About the PO Commitment Report and Tool

- The report and tool provide the ability to analyze Purchase Order (PO) commitments that are outstanding and still remaining on a WBS Element (WBSE). This is particularly helpful during the sponsored project closeout process.

- This report provides additional details regarding purchase order commitments also included in the Project Obligations report for selected WBS Elements (WBSEs).

- One advantage of this report and tool is that you may run the report for a specified date range as opposed to only by for specific WBSEs approaching an end date or for projects that have ended and are in the closeout process like other reports.

- Other robust selection options are available and intended to allow you to work more efficiently, including easy selection of which results (i.e., columns) to include in the report.

- The tool also allows you to close any Purchase Orders (POs) that have been determined to be eligible for an automatic close. This feature is only available on some POs and you may still need to contact Corporate Procurement Services to request a PO be closed.

- Access is available through the Grants Management, Buy@Duke, and Finance tabs in Duke@Work, so those who are not Grant Managers will also have access to use the report and tool.