When you want to look at the status of a Purchase Order:

Purchase Order Status
Purchasing – Agencies
  Inquiries & Reports
    Purchasing Inquiries
      All Document Inquiry
     - Type PO # in Header
     - Type in Type of PO if known
     - Find
     - Check a line
     - Click Select – it will show what lines have been received & what is open

For more detailed information go to:
Link to the User Guides NEW this link is found at the bottom of the page in the Help section of the Link page.

In the Payroll & Financial Center section: Click on 14. Procurement
*   and in Lesson 2 – Review Purchasing Data*

Pick your learning style/presentation type:
      All Document Inquiry to read it with screen shots
      NVISION to see it demonstrated
      All Document Inquiry Job Aid to read with no screen shots