



# **Generate, print, and review Outstanding Purchase Orders Report**



# Table of Contents

**Generate, print, and review Outstanding Purchase Orders Report ..... i**



Finance > Reports > Finance Reports > Vendor/Purchase Order Reports > FIN2150 - Outstanding Purchase Orders

For audit purposes, generate, print, and review the Outstanding Purchase Orders report to verify that all purchase orders were successfully removed from Purchasing.

Image

Reports > Finance Reports > Vendor/Purchase Order Reports > Outstanding Purchase Orders

[Return to Reports](#)

Report ID: **FIN2150**  
File ID: **C**  
User ID:  
Curr Per:  
Next Per:

Parameter Description	Value
Accounting Period Current (C), Next (N)	<input type="text" value="c"/>
Sort by PO/Acct (P), Vendor/PO/Acct (V), Org/PO/Acct (O), Fund/PO/Acct (F)	<input type="text" value="f"/>
Include Requisition Comments? (Y/N)	<input type="text" value="y"/>
Select Contract (C), Non-Contract (N), or blank for ALL	<input type="text"/>
Enter P.O #, Vendor #, Org. or Fund (Based on sort selection) blank for ALL	<input type="text"/> <a href="#">...</a>
Select Contract Type(s), or blank for ALL	<input type="text"/> <a href="#">...</a>
Select Organization Code(s), or blank for ALL	<input type="text"/> <a href="#">...</a>

[Run Preview](#)  
[Clear Options](#)

**SCREENSHOT OF REPORT**