
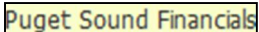
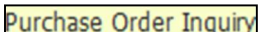



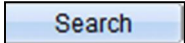

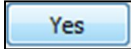





Open POs Report

Step	Action
1.	<p>The Procurement Tools are based on your specific budget administration security privileges.</p> <p>Example data given here is to demonstrate the functionality. You will need to enter your own data when stepping through the process.</p>
2.	<p>Click in the Main Menu field.</p> 
3.	<p>Click in the Puget Sound Financials field.</p> 
4.	<p>Click the Purchase Order Inquiry menu.</p> 
5.	<p>The Purchase Order Inquiry page provides quantity, pricing, and description details for all purchase orders charged to budget, along with capability to restrict results to purchase orders with existing encumbrances.</p> <p>Helpful Hint: If the Search field does not have a magnifying glass icon, you must enter the information without using a lookup. Please remember that Purchase Order numbers have leading zeroes to make a 10-digit number (e.g. 0000005375).</p>
6.	<p>Click in the Fiscal Year field.</p> 
7.	<p>Enter the desired information into the Fiscal Year field. Enter a valid value e.g. "2015".</p>
8.	<p>Helpful Hint: This example uses department. You can search by Project if that is more appropriate.</p> <p>Helpful Hint: If you are responsible for multiple departments and/or projects, you can leave both fields blank and the tool will return results for all of your budgets in one list.</p> <p>Click in the Department field.</p> 
9.	<p>Enter the desired information into the Department field. Enter a valid value e.g. "7101".</p>
10.	<p>Click the Show Open Only: option.</p> 
11.	<p>Click the Search button.</p> 

Step	Action
12.	<p>The "PLEASE NOTE" message across the middle of the page emphasizes that this version of the tool recognizes when open encumbrances are present but does not yet provide those actual encumbrance amounts.</p> <p>The following steps explain how to download a list to Excel that you can then send to Procurement to assist with any needed clean-up.</p>
13.	<p>Click the Download graphic.</p> 
14.	<p>Click the Yes button.</p> 
15.	<p>Click the Office Button button.</p> 
16.	<p>Click the Excel Workbook menu.</p> 
17.	<p>Browse to your desired location and enter a filename you will remember.</p>
18.	<p>Click the Save button at the bottom of the page to keep your new document.</p>
19.	<p>Click the Clear button.</p> 
20.	<p>End of Procedure.</p>