Open Purchase Order Report

How to Guide

User Views | Tools | Tyle

Programs | Menu | Central Search

Enter your search criteria here

Munis
  ⌄ Financials
    › General Ledger Menu
    › Budget Processing
    ⌄ Purchasing
      › Setup
      › Purchase Order Processing
      ⌄ Purchase Order Inquiry and Reports
          Standard PO Reports
          Vendor Inquiry
          Purchase Orders by GL Account
          Purchase Order Inquiry
          Purchase Order Asset Export
          Purchase Order Receiving Report
          Purchase Order Summary Report

Path:

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

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.