



REQ1700 - Purchase Order Items Received Report



Table of Contents

| | |
|---|----------|
| REQ1700 - Purchase Order Items Received Report | i |
| REQ1700 - Purchase Order Items Received Report | 1 |

REQ1700 - Purchase Order Items Received Report

Purchasing > Reports > Purchase Order Reports > Purchase Order Items Received Report

This report provides a list of requisition items that have been received or partially received by purchase order. Access to this report is granted if the **Access Permission** field is selected on the District Administration > User Profiles > Purchasing Addresses tab. The report is sorted by purchase order date, required date, and requisition number.

| Parameter | Description |
|---|---|
| Select Contract (C), Non-Contract (N), or blank for ALL | C - Include contracts only. N - Include noncontracts only. Blank - Include both contracts and noncontracts. |
| 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. |
| From Received Date (MMDDYYYY), or blank for ALL | Type the from received date in the MMDDYYYY format, or leave blank to use all from dates. |
| To Received Date (MMDDYYYY), or blank for ALL | Type the to received date in the MMDDYYYY format, or leave blank to use all to dates. |
| Print starting from specific requisition number (#####): | Type a six-digit requisition number to begin printing. |
| Print ending from specific requisition number (#####): | Type a six-digit requisition number to end printing. |

[Generate the report.](#)