screen. This screen displays the comments written for the purchase order header, blanket release and PO lines.
11. Press **ENTER** to access the *PO Invoice Matching Information (PMI)* screen. This screen displays the permit-to-pay amounts calculated for AP versus the amount invoiced.
12. Type **BACK** in the NEXT FUNCTION field and press **ENTER** to return to the *Invoice Line Audit (ILA)* screen.