

PO Admin Checklist

VIEWING CLOSED PURCHASE ORDERS

Once a PO has been closed, it will not display in the active PO list under 'Add/Update Purchase Orders.' The following navigation allows you to view all purchase orders and their status.

Navigation: *Purchasing > Purchase Orders > Review PO Information > Purchase Orders*

1. Enter/Verify Business Unit
2. Enter any other search criteria that you would like to search by. Selecting the PO Status of "Complete" will bring up only the closed purchase orders.
 - a. A date range could narrow your results further.
3. Click Search.
4. All POs meeting your search criteria will display.
5. If the blue hyperlink on a particular PO is clicked on, the [Purchase Order Inquiry](#) page is displayed for review.