



FIN2150 - Outstanding Purchase Orders

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The report displays a list of all outstanding purchase orders that have not been completely liquidated. The Original Amount column is calculated to be equal to the total debit encumbrance amount for the account code.

Parameter	Parameter Description
Accounting Period Current (C), Next (N)	C - Include the current accounting period on the report. N - Include the next accounting period on the report. This is a required field.
Sort by PO/Acct (P), Vendor/PO/Acct (V), Org/PO/Acct (O), Fund/PO/Acct (F)	P - Sort the report by purchase order first, and then by account code. V - Sort the report by vendor first, then purchase order, and then by account code. O - Sort the report by organization, then purchase order, and then by account code. F - Sort the report by fund, then purchase order, and then by account code. This is a required field.
Include Requisition Comments? (Y/N)	Y - Include the requisition comments on the report. N - Exclude the requisition comments from the report. This is a required field.
Select Contract (C), Non-Contract (N), or blank for ALL	C - Include contracts only. N - Include noncontracts only. Blank - Include both contracts and noncontracts.
Enter P.O #, Vendor #, Org. or Fund (Based on sort selection) blank for ALL	Type the number based on the value entered in the Sort by PO/Acct (P), Vendor/PO/Acct (V), Org/PO/Acct (O), Fund/PO/Acct (F) parameter separating multiple numbers with a comma. Or, click  to search for purchase order numbers, search for vendor numbers, search for organization numbers, or search for fund numbers . Otherwise, leave blank to use all numbers.
Select Contract Type(s), or blank for ALL	Type the contract type separating multiple contract types with a comma. Or, click  to search for contract types. Otherwise, leave blank to use all contract types.
Select Organization Code(s), or blank for ALL	Type the three-digit organization code separating multiple organization codes with a comma (e.g., 001, 699). Or, click  to search for organization codes . Otherwise, leave blank to use all organization numbers.

[Generate the report.](#)