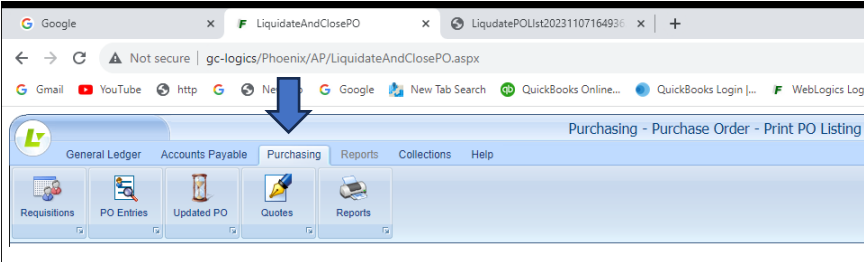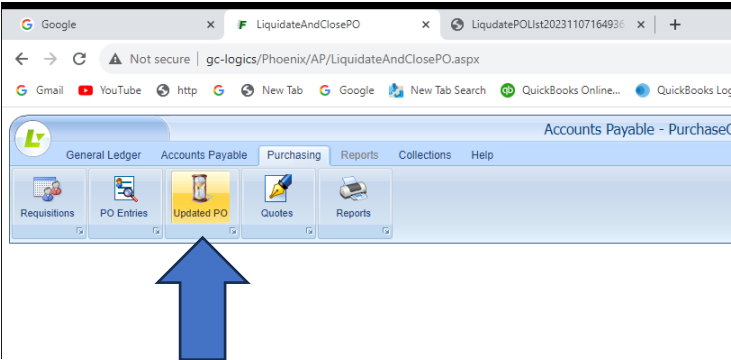# Searching for a Purchase Order to Associate with your Invoice
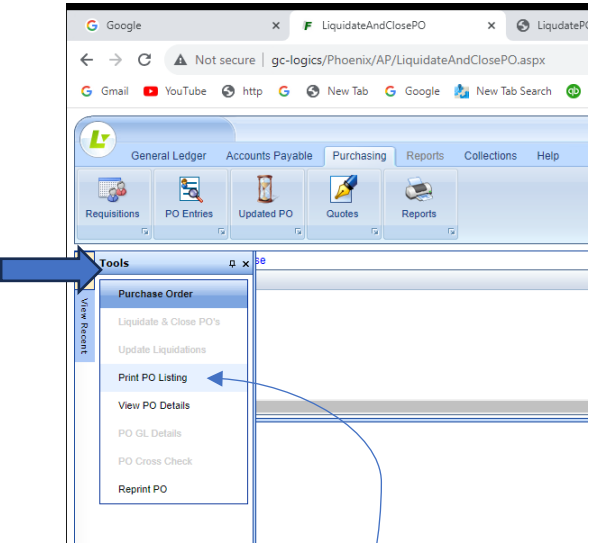
Click on the **Purchasing** tab, and you should get the screen below. . .

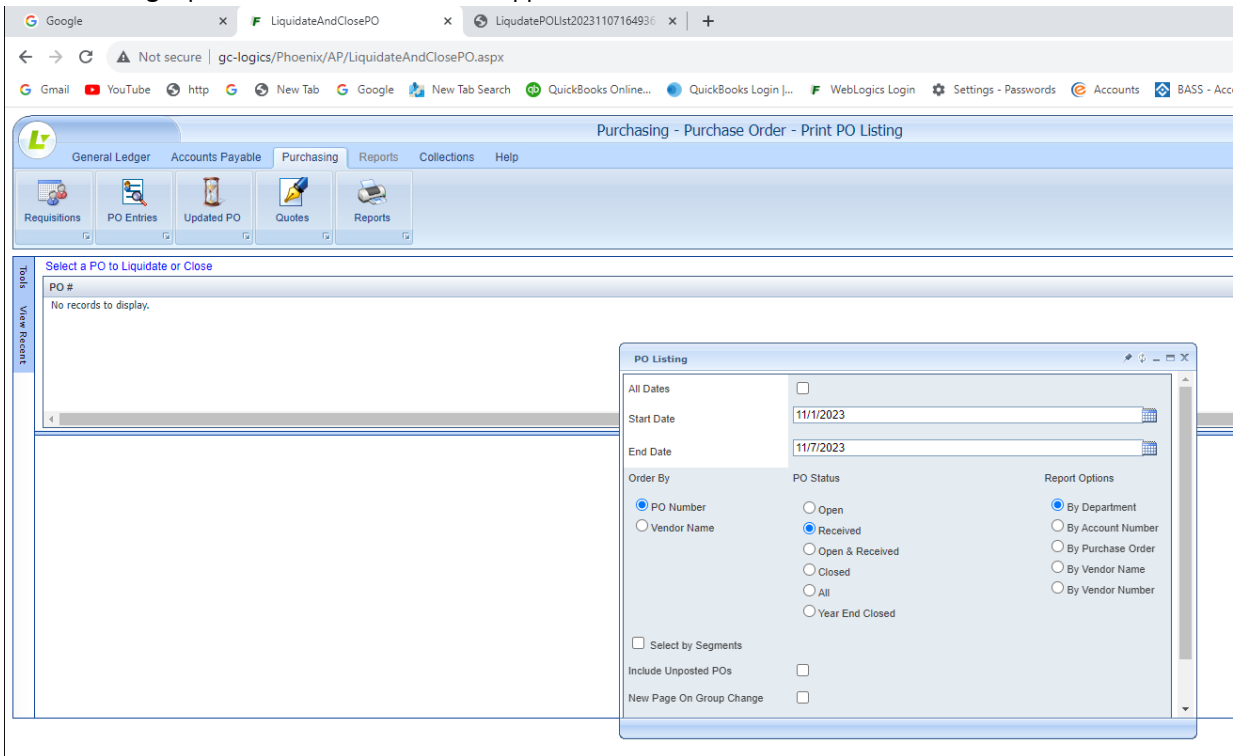Click on **Updated PO**

On the verticle bar on the far left side of the screen, click on **Tools** and the **Puchase Order** drop down box should appear.
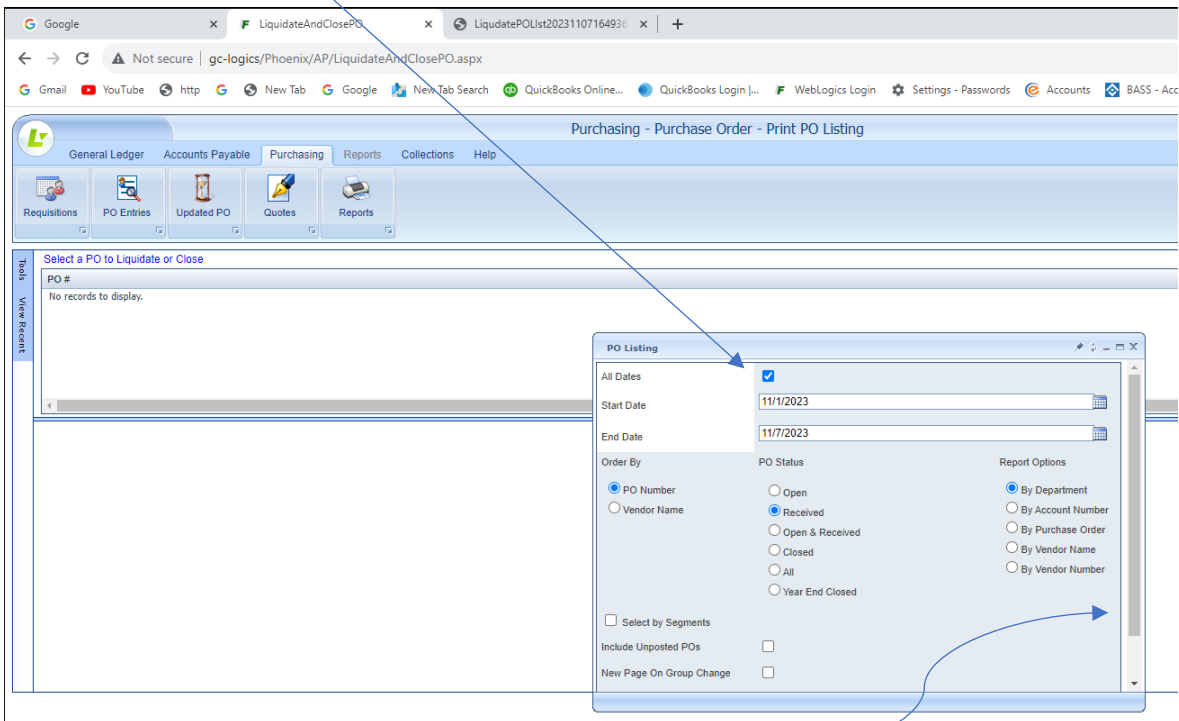

Click on **Print PO Listing**

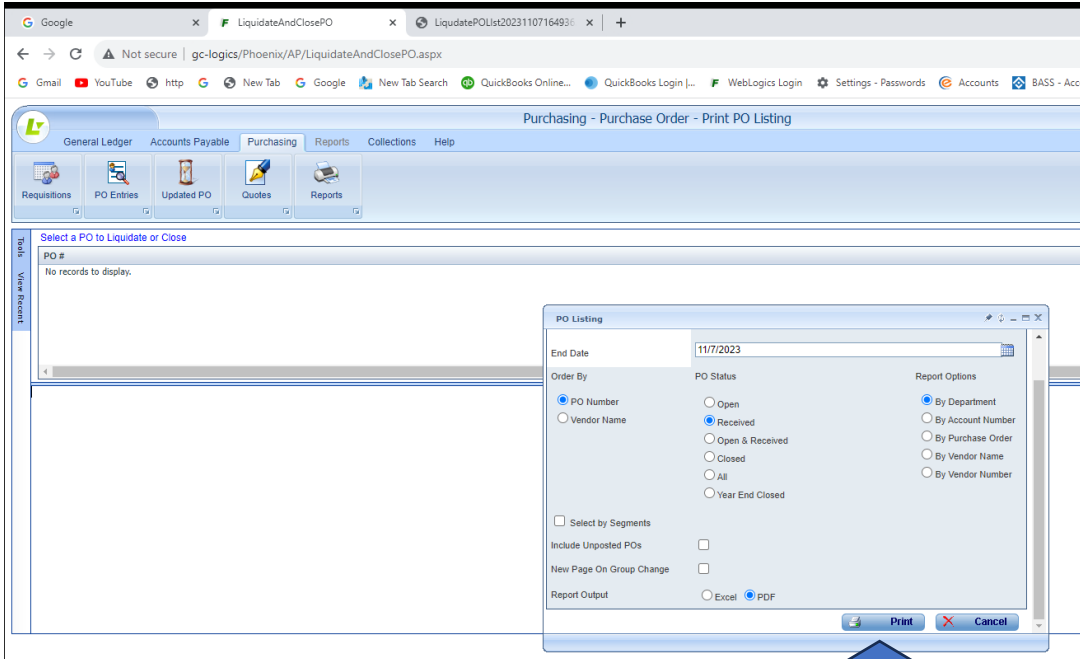The **PO Listing** report selection screen should appear

Click the box by **All Dates**

Scroll down the vertical gray bar to the bottom of its window.

Once at the bottom, click on the **Print** button.
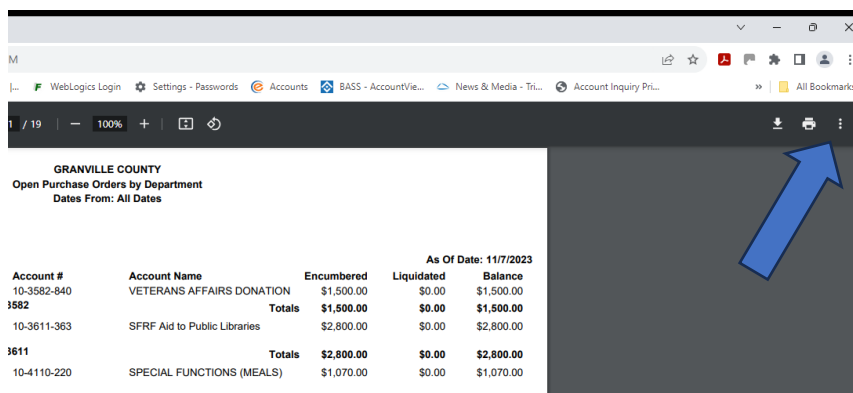

Report is generated, sorted by department number.

To search for character strings within the report, click on the three vertical dots at the top right corner of the screen
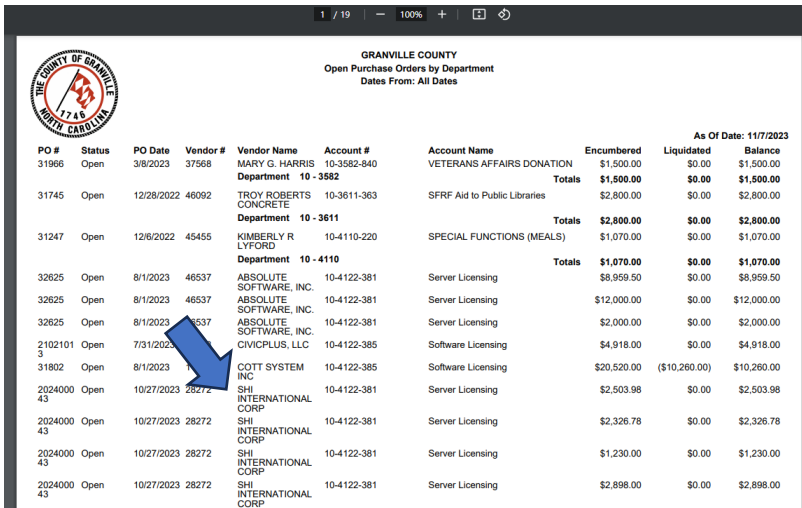
A dropdown will appear with . . .

Find… as a choice.

Type in whatever string of characters you are looking for (account numbers, vendor names, vendor number). The number of occurrences of the character string within the report will show up at immediate right. Click on the ⋀ or ⋁ arrows and the next instance of the string will be highlighted.

For example, the vendor "SHI" is highlighted here

You can sort the report by:

- Account Number
- Purchase Order
- Vendor Name
- Vendor Number