



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



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**Log on to file ID C.**

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Generate, print, and review the Outstanding Purchase Orders report for audit purposes. Verify that all purchase orders are acceptable to be removed from Purchasing in the next step.

Image

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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](#)  
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Image

Date Run  
 Crty Dist:  
 Sort Order: Fund/Fscl Yr/PO/ACCT

Outstanding Purchase Order Listing  
 ISD  
 As of June

Program: FIN2150  
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PO Nbr	Date	Vendor Name	Vend Nbr	Reason	Fnd-Fnc-Obj. So-Org-Prg	Original Amount	Balance
301992	12-03-2019	WINK EDUCATIONAL	00043	AG SHOP PROJECTS	199-11-6395.21-001-022000	500.00	147.00
302038	12-20-2019	WYLIE MANUFACTURING	00014	SUPPLIES	199-51-6299.00-999-099000	50.00	50.00
					199-51-6315.00-999-099000	100.00	100.00
					199-51-6316.00-999-099000	250.00	250.00
					199-51-6317.00-999-099000	150.00	150.00
					199-51-6397.00-999-099000	50.00	50.00
<b>Totals for P.O. 302038 - SUPPLIES</b>						<b>600.00</b>	<b>600.00</b>
302040	12-20-2019	ULINE	00275	SUPPLIES	199-51-6316.00-999-099000	100.00	100.00
					199-51-6317.00-999-099000	100.00	100.00
<b>Totals for P.O. 302040 - SUPPLIES</b>						<b>200.00</b>	<b>200.00</b>
302088	01-15-2020	VOSS LIGHTING	00182	PO CREATED BY REQ:	199-11-6395.00-101-023000	57.37	57.37
					199-11-6395.01-101-023000	23.94	23.94
<b>Totals for P.O. 302088 - PO CREATED BY REQ: 302100</b>						<b>81.31</b>	<b>81.31</b>
302089	01-15-2020	VOSS LIGHTING	00182	PO CREATED BY REQ:	199-11-6395.00-041-023000	72.01	72.01
302090	01-15-2020	VOSS LIGHTING	00182	PO CREATED BY REQ:	199-21-6397.00-999-023000	159.20	159.20
302093	01-16-2020	THE BACH COMPANY	00480	SUPPLIES	199-51-6316.00-999-099000	75.23	75.23
					199-51-6317.00-999-099000	9.48	9.48
<b>Totals for P.O. 302093 - SUPPLIES</b>						<b>84.71</b>	<b>84.71</b>
302095	01-16-2020	WRITING C.L.A.W. INC.	00015	SUPPLIES	199-51-6316.00-999-099000	80.16	80.16
302096	01-16-2020	VOSS LIGHTING	00182	PO CREATED BY REQ:	199-11-6399.00-101-011000	177.60	177.60
302097	01-16-2020	UNITED REHAB	00261	PO CREATED BY REQ:	199-11-6249.SW-999-099T00	4,086.05	4,086.05
302123	06-07-2020	FLAGHOUSE	02828	US Flags	199-41-6395.00-750-099000	75.00	75.00
<b>Totals for Fund 199 / 0</b>						<b>6,116.04</b>	<b>5,763.04</b>