How Do I Search Purchase Orders (POs)?

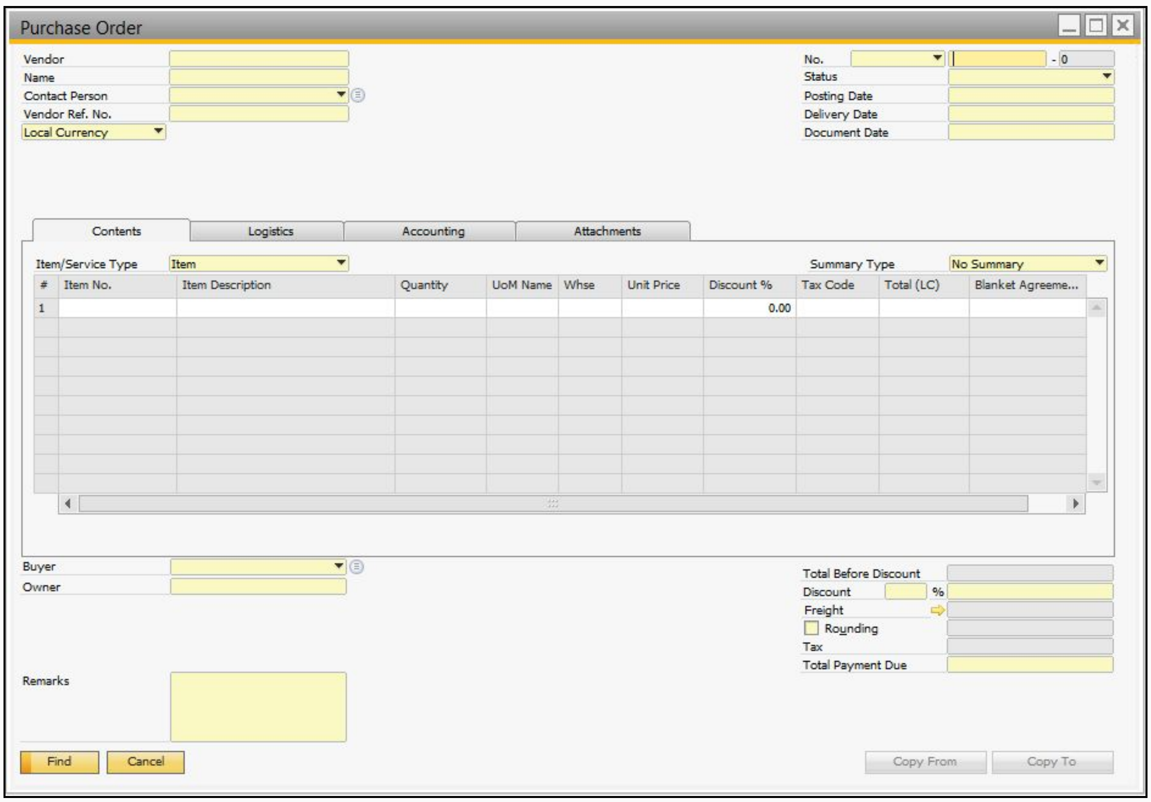
Summary

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.



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

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