

If you need to view or update a purchase order you have entered in Themis you will need to perform a search to retrieve it. There are two methods you may use to perform a search:

- using the query function
- using the Find Purchase Order screen

## Searching for a purchase order using the query function

**Note:** you will only be able to use this method to retrieve purchase orders that are in *Approved* status.

**1** Navigate to **Document Production > Purchase Orders**.

The Purchase Orders screen will display.

**2** Press **F11** to enter query mode.

Alternatively you may select **View > Query by Example > Enter** from the Menu bar.

The fields will display light blue when you are in query mode



**3** Enter your search criteria (e.g.: purchase order number, supplier, etc).

Use the %wildcard to widen your search criteria (e.g.: if you enter *Monash%* you will retrieve all suppliers whose name begins with *Monash*.) Remember, the search criteria are case sensitive when in query mode.

**4** Press **Ctrl + F11** to perform your search.

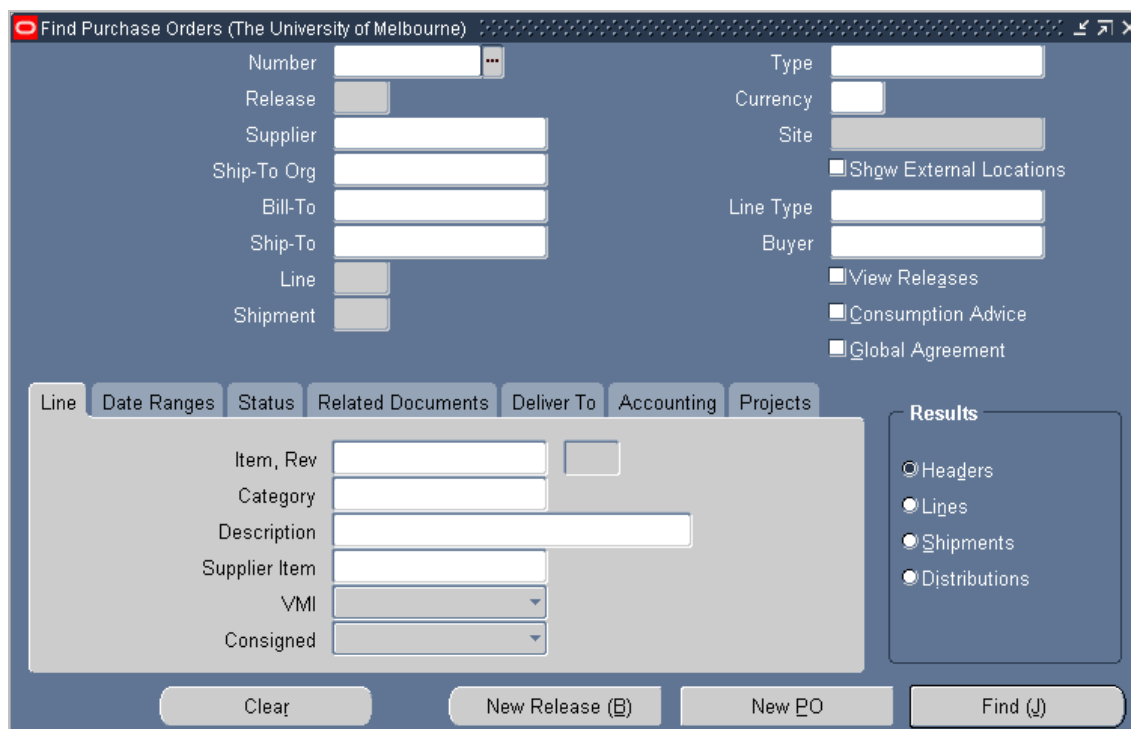
Alternatively you may select **View > Query by Example > Run** from the Menu bar.

The purchase orders matching your search criteria will display as individual records. Use the **↑** and **↓** arrows on your keyboard to progress through the purchase orders retrieved and located the desired record.

## Searching for a purchase order using the Find Purchase Order screen

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

The Find Purchase Orders screen will display.



## 2 Enter your search criteria.

The main search criteria are listed below. However, you may enter criteria in any of the other search fields.

Field	Action	Comment
Number	Enter the Purchase Order number or select the appropriate purchase order from the List of Values (LOV).	
Supplier	Enter the name of the supplier or select from the LOV.	If you enter the supplier name you can also specify a supplier site.
Site	Enter the supplier site or select from the LOV.	
Bill-To	Enter the Bill-To department or select from the LOV.	This field is useful if you wish to retrieve all purchase orders raised by a Department under a specific Bill-To reference.
Ship-To	Enter the Ship-To department or select from the LOV.	
Buyer	Enter the Bill-To department or use the LOV to select from the available list of buyers.	This field is useful if you wish to retrieve all purchase orders raised by a particular Themis user.

## 3 If you wish to narrow your search further, you may enter search criteria in the tab sections.

**Note:** it is recommended that you enter values in the Data Ranges tab.

Field	Action	Comment
Item	Enter Item type or select using the LOV.	Fields include: Category; Description; Supplier Item.
Date Ranges	Specify the appropriate range of dates in which to search.	Ranges include: Order; Approved; Need-By; Closed.
Status	Select the status you wish to search for from the drop-down list.	Status values include: Approved; Incomplete; Pre-Approval; Rejected. Select <b>Control &gt; Open</b> to view all current purchase orders.
Accounting	Specify account/distribution details or select from the LOV.	Fields include: Period; GL Date; Charging Account; Budget Account. Select <b>Active Encumbrance &gt; Yes</b> to highlight commitments still active or outstanding.

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

The purchase orders matching your search criteria will display in a summary table.

## 5 Select the appropriate purchase order and click on the appropriate button at the bottom of the screen to view further information or perform the desired action.

**Note:** you will not be able to open a purchase order that has a status of *In Progress*.