Accounts Payable

8. PO/Requisition Menu: R. Reports Menu: 6. Purchase Order Inquiry
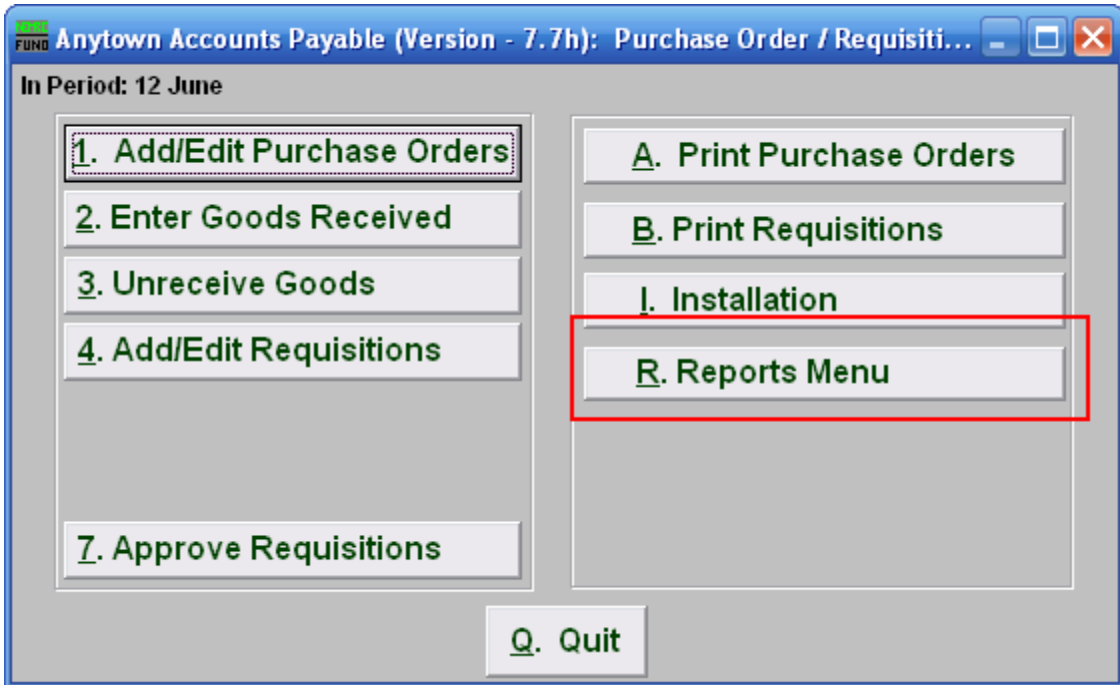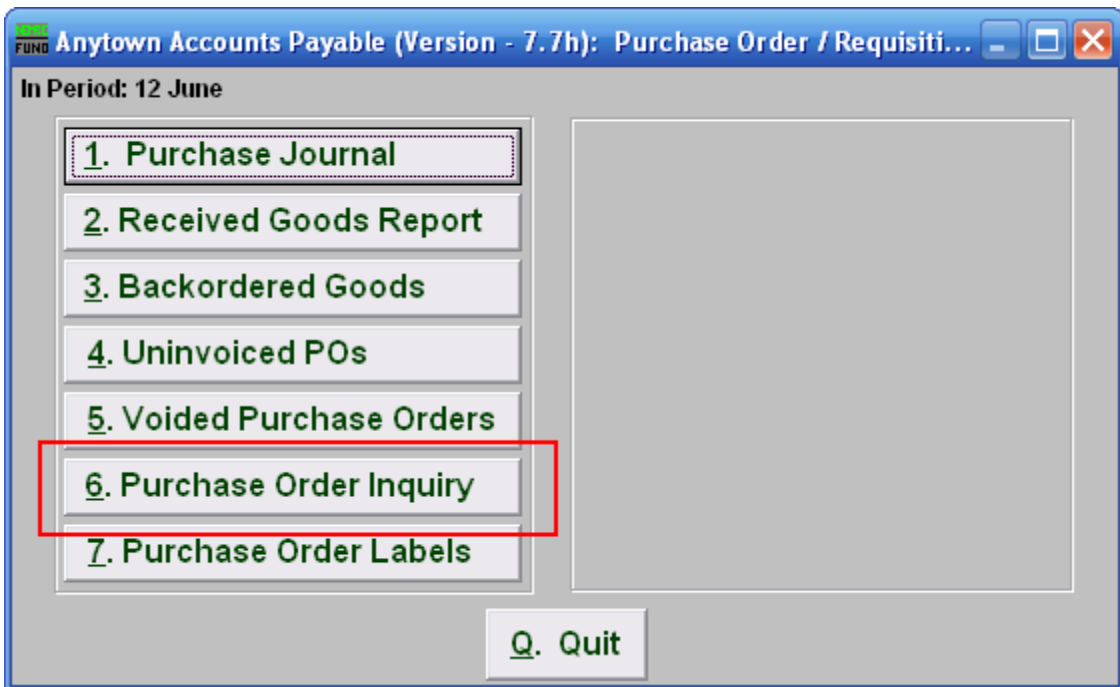
Table of Contents
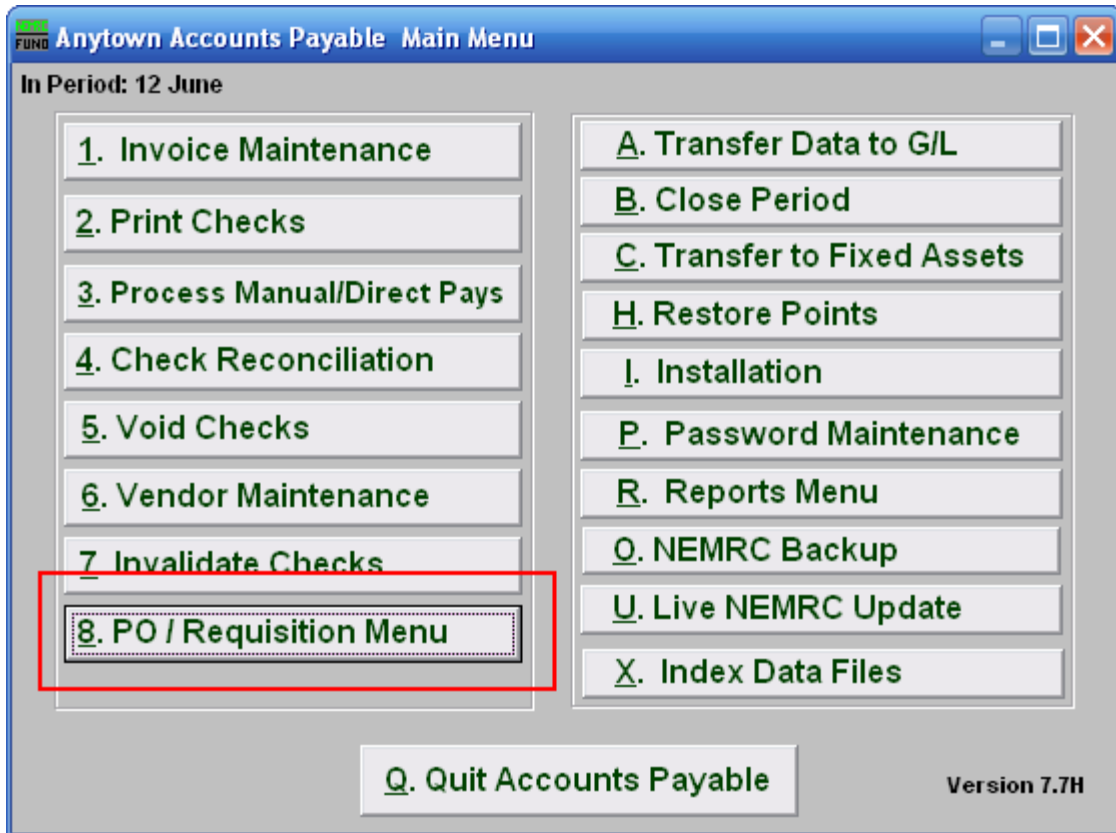
Click on "8. PO / Requisition Menu" from the Main Menu and the following window will appear:
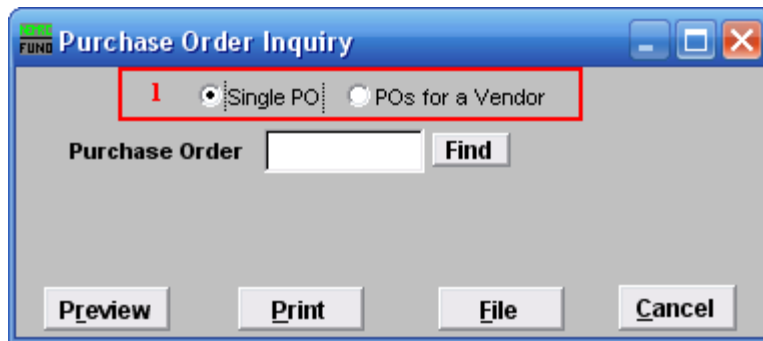
Accounts Payable

Click on "R. Reports Menu" from the Purchase Order / Requisition Menu and the following window will appear:

Click on "6.Purchase Order Inquiry" from the Purchase Order / Requisition's Reports Menu and the following window will appear:

Purchase Order Inquiry

1. **Single PO OR POs for a Vendor:** Choose if you are searching for a Single Purchase Order or if you are searching for Purchase Orders for a Vendor. Refer to the section below that relates to your choice.
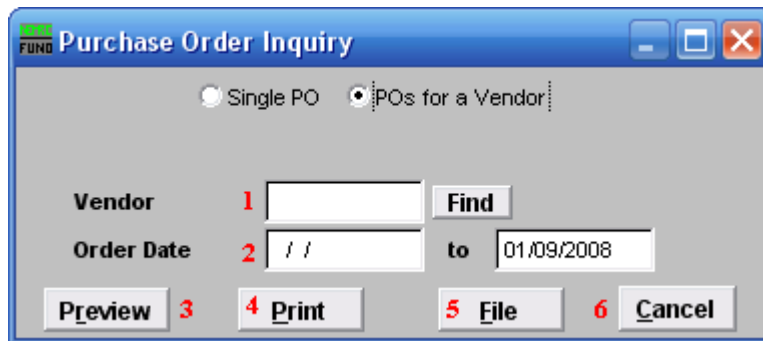
Single PO

1. **Purchase Order:** Type in the Purchase Order number you are looking for OR click "Find" and select from there.

2. **Preview:** Click this button to preview the report. Refer to GENERAL PREVIEW for more information.

3. **Print:** Click this button to print this report. Refer to GENERAL PRINT for more information.

4. **File:** Click this button to save this report on this computer. Refer to GENERAL FILE for more information.

5. **Cancel:** Click "Cancel" to cancel and return to the previous screen.

Accounts Payable

Post for a Vendor

1. **Vendor:** Type in the Vendor Code OR click "Find" and select from there.

2. **Order Date:** Enter the Order Dates you wish to search in. Leaving the start date blank will be treated as all purchased orders up to the ending date provided

3. **Preview:** Click this button to preview this report. Refer to GENERAL PREVIEW for more information.

4. **Print:** Click this button to print this report. Refer to GENERAL PRINTING for more information.

5. **File:** Click this button to save this report on this computer. Refer to GENERAL FILE for more information.

6. **Cancel:** Click "Cancel" to cancel and return to the previous screen.