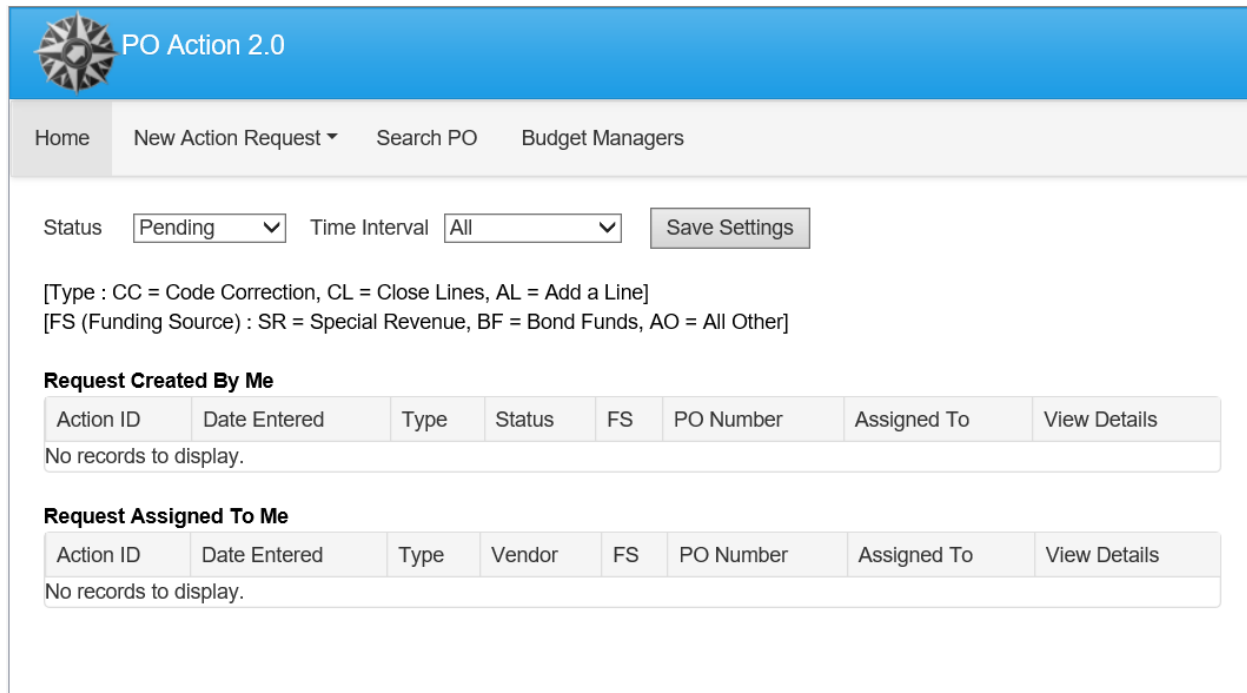


Checking the Status of a PO Action Form

Log into the Employee Portal and access PO Action 2.0:



PO Action 2.0

Home New Action Request Search PO Budget Managers

Status Time Interval

[Type : CC = Code Correction, CL = Close Lines, AL = Add a Line]
[FS (Funding Source) : SR = Special Revenue, BF = Bond Funds, AO = All Other]

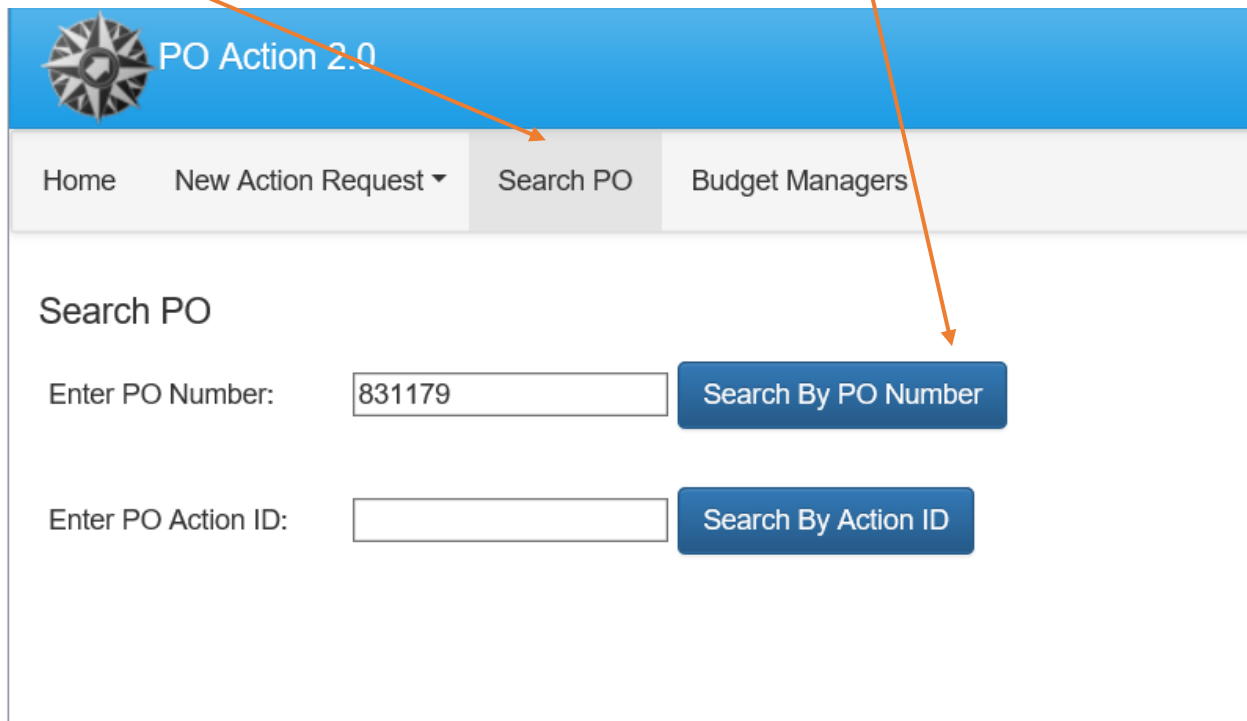
Request Created By Me

Action ID	Date Entered	Type	Status	FS	PO Number	Assigned To	View Details
No records to display.							

Request Assigned To Me

Action ID	Date Entered	Type	Vendor	FS	PO Number	Assigned To	View Details
No records to display.							

Select "Search PO", input the PO number and click "Search By PO Number":



PO Action 2.0

Home New Action Request Search PO Budget Managers

Search PO

Enter PO Number:

Enter PO Action ID:

Checking the Status of a PO Action Form

This will bring up the search results and let you know the status of the PO Action Form. Refer to "Status" and "Assigned To":

PO Action 2.0

Home New Action Request Search PO Budget Managers

Search PO

Enter PO Number: 831179 Search By PO Number

Enter PO Action ID: Search By Action ID

Search Results

Date Entered	Status	PO Number	Assigned To	View Details
04/08/2019	Pending	831179	Sara Rodriguez	View Details

You can click on View Details to see the Transaction History for the PO Action Form:

PO Action 2.0

Home New Action Request Search PO Budget Managers

PO Action Request Details

Action Request ID **535470**

Current Status **Pending**

Opened By Bookkeeper's Name Here **Campus** Org & Campus Name Here

Created On 04/08/2019 **Fund Source** All Other Funds

PO Number 831179 **PO Code** 0763

Action Close Lines on Purchase Order

Close Lines 14

Vendor DEMCO

Details No freight charge per bid

Close Lines Details

Reason Vendor did not charge for shipping and/or handling

Transaction History ...

Action Taken	Created New PO Action Form	Date	4/8/2019 10:17:28 AM
Performed by		Assigned To	Budget Manager
Comments	No freight charge per bid		

Action Taken	Approved by Budget Manager	Date	4/16/2019 9:11:05 AM
Performed by	Budget Manager	Assigned To	Sara Rodriguez
Comments			