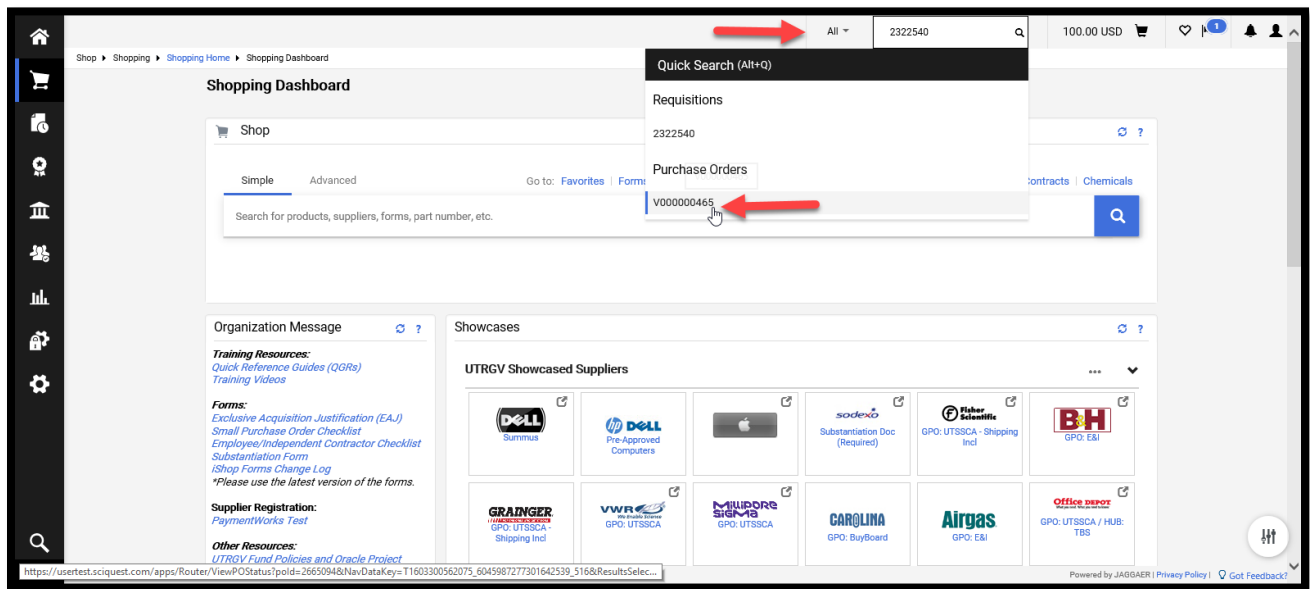


# iShopUTRGV Quick Reference Guide

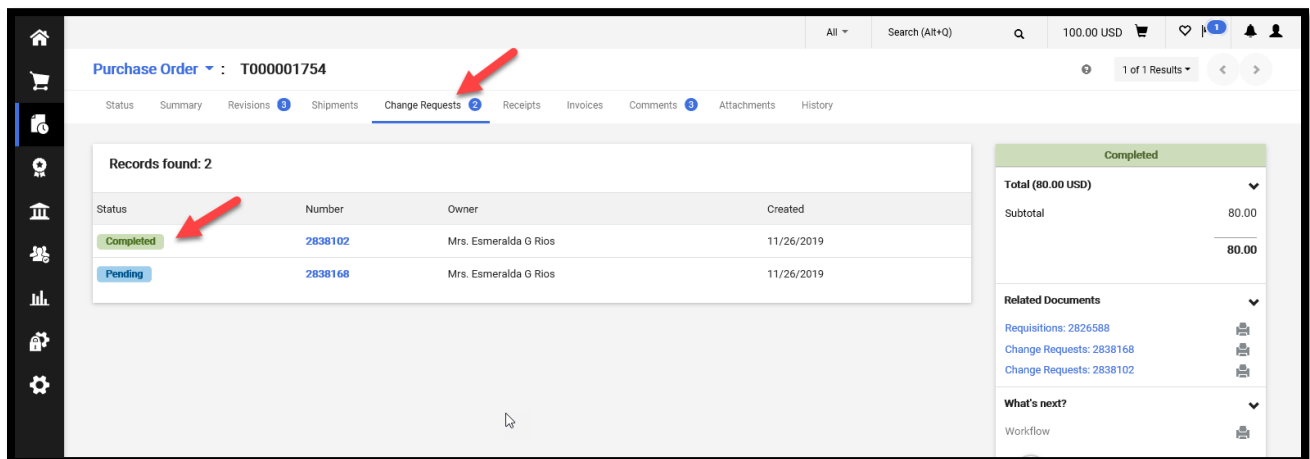
## How to - Verify the PO Change in PeopleSoft

iShop UTRGV allows users to verify the PO Change in Peoplesoft. The PO change should be complete (approved) first to be reflected in PeopleSoft. For questions, please send an e-mail to Esmeralda Rios at [esmeralda.rios@utrgv.edu](mailto:esmeralda.rios@utrgv.edu) or to [iShop@utrgv.edu](mailto:iShop@utrgv.edu).

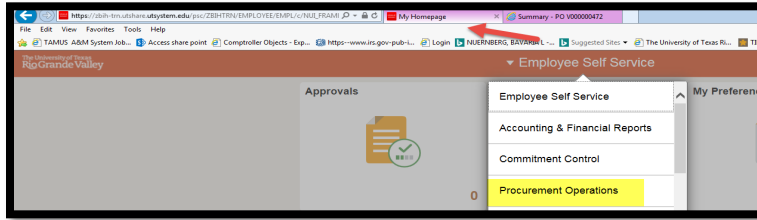
1. Enter the PO# in the Quick Search Bar. The Document Search must be set to show "ALL". Select the PO number See sample below. This is in iShop, the PO change should be complete (approved) first to be reflected in PeopleSoft.



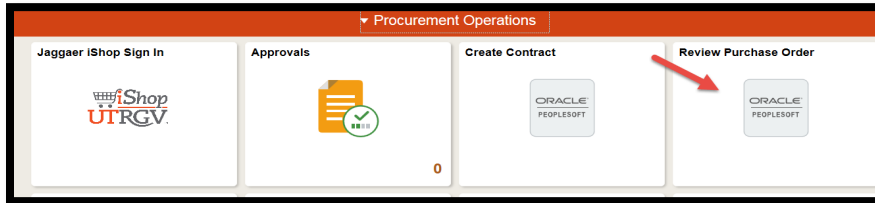
2. Select Change Request tab to see the status "Pending" or "Complete". If it shows "pending", click on the Request #2838168 to see the Change Request approvals. If complete, go to step #3.



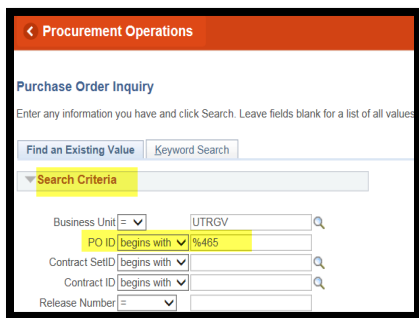
3. Go to my Homepage tab and Select Procurement Operations



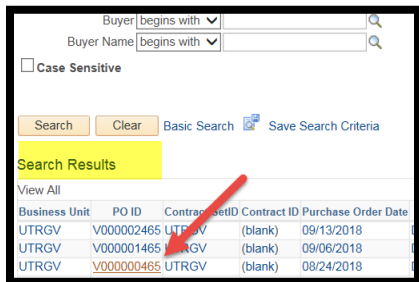
4. Select Review Purchase Order



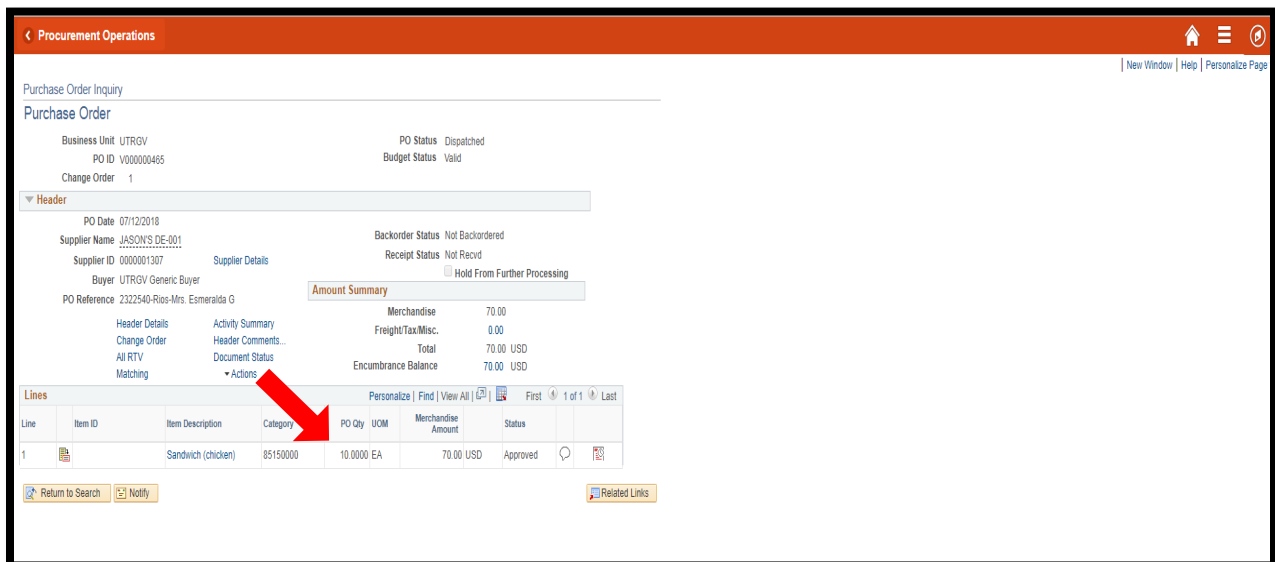
5. Enter the PO ID as follows : % with the PO#



6. On the bottom of the screen, the system will display the results found. Select the PO ID.



7. You can now verify the change. If the quantity was changed, see the PO Qty field below.



8. If the PO was closed, the encumbrance amount shows "0" and the Status shows "Closed". See red arrow below.

**Procurement Operations**

Purchase Order Inquiry  
Purchase Order

Business Unit UTRGV PO Status Compl  
PO ID C000153874 Budget Status Valid

**Header**

PO Date 09/13/2018  
Supplier Name AVIS RENT--001 Backorder Status Not Backordered  
Supplier ID 0000000238 Supplier Details Receipt Status Not Recvd  
Buyer Esmeralda G Rios  Hold From Further Processing  
PO Reference CNV

**Amount Summary**

Merchandise	100.00
Freight/Tax/Misc.	0.00
Total	100.00 USD
Encumbrance Balance	0.00 USD

Header Details All RTV Matching  
Activity Summary Header Comments... Document Status  
Actions

**Lines** Personalize | Find | View All | First 1 of 1 Last

Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status
1		Car Rental August 9-11, 2018 D	9999999999	1.0000	EA	100.00 USD	Closed

Return to Search Notify Related

9. If the Cost Center, Project or account change was done, click on the last square below to see the distribution and changes requested.

**Procurement Operations**

Purchase Order Inquiry  
Purchase Order

Business Unit UTRGV PO Status Dispatched  
PO ID C000153663 Budget Status Valid

**Header**

PO Date 09/13/2018  
Supplier Name MCALLEN AU-001 Backorder Status Not Backordered  
Supplier ID 0000119836 Supplier Details Receipt Status Not Recvd  
Buyer Esmeralda G Rios  Hold From Further Processing  
PO Reference CNV

**Amount Summary**

Merchandise	9,931.00
Freight/Tax/Misc.	0.00
Total	9,931.00 USD
Encumbrance Balance	9,931.00 USD

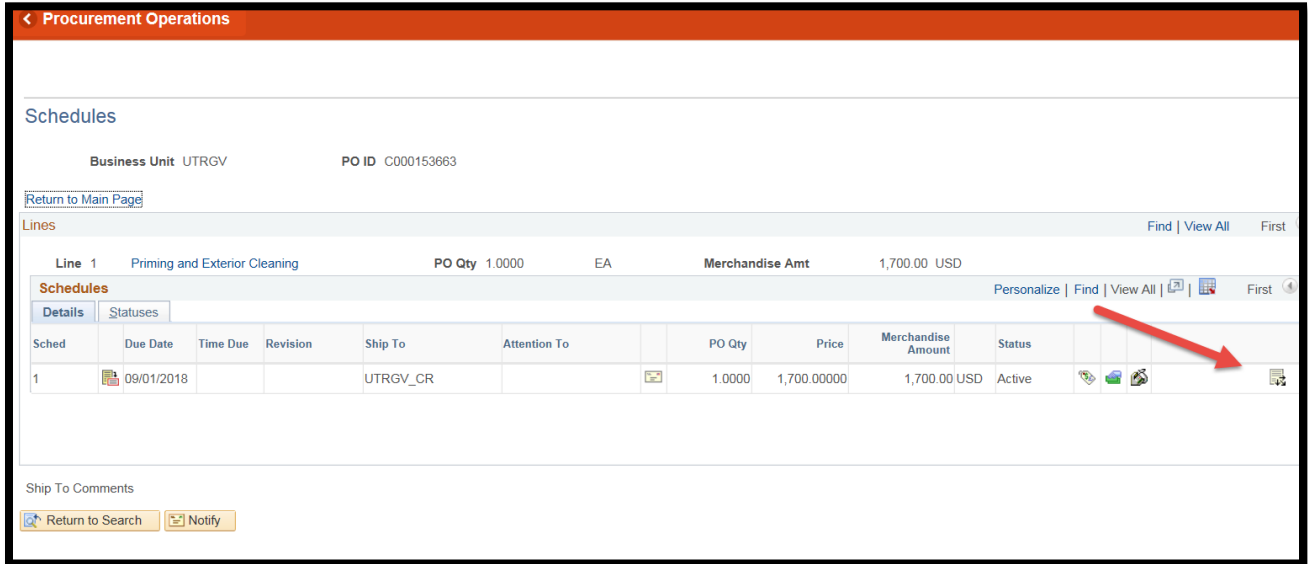
Header Details All RTV Matching  
Activity Summary Header Comments... Document Status  
Actions

**Lines** Personalize | Find | View All | First 1-2 of 2 Last

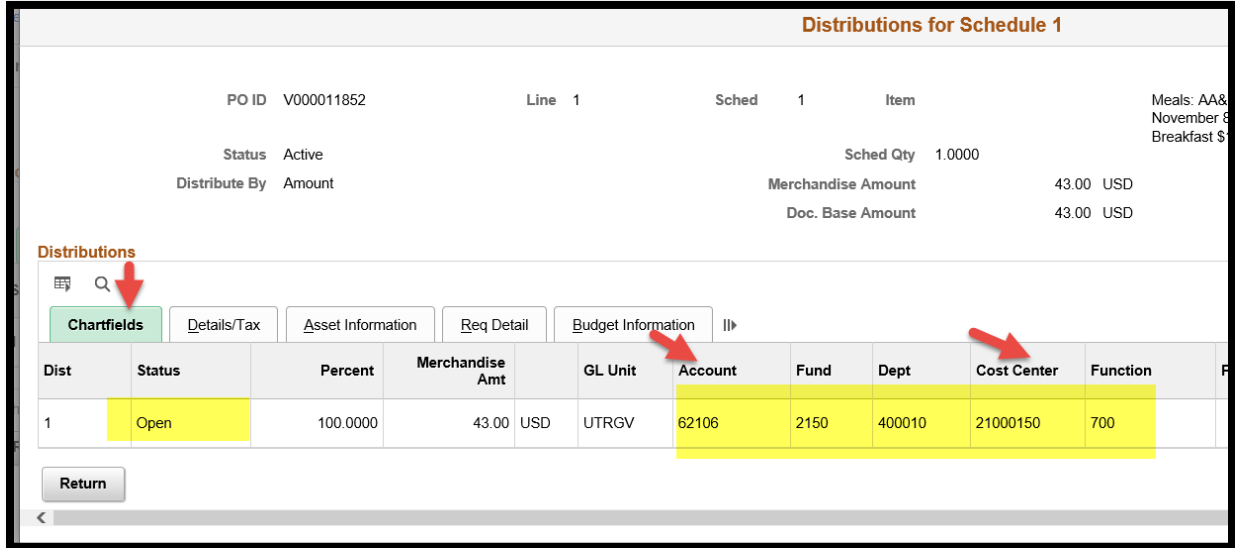
Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status
1		Priming and Exterior Cleaning	9999999999	1.0000	EA	1,700.00 USD	Approved
2		Printing and Installing of dig	9999999999	1.0000	EA	8,231.00 USD	Approved

Return to Search Notify Related

10. The system will show the screen below. Select the last square icon.



11. This shows the PO detail. Here you can verify, if the Cost Center, Project or Account change was done.



Note- The changes will be reflected in PeopleSoft after the Change Request is fully approved and complete in iShop. See step #2 for reference.

For questions, please send an e-mail to Esmeralda Rios at [esmeralda.rios@utrgv.edu](mailto:esmeralda.rios@utrgv.edu) or to [iShop@utrgv.edu](mailto:iShop@utrgv.edu)