

(Open) Purchase Order Listing

Usage

This report lists all purchase orders that are open.

This report can be downloaded into Excel and sorted and sub-totaled by account to match summary balances report.

FRE_PO_RECAP_DETAIL - Purchase Order Listing

Department:

Fund Code:

Class Field:

Unit	PO-ID	PO Date	Status	Ln No	Item Description	Dst No	Dst Amount	Type	PO Qty	Dept	Fund	Account	Class	Program	Vendor Name
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Steps

1. Key in Department
2. Key in Fund
3. Key in a specific Class Code or a “%” if you want all
4. Click View Results

Report Fields

- | | |
|------------------------|-----------------|
| 1. Unit | 9. Type |
| 2. PO ID | 10. PO Quantity |
| 3. PO Date | 11. Department |
| 4. Status | 12. Fund |
| 5. Line Number | 13. Account |
| 6. Item Description | 14. Class |
| 7. Distribution Number | 15. Program |
| 8. Distribution Amount | 16. Vendor Name |