POST REPORT (Purchase Order Status)

The POST Report is the Purchase Order Status Report. It will tell you everything you need to know about your requisition: item and budget details; internal and external messages; and where it is pending in the approval or payment process.

1. From your Dashboard (Home Screen), click on **PO Status Report**.

2. A new screen will appear. Type in the requisition number and click on **Submit** or press Enter on your keyboard.
3. As the system creates the report, you will see blue dots moving across the screen. Note: you can cancel the report at any time by clicking on Cancel.

The POST report will appear in a new window in a few seconds. You can print this report, or simply review it for information.
You can also create POST Reports while you are in the Requisition Screen.

1. Search for the requisition by clicking on the arrow next to the binoculars at the top of the Requisition Screen and highlight and click on Find/Search.

2. In the Search Screen, type the requisition number into the PR Field and press Enter on your keyboard.
3. On the appropriate requisition screen, click on **Reports** in the Action Column on the left.

![Image of requisition screen](image1)

4. Now click on **Purchase Order Status**. The system will create the report and it will appear in a new window.

![Image of purchase order status](image2)
5. When you are finished reviewing or printing the report, close it by clicking on the X in the top right-hand side of the screen.