



Generate, print, and review Outstanding Purchase Orders Report

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Log on to file ID C.

Finance > Reports > Finance Reports > Vendor/Purchase Order Reports > FIN2150 - Outstanding Purchase Orders **OR** Purchasing > Reports > Purchase Order Reports > REQ1350 - Outstanding Purchase Orders Report

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

File ID: C

Vendor/Purchase Order Reports

- FIN2000 - Vendor List
- FIN2050 - 1099 Report
- FIN2100 - 1099 Forms
- FIN2150 - Outstanding Purchase Orders
- FIN2200 - Aged Purchase Orders
- FIN2250 - Purchase Order History Report
- FIN2300 - Outstanding Credit Memo Listing
- FIN2400 - Vendor W9 Reference Listing
- FIN2500 - Print Vendor Label

Parameter Description	Value
Accounting Period Current (C), Next (N)	C
Sort by PO/Acct (P), Vendor/PO/Acct (V), Org/PO/Acct (O), Fund/PO/Acct (F)	F
Include Requisition Comments? (Y/N)	Y
Select Contract (C), Non-Contract (N), or blank for ALL	
Enter P.O #, Vendor #, Org. or Fund (Based on sort selection) blank for ALL	
Select Contract Type(s), or blank for ALL	
Select Organization Code(s), or blank for ALL	

Date Run:		Outstanding Purchase Order Listing					Program: FIN2150	
Cnty Dist:		ISD					Page: 1 of 1	
Sort Order: Fund/Fscl Yr/PO/ACCT		As of August					File ID: C	
PO Nbr	Date	Vendor Name	Vend Nbr	Reason	Fnd-Fnc-Obj.S0-0rg-Prg	Original Amount	Balance	
204534	10-09-20	WALMART	00281	SPED SUPPLIES	199-11-6399.00-106-23000	42.49	42.49	
204536	10-14-20	WALMART	00281	PO Created by Req: 214607	199-11-6399.00-001-11000	52.00	52.00	
204543	11-14-20	1 AWESOME SHIRT	36834	PO Created by Req: 214616	199-11-6301.00-101-11000	25.00	25.00	
204547	05-20-20	WALMART	00281	EQUIPMENT	199-36-6649.30-001-99000	425.00	425.00	
204548	05-20-20	ZNK PARTNERS LLC	00002	INSTRUMENTS	199-36-6399.35-001-99000	698.99	698.99	
204549	05-20-20	OFFICE DEPOT	03082	BUSINESS CARDS	199-23-6399.00-001-11000	62.50	62.50	
204550	05-20-20	WELLS BROS. FARM &	00237	TRACTOR PARTS	199-34-6319.00-999-99000	241.99	241.99	
Totals for Fund 199 /						1,547.97	1,547.97	
204534	10-09-20	WALMART	00281	SPED SUPPLIES	211-11-6299.00-999-30000	42.49	42.49	
Totals for Fund 211 /						42.49	42.49	
Grand Totals						1,590.46	1,590.46	

End of Report