

# Purchase Orders NOT Invoiced

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## Usage

This report searches encumbrance ledger for purchase orders having specified department and fund. It subtracts invoices against the purchase order and displays any remaining open balance. Recommended for Year-End Closing.

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

**FRE\_PO\_RECAP\_OUTSTANDING - Purchase Orders Not Invoiced**

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Department:

Fund Code:

Class Field:

PO	Line	Open PO Amount	PO Status	Dept	Fund	Account	Class	Program	Vendor Name	Open Item Description
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## Steps

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

## Report Fields

- |                   |                           |
|-------------------|---------------------------|
| 1. PO             | 6. Account                |
| 2. Line           | 7. Class                  |
| 3. Open PO Amount | 8. Program                |
| 4. Department     | 9. Vendor Name            |
| 5. Fund           | 10. Open Item Description |