How to Access and Run the PO History Report

This job aid will guide you with steps on how to access and run the PO History report.

1. To view the PO’s history, from the Home tab, click on the Reports tab.

2. From the sub-tabs, Click on Accounts Payable sub-tab.

3. Access the PC010 Purchase Order History Report, from the Detailed Navigation, click on the report link.

4. The Purchase Order History Report will open in a new tab.

5. Enter the new PO number in the PO Document Number field.

6. To view the history for the converted PO, click the OK button.
7. The history for the PO will display.