

The Open Purchase Orders Report is a weekly, automated report sent to financial managers detailing which POs in their Organization are not complete.

Weekly Open Purchase Orders Report

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|---|--------|-------|--------|------|------|----------|-----------------|----------------|----------|------|------------|---------------------------------|------------|---------------------------------|--------------------|-------------|---------------------|
| Finance Reporting - Transaction Detail - FOAPAL Lookup (Encumbrances) - Open PO - 30005 (Data as of 10/27/2021 01:57:18 AM) | | | | | | | | | | | | | | | | | |
| Chart = C Orgn = 30005 Office of VP of Finance & Strategy Type LIKE P | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| Chart | Fund | Orgn | Acct | Prog | Locn | REQ | Requisitioner | Attention | Document | Type | Date | Vendor/Requisitioner | Amount | Vendor | PO Original Amount | PO Expended | PO Amount Remaining |
| C | 101010 | 30005 | 702135 | 701 | | R1234567 | Knight, Drew | Drew Knight | P000001 | P | 07/10/2020 | W.B. Mason Company, Inc. | 54.59 | W.B. Mason Company, Inc. | 54.59 | 0.00 | 54.59 |
| C | 101010 | 30005 | 702135 | 701 | | R1234568 | Knight, Drew | Bethany Liston | P000002 | P | 07/10/2020 | W.B. Mason Company, Inc. | 1,000.00 | W.B. Mason Company, Inc. | 1,000.00 | 0.00 | 1,000.00 |
| C | 101010 | 30005 | 704120 | 701 | | R1234569 | Knight, Drew | Drew Knight | P000003 | P | 13/05/2021 | Dell Marketing L.P. | 294,000.00 | Dell Marketing L.P. | 294,000.00 | 0.00 | 294,000.00 |
| C | 101010 | 30005 | 704120 | 701 | | R1234570 | Liston, Bethany | Bethany Liston | P000004 | P | 09/07/2021 | Compusoft Development, LLC | 33,253.75 | Compusoft Development, LLC | 41,902.50 | -8,648.75 | 33,253.75 |
| C | 101010 | 30005 | 704120 | 701 | | R1234571 | Liston, Bethany | Bethany Liston | P000005 | P | 03/08/2021 | B & H Photo Video Pro Audio LLC | 40,000.00 | B & H Photo Video Pro Audio LLC | 40,000.00 | 0.00 | 40,000.00 |
| C | 101010 | 30005 | 704120 | 701 | | R1234572 | Flanagan, Fran | Fran Flanagan | P000006 | P | 10/08/2021 | Advertising Specialities, Inc. | 12,117.50 | Advertising Specialities, Inc. | 12,117.50 | 0.00 | 12,117.50 |
| | | | | | | | | | | | | | 380,425.84 | | | | |

How to Read

Please note, not all columns are explained as they are not necessary to review.

1. Report Header- Includes report title, date and time the data was pulled, and the Organization name and code.

2. FOAPAL String- The Fund, Organization, Account, Program, and Location that the purchase was charged to.

3. Requisition Number

4. Requisitioner and Attention- The person who entered the requisition (Requisitioner) and the person who will be receiving it (Attention).

5. Document- The Purchase Order number associated with the transaction once a requisition has been approved.

6. Date- The full date of when the requisition was entered. Please note, the date is in DD/MM/YYYY format. *

7. Vendor- Complete vendor name.

8. PO Original Amount- The amount approved from the requisition, before any transaction has been fully completed.

9. PO Expended- The amount that has been spent so far in the PO (these generally occur with Blanket POs).

10. PO Amount Remaining- The amount left in a PO after expenditures.

11. Totals- Total amounts for columns 8, 9, and 10.

There could be several reasons why a PO appears on this report:

- The goods or services have not yet been received (if it has been more than two months, please follow-up with the vendor).
- The financial manager has received the goods/ services but has not submitted the signed PO to Accounts Payable.
- The PO is a Blanket PO (an agreement made with the vendor to pay for several transactions over a period of time).

It is important to review open POs in order to maintain the accuracy of your budget.

*You can change this by highlighting the column, finding the Number Format settings in the Home tab, and selecting "Short Date" from the drop down menu.