**Instructions to Access The Query for Purchase Orders**

A Query has been established to locate a list of all Purchase Orders that have been generated by a department and limit it by PO date range. It will show the Project ID if one exists.

Go to PS Finance.

On the Main Menu click on Reporting Tools---Query---Query Viewer.

 In the Query Viewer page, in the box next to "begins with" type in UM\_PO\_PURCHASE\_ORDERS\_BY\_DEPT.

The Query will appear.

Click on whichever way you want to run the report – HTML or EXCEL on the Query line.

When the next page opens - type in your Dept. # and the dates you want to search for the POs.  Then click View Results.  A listing of the POs for that Dept. will appear.

In the PO Status column - if it says Complete - it means the PO is closed.  If it says dispatched it means that it is open.