



## **REQ1300 - Purchase Order Log**



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# REQ1300 - Purchase Order Log

## Purchasing > Reports > Purchase Order Reports > Purchase Order Log

This report provides a list of purchase orders that have balance amounts greater than zero and the goods have not been fully received. The report is summed by purchase order number.

Parameter	Description
<b>Current Year (C), or Next Year (N)</b>	C - Include the current year requisitions. N - Include the next year requisitions. This is a required field.
<b>Sort by Purchase Order (P), Receiving Address (S), Requisition (R), Vendor (V)</b>	P - Sort the report by purchase order. S - Sort the report by receiving address. R - Sort the report by requisition. V - Sort the report by vendor. This is a required field.
<b>Accounting Period Current (C), Next (N), or blank for ALL</b>	C - Include the current account period. N - Include the next year account period. Blank - Include both the current year and next year accounting periods.
<b>Select Receiving Address(es), or blank for ALL</b>	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 <a href="#">search for receiving addresses</a> . Otherwise, leave blank to use all receiving addresses.
<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.

[Generate the report.](#)