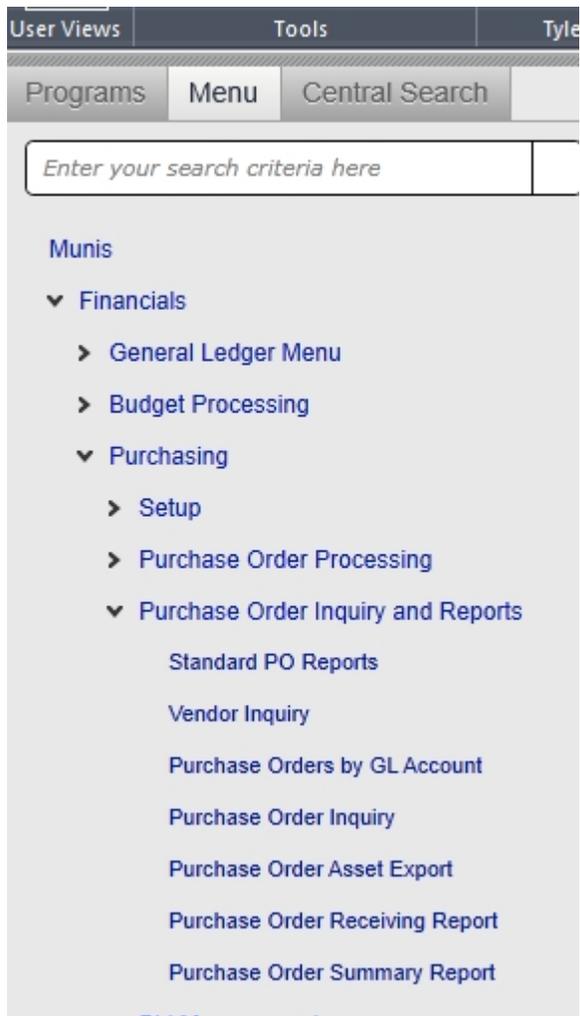


Open Purchase Order Report

How to Guide



Path:

Financial>Purchasing>Purchase Order Inquiry and Report> Purchase Orders by GL Account

Home

Accept Cancel Search Advanced Add Update Global Delete Print PDF Excel Word Query Builder Search Actions Output Office

Define Criteria

Execute this report [dropdown]

Run report using Fund Range Org/Obj Range

Fund range [] to []

Org/Obj range 1055820 [] to [] zzzzzz []

Report Options

Select records with Open amounts No amounts

[At end of noted year/per]

Year/period [Within year/period] 2014 / 13

Include Contracts Include allocated but not yet posted Include unposted liquidations Purchase Orders Include allocated but not yet posted Include unposted liquidations Show total open amount with each line Employee Expense

Department []

On this screen you will need to define the criteria, such as:

Org/Object Range - if you leave the object blank it will pull ALL objects for that Org.

The Year/Period, if you want all

Once you have made your selections you will click ACCEPT and then you can output to a PDF File.

Home

Accept Cancel Search Browse Advanced Query Builder Search Add Update Duplicate Delete Global Duplicate Print PDF Preview Output Text file Word Excel Email Schedule TCM

Purchase Orders by GL Account - Munis [YADKIN COUNTY]

Define Criteria

Execute this report

Run report using Fund Range Org/Obj Range

Fund range ... to ...

Org/Obj range to

Report Options

Select records with Open amounts No amounts

Year/period /

Include

- Contracts
 - Include allocated but not yet posted
 - Include unposted liquidations
- Purchase Orders
 - Include allocated but not yet posted
 - Include unposted liquidations
 - Show total open amount with each line
- Employee Expense

Department