



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



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# Generate, print, and review Outstanding Purchase Orders Report

**Log on to file ID C.**

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Generate, print, and review the Outstanding Purchase Orders report for audit purposes. Identify which purchase orders can be reversed in the next step.


Consider how the purchase orders will be handled for continuing and incremented funds during the Fiscal Year Close process. Only purchase orders that include continuing funds are re-encumbered. Purchase orders that are split-funded and include funds where the fiscal year is only being incremented will be deleted. For example, if a purchase order is split between 211 (continuing fiscal year) and 199 (incremented fiscal year), then you will have to re-enter the purchase order in the new file ID.

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

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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"/> <input type="button" value="..."/>
Select Contract Type(s), or blank for ALL	<input type="text"/> <input type="button" value="..."/>
Select Organization Code(s), or blank for ALL	<input type="text"/> <input type="button" value="..."/>



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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 File ID: C

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>