



How Do I Search Purchase Orders (POs)?

Summary

This article will discuss the different fields that can be used to search for Purchase Orders (POs).

How To

Purchasing - A/P > Purchase Order

When the *Purchase Order* screen pulls up, it will be in **Add** mode. You will need to switch it to **Find** mode by either using Ctrl + F on your keyboard or clicking the binoculars on your Orchestrated toolbar.

The screenshot shows the 'Purchase Order' window with the following sections:

- Vendor Information:** Vendor, Name, Contact Person, Vendor Ref. No., Local Currency.
- Order Details:** No., Status, Posting Date, Delivery Date, Document Date.
- Summary Type:** No Summary.
- Table:** A table with columns: #, Item No., Item Description, Quantity, UoM Name, Whse, Unit Price, Discount %, Tax Code, Total (LC), Blanket Agree... The first row shows a discount of 0.00.
- Buyer/Owner:** Buyer, Owner.
- Remarks:** A text area for remarks.
- Financial Summary:** Total Before Discount, Discount %, Freight, Rounding, Tax, Total Payment Due.
- Buttons:** Find, Cancel, Copy From, Copy To.

Once in find mode, you will be able to search for POs using any the following fields:

- Vendor Code
- Vendor Name
- Vendor Ref. No.
- PO No.
- Status
- Posting/Delivery/Document Date