

When you raise a purchase order in Themis, you reserve an amount of money to commit to that purchase. On occasion where the actual value of the purchase is less than the value of the purchase order you raised, you will need to manually finally close the purchase order to free up the unused portion of the committed amount.

It is recommended you perform a search twice a year to identify purchase orders that may need to be finally closed.

Identifying open purchase orders

1 Navigate to **Inquiries > Purchasing Inquiry**.

The Find Purchase Order screen will display.

2 Enter your search criteria.

The criteria below enable you to search for all open purchase orders within a specified department. However, you may enter criteria in any of the other search fields.

Field	Action	Comment
Bill To	Enter your department or select from the List of Values (LOV).	
Ship To	Enter your department number or select from the LOV.	

3 Click on the **Status** tab and enter additional search criteria.

Field	Action	Comment
Control	Select <i>Open</i> from the drop-down list.	
Order Approval	Select <i>Approved</i> from the drop-down list.	This field is useful if you wish to exclude those purchase orders that have not yet been approved.

4 Click on the **Find** button to perform your search.

The purchase orders matching your search criteria will display in the Purchase Order Headers screen.

PO Header	Number	Approval Status	Supplier	Supplier Site	Type	Order Date	Description	Amount	Curr
	100100	Approved	GENEWORKS PT	HINDMARSH	Standard	08-JAN-2003	Custom Olig Synthesis	208.00	AUD

You may export the list of purchase orders retrieved into an Excel document where you may sort and manipulate the data as required (refer to the *Exporting report results* reference card for further details).