

PO Inquiry by Project

Distribution

Related Procedures

Procedure Title [PRO#####]

Ownership

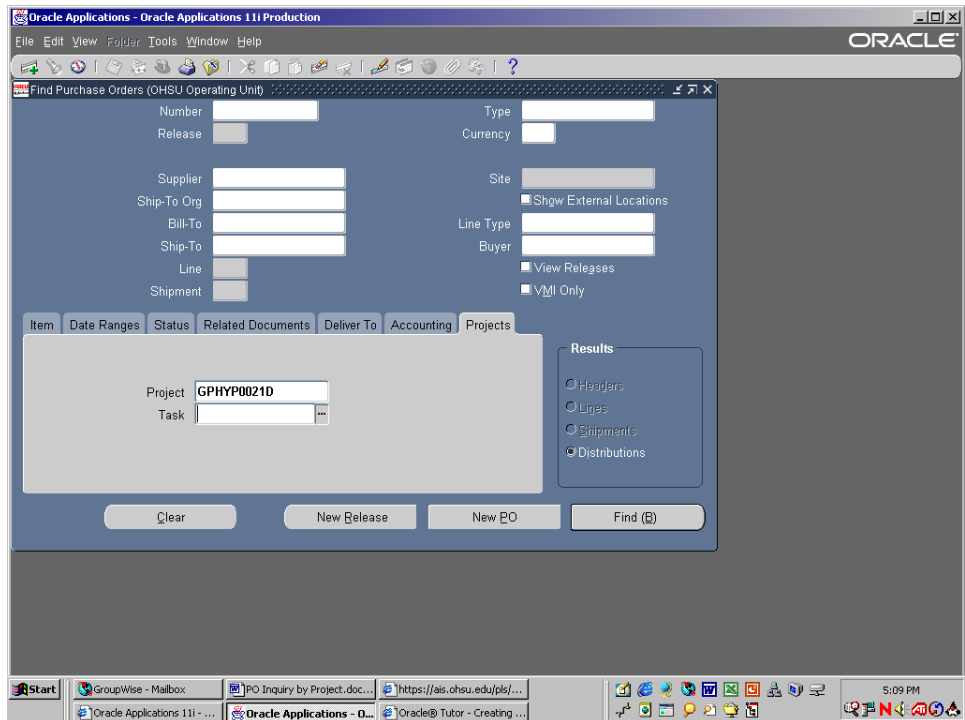
The SPA IS Manager is responsible for ensuring that this document is necessary, that it reflects actual practice, and that it supports corporate policy.

PO Inquiry by Project

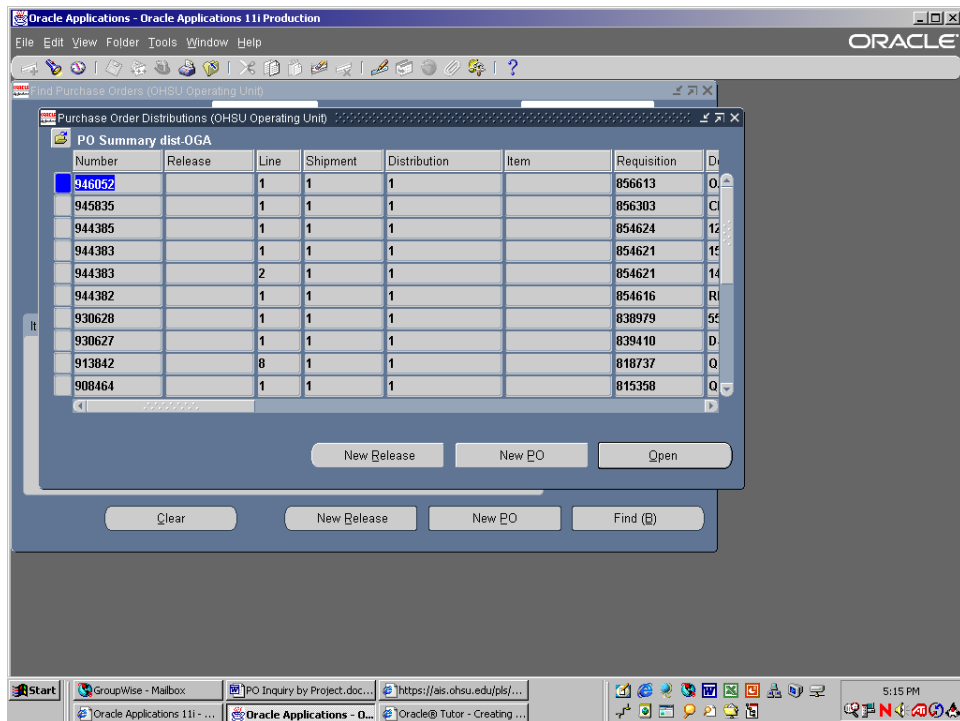
PO Inquiry OHSU

Purchase Order Summary → Projects Tab

Find Purchase Orders Screen



1. Select the PO Inquiry OHSU Responsibility
2. Choose Purchase Order Summary
3. Select the Projects tab toward the bottom of the screen
4. Enter the project number you would like to view PO's for
 - Note that you can only view PO distribution lines when querying by project.
 - The task field is not required
5. Click the Find button to view all PO's charged to the project



There are many other criteria on the PO summary form that can be used to query for the PO's you are looking for, but the most useful for working with grant accounts are Status (helps look for PO's that are still open, finally closed, etc.), and Accounting (can use to query for PO's with active encumbrances only).