The KU Office of Institutional Research and Planning (OIRP) provides a PO Activity Report in DEMIS that tracks PO encumbrances and payment activity. This guide provides basic instruction on accessing and using the DEMIS PO Activity Report.

Click here for the full OIRP Tutorial on the DEMIS PO Activity Report.

1. **Log On To DEMIS.** Access to DEMIS is managed through OIRP. Click here to open the DEMIS Log On page. Type in the applicable User name and Password and click the Log On button.

2. **Open the Report Tool.** After the DEMIS Portal opens:
   1. Click on the Financials tab.
   2. Click on the PO Activity Report.srx option.

3. **Clear the Tool and Open PO Search Options.**
   1. If there is pre-existing data already in the Selected: list, click on the number item and click the button to remove it.
   2. Click on the search icon to launch the PO search tool to load applicable PO numbers into the report.
4. Enter PO Numbers for the Search.
   1. In the Search for Items that: dropdown tool, select Contains.
   2. Type in the full 10-digit PO number (KU00012345).
   3. Click the Search button.
   4. Click the button to load the PO into the Selected: list.

5. Load PO Numbers for the Search.
   1. Click the button to populate the selected PO number(s) to the main report search tool.
   2. Click on the button.

6. Review PO Report summaries. PO Lifecycle Summary Reports will now display for each PO identified in step 4. The following examples are illustrated:
   A. Fully Invoiced and Paid PO – Encumbrance Fully Relieved
   B. Un-invoiced PO – Full Encumbrance Remains
   C. Partially Invoiced and Paid PO – Encumbrance Partially Relieved

7. Report Type Options. The following report options are also available. Click on the drop-down tool to select from:
   - Summarize PO Rpt (default report that is illustrated)
   - Detailed report, Sum by PO
   - Group By Vendor
   - Vendor Pie Chart

8. Add Data Dynamically. Additional columns of data can be added to the report dynamically. From the list of options under the Fin_Transaction_Map list, drag and drop additional criteria into the report as is desired.