PO Commitment Report and Tool (cont.)

Accessing the Report and Tool
1. Open a web browser and go to the Duke@WORK web site (http://work.duke.edu).

2. On the Duke Log In screen, enter your NetID and Password (dual authenticate as needed).
3. Click on the Log In button to proceed to the Duke@WORK web site.

*Note:* The PO Commitment Report and Tool may be accessed from three different tabs in Duke@Work based on your security access – the Grants Management tab, the Buy@Duke tab, and/or the Finance tab.
To access from the Grants Management tab on Duke@Work:

1. On the *Duke@WORK* screen, click on the **Grants Management** tab.

2. Click on the **Sponsored Research Reports** link.

3. Click on the **PO Commitment Report and Tool** link to open the selection screen for the report and tool (continue on page 7).
PO Commitment Report and Tool (cont.)

To access from the Buy@Duke tab on Duke@Work:

1. On the Duke@WORK screen, click on the Buy@Duke tab.
2. Click on the Reports tab within Buy@Duke.
3. Click on the PO Commitment Report and Tool link to open the selection screen for the report and tool (continue on page 7).

Note: For those who only have security access for Buy@Duke, the drill-down to display the purchase order document will produce an error message stating that you are not authorized to use Transaction ME23N (Purchase Order Display). If this access is needed, the Finance security role will also need to be added to that user's profile.
To access from the Finance tab on Duke@Work:

1. On the Duke@WORK screen, click on the Finance tab.

2. Click on the Financial Reports tab (or depending on your security rights you may have Buy@Duke Historical Reporting as a tab and if so, go directly to that tab).

3. Click on the Buy@Duke Historical Reporting link (if not displayed as a tab per step above).

4. Scroll down and click on the PO Commitment Report and Tool link (bottom right) to open the selection screen for the report and tool (continue on page 7).