



Generate, print, and review Outstanding Purchase Orders Report

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For audit purposes, generate, print, and review the Outstanding Purchase Orders report to verify that all purchase orders were successfully removed from Purchasing.

Image

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Report ID: **FIN2150**
File ID: **C**
User ID:
Curr Per:
Next Per:

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	

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SCREENSHOT OF REPORT



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