

## **FRONTLINE PROCEDURES**

Pasadena ISD

ENTRY POINT: Purchase Order Search

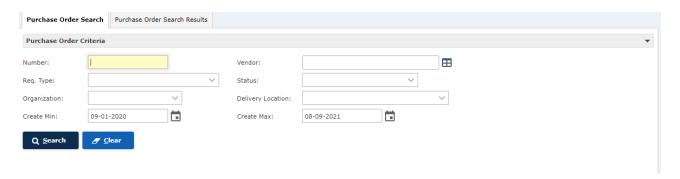
DATE DEVELOPED: 07/29/2021 REVISED DATE:

**SUBJECT: Purchase Order Search** 

## Purchase Order Search

Use the Purchase Order Search entry point to locate and work with purchase orders.

• Access the Purchase Order Search entry point to view the Purchase Order Search tab.



You can enter values for one or more of the Purchase Order Criteria fields. When
you select a Req. Type, the more search criteria appear, based on the requisition
type you selected.



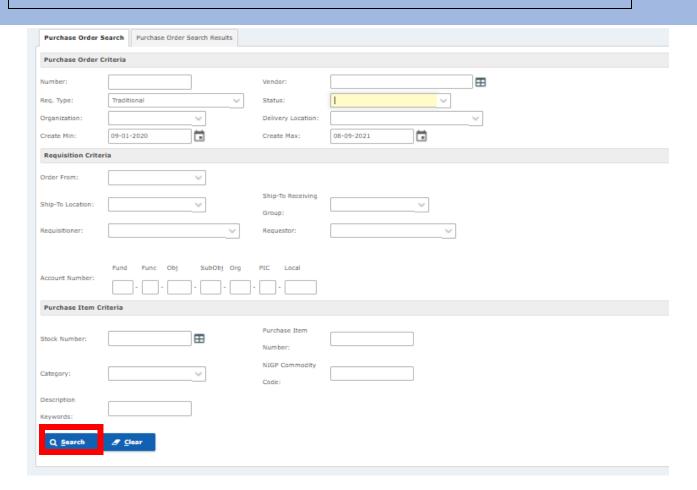
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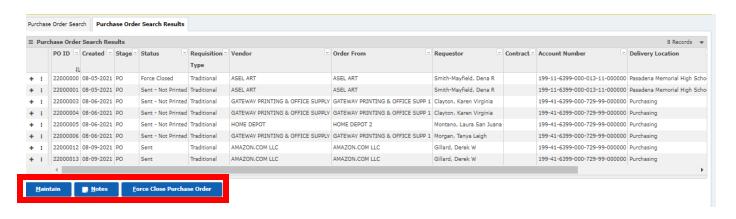
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When you have completed as many fields as needed, click the Search button to view the Purchase Order Search Results tab.





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- On the Purchase Order Search Results tab, you can click a purchase order to select it, and then:
  - Click the Maintain button to view and modify the order. See Maintaining

    Purchase Orders.
  - Click the Notes button to add notes to the order via a standard TEAMS Notes screen.
  - Click the Force Close Purchase Order button to close the order. The status of the order becomes *Force Closed*.