How to Query a Purchase Order
Using the Form FPIPURR

1. Select the form **FPIPURR** from the **Finance Fast Track Menu** on the Main Menu or type **FPIPURR** in the **Direct Access** field and hit **Enter**.

2. **Type** your **Purchase Order** number in the **Purchase Order** field (*Example: P0000001*).

3. Click on the **Next Block** icon or use **Ctrl-Page Down** if you prefer using your keyboard.

4. Continue using the **Next Block** icon or, use **Ctrl-Page Down** if you prefer using your keyboard, to view the details of the purchase order.

For **MORE INFORMATION** on this form see the Form Documentation