



## **REQ1700 - Purchase Order Items Received Report**



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# 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
<b>Select Contract (C), Non-Contract (N), or blank for ALL</b>	C - Include contracts only. N - Include noncontracts only. Blank - Include both contracts and noncontracts.
<b>Select Contract Type(s), or blank for ALL</b>	Type the contract types, or click  to <a href="#">search for contract types</a> . Otherwise, leave blank to use all contract types.
<b>Select Purchase Order(s), or blank for ALL</b>	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 <a href="#">search for purchase order numbers</a> . Otherwise, leave blank to use all purchase order numbers.
<b>From PO Date (MMDDYYYY), or blank for ALL</b>	Type the from purchase order date in the MMDDYYYY format, or leave blank to use all from dates.
<b>To PO Date (MMDDYYYY), or blank for ALL</b>	Type the to purchase order date in the MMDDYYYY format, or leave blank to use all to dates.
<b>From Required Date (MMDDYYYY), or blank for ALL</b>	Type the from required date in the MMDDYYYY format, or leave blank to use all from dates.
<b>To Required Date (MMDDYYYY), or blank for ALL</b>	Type the to required date in the MMDDYYYY format, or leave blank to use all to dates.
<b>From Received Date (MMDDYYYY), or blank for ALL</b>	Type the from received date in the MMDDYYYY format, or leave blank to use all from dates.
<b>To Received Date (MMDDYYYY), or blank for ALL</b>	Type the to received date in the MMDDYYYY format, or leave blank to use all to dates.
<b>Print starting from specific requisition number (#####):</b>	Type a six-digit requisition number to begin printing.
<b>Print ending from specific requisition number (#####):</b>	Type a six-digit requisition number to end printing.

[Generate the report.](#)