REQ2300 - Outstanding Purchase Orders Report

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This report provides a list of purchase orders that have balance amounts greater than zero. (The requisition status must be A - Approved.) The report includes requisitions submitted through the bid process, and is summed by purchase order number.

Parameter	Description
Sort by PO#(P), Recv Addr(A), Req#(R), Req Date(D), Vendor#(V), Vendor Sort Key(S), Priority(T)	P - Sort the report by purchase order number. A - Sort the report by receiving address. R - Sort the report by requisition number. D - Sort the report by requisition date. V - Sort the report by vendor number. S - Sort the report by vendor sort key. T - Sort the report by priority. This is a required field.
Select Receiving Address(es), or blank for ALL	Type the three-digit receiving addresses (or campus ID numbers), including all leading zeros and separating multiple receiving addresses with a comma (e.g., 001, 098). Or, click to search for receiving addresses. Otherwise, leave blank to use all receiving addresses.
Select Contract Type(s), or blank for ALL	Type the contract types, or click to search for contract types. Otherwise, leave blank to use all contract types.
Select Purchase Order(s), or blank for ALL	Type the six-digit purchase order numbers, including all leading zeros and separating multiple purchase numbers with a comma (e.g., 000008, 091929). Or, click to search for purchase order numbers. Otherwise, leave blank to use all purchase order numbers.
From PO Date (MMDDYYYY), or blank for ALL	Type the from purchase order date in the MMDDYYYY format, or leave blank to use all from dates.
To PO Date (MMDDYYYY), or blank for ALL	Type the to purchase order date in the MMDDYYYY format, or leave blank to use all to dates.
From Required Date (MMDDYYYY), or blank for ALL	Type the from required date in the MMDDYYYY format, or leave blank to use all from dates.
To Required Date (MMDDYYYY), or blank for ALL	Type the to required date in the MMDDYYYY format, or leave blank to use all to dates.

Generate the report.