



# **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
<b>Sort by PO#(P), Recv Addr(A), Req#(R), Req Date(D), Vendor#(V), Vendor Sort Key(S), Priority(T)</b>	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.
<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 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.](#)



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