

Access the Financial Production database: <https://my.uh.edu/fs>

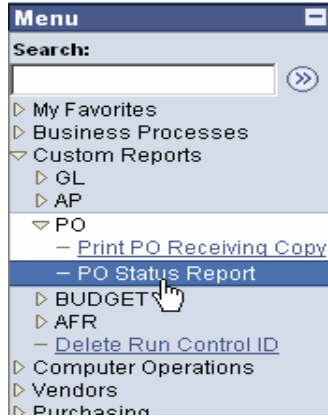
Or, See the [SignOn Financial Production](#) job aid.

Remember to use ALL CAPS

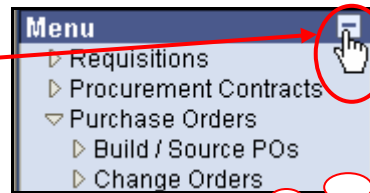
### NAVIGATION PATH

Under **Menu** click on:

- ▶ **Custom Reports**
- ▶ **PO**
- ▶ **PO Status Report**



(Can minimize menu by clicking on the red minus sign.)



Be sure to add to "Favorites"!

### INSTRUCTIONS

On the PO Status Report screen:

**STEP 1:** To look up an existing purchase order.

- ▶ Click on [Advanced Search](#) to search by PO number.

#### PO Status Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search by: Business Unit begins with

Search [Advanced Search](#)

**STEP 2:** Enter purchase order number/info.

- ▶ Enter the **Business Unit** of 00765.
- ▶ Enter the **PS Purchase Order** number that you are searching for.  
(Can enter just the number—then press the "Home" key & fill in the leading 0s).
- ▶ Click .

#### PO Status Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: begins with 00765  
 Purchase Order: begins with 0000001671  
 Purchase Order Date: =  
 Purchase Order Reference: begins with  
 Vendor ID: begins with

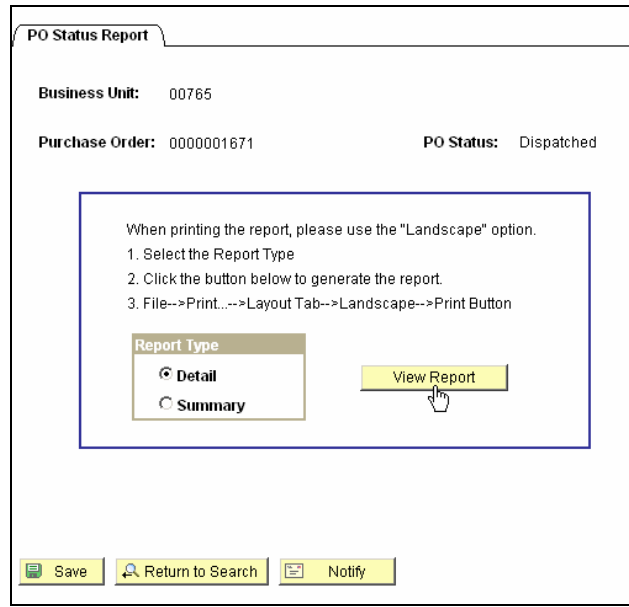
Case Sensitive

Search  [Basic Search](#)

**STEP 3:** Run PO Status Report.

➤ Check Report Type for the type of report you want to run (Detail will give you more information.)

➤ Click 



PO Status Report

Business Unit: 00765

Purchase Order: 0000001671 PO Status: Dispatched


When printing the report, please use the "Landscape" option.


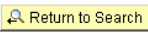
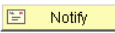
1. Select the Report Type
2. Click the button below to generate the report.
3. File-->Print...-->Layout Tab-->Landscape-->Print Button

Report Type

Detail

Summary

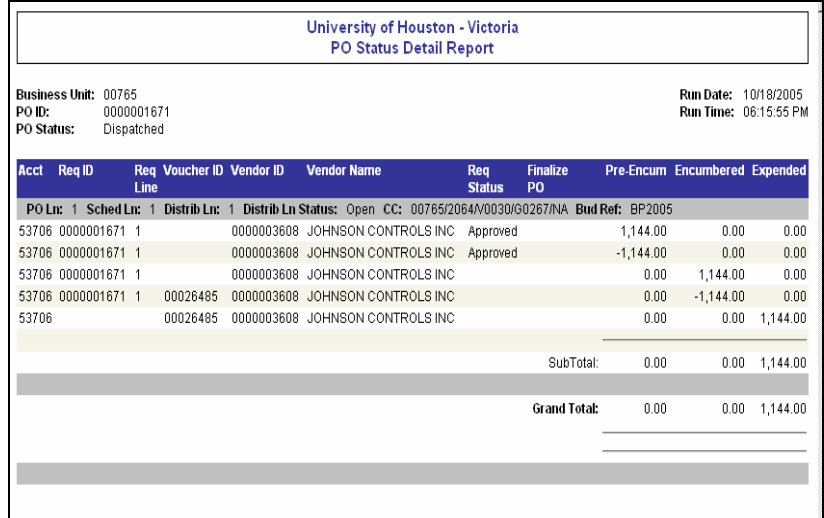


**Results:**

➤ Another window will open.

➤ Purchase Order information is displayed.



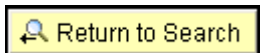
University of Houston - Victoria  
PO Status Detail Report

Business Unit: 00765 Run Date: 10/18/2005  
PO ID: 0000001671 Run Time: 06:15:55 PM  
PO Status: Dispatched

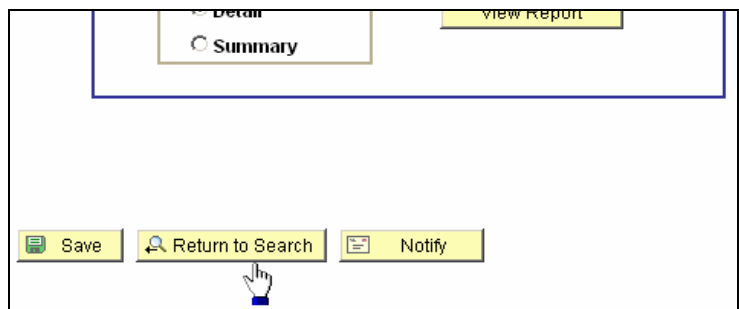
Acct	Req ID	Req Line	Voucher ID	Vendor ID	Vendor Name	Req Status	Finalize PO	Pre-Encum	Encumbered	Expended
PO Ln: 1 Sched Ln: 1 Distrib Ln: 1 Distrib Ln Status: Open CC: 00765/2064/V0030/G0267/NA Bud Ref: BP2005										
53706	0000001671	1		0000003608	JOHNSON CONTROLS INC	Approved		1,144.00	0.00	0.00
53706	0000001671	1		0000003608	JOHNSON CONTROLS INC	Approved		-1,144.00	0.00	0.00
53706	0000001671	1		0000003608	JOHNSON C-CONTROLS INC			0.00	1,144.00	0.00
53706	0000001671	1	00026485	0000003608	JOHNSON CONTROLS INC			0.00	-1,144.00	0.00
53706			00026485	0000003608	JOHNSON CONTROLS INC			0.00	0.00	1,144.00
SubTotal:								0.00	0.00	1,144.00
Grand Total:								0.00	0.00	1,144.00

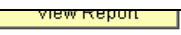
**To Lookup another purchase order:**

➤ Close current PO Status Detail Report window

➤ Click on  at bottom of PO Status Report tab to return to Find an Existing Value tab.

➤ Repeat from Step 2.



Detail 

Summary

