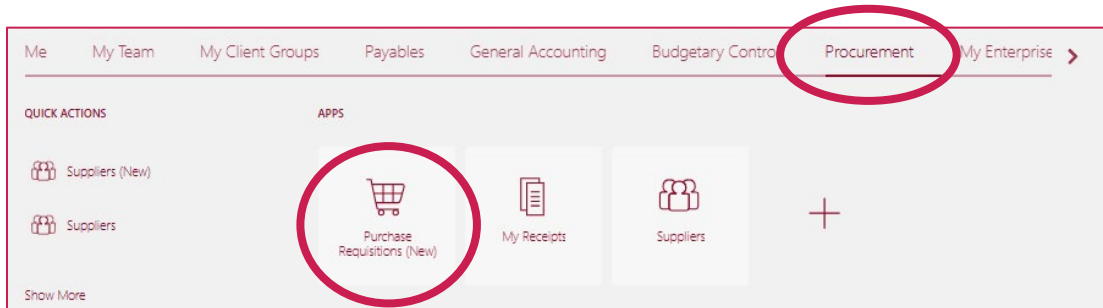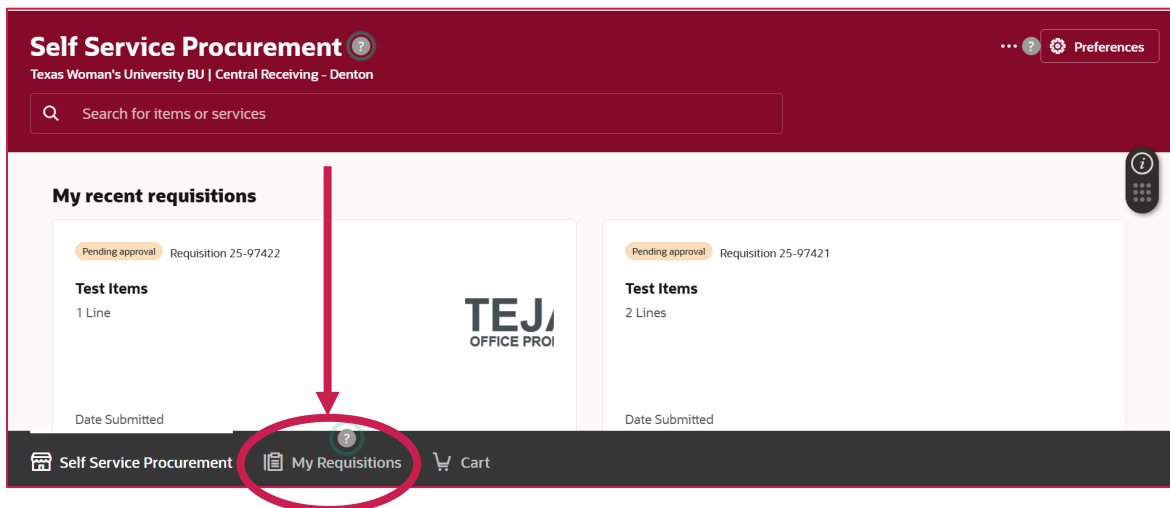# How to Look Up the Life Cycle of a Purchase Order (PO)

Get Started

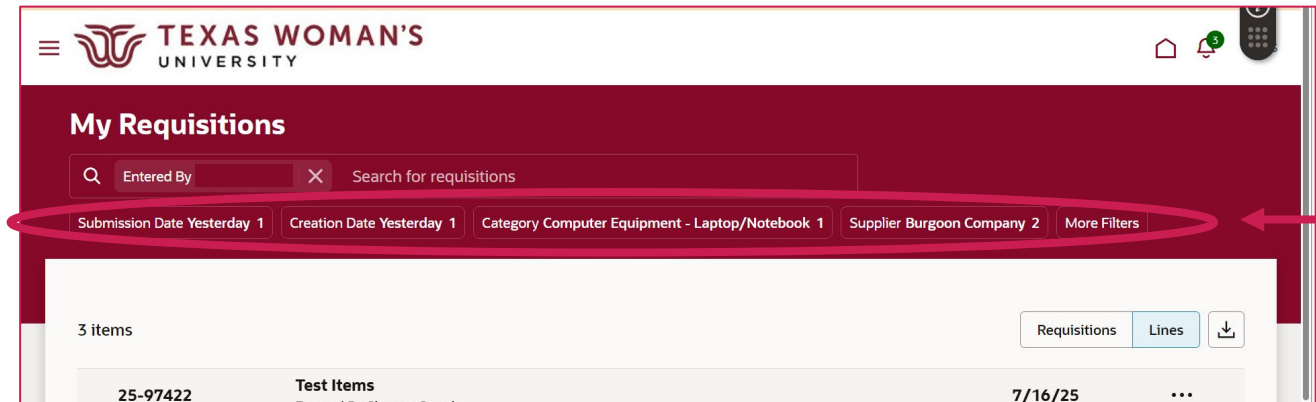**1.** Navigate to **Procurement** > **Purchase Requisitions (New)**

2. Select **My Requisitions** at the bottom of the page.

Find Your Purchase Order (PO)

Utilize filters to search through your requisitions.

The search bar will be auto-populated with "Entered By [Your Name]" by default.

1. Choose your Search Filter, then single-click it once it's in your search bar.

2. Click the toggle arrow to reveal all options.
   - If no toggle arrow appears, single-click the option that appeared.
   - In parentheses next to each option, you can see how many requisitions fit that criteria.
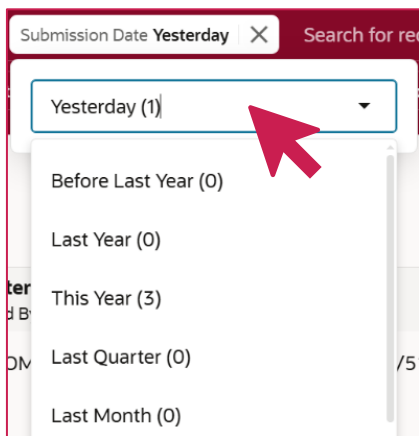
To find POs, use the **Requisition Status** filter, and set it to **Delivered** or **Ordered**.

Filter Options

Submission Date filters requisitions by the date they were submitted.
- Choose from options like: Yesterday, Last Month, Last Quarter, etc.

Creation Date filters requisitions by the date they were created.
- Choose from options like: This Year, Last Year, Last Week, etc.

Category filters requisitions by item category.

Supplier filters requisitions by supplier name.
- Choose from options like: Burgoon Company, Tejas Office Products Inc, etc.

Requisition Status filters requisitions by status.
- Choose from options like: Approved, Canceled, Draft, Pending approval, Rejected, and Returned.

Line Status filters requisitions by line status.
- Choose from options: Approved, Canceled, Draft, Pending approval, Rejected, and Returned.

Deliver-to Location filters requisitions by Deliver-to Location.
- Choose from options: Central Receiving – Denton, Central Receiving – Dallas, or Central Receiving – Houston.

Action Required filters requisitions by action required.
- Choose from options: Create change order or Create receipt.

3. Choose the **Lines** view.

4. Click the **Purchase Order** link.

View the Order Life Cycle

5. Click **View Details** under the **Order Life Cycle** graph.

6. Here you can view **Receipts** and **Invoices** created for this Purchase Order (PO).