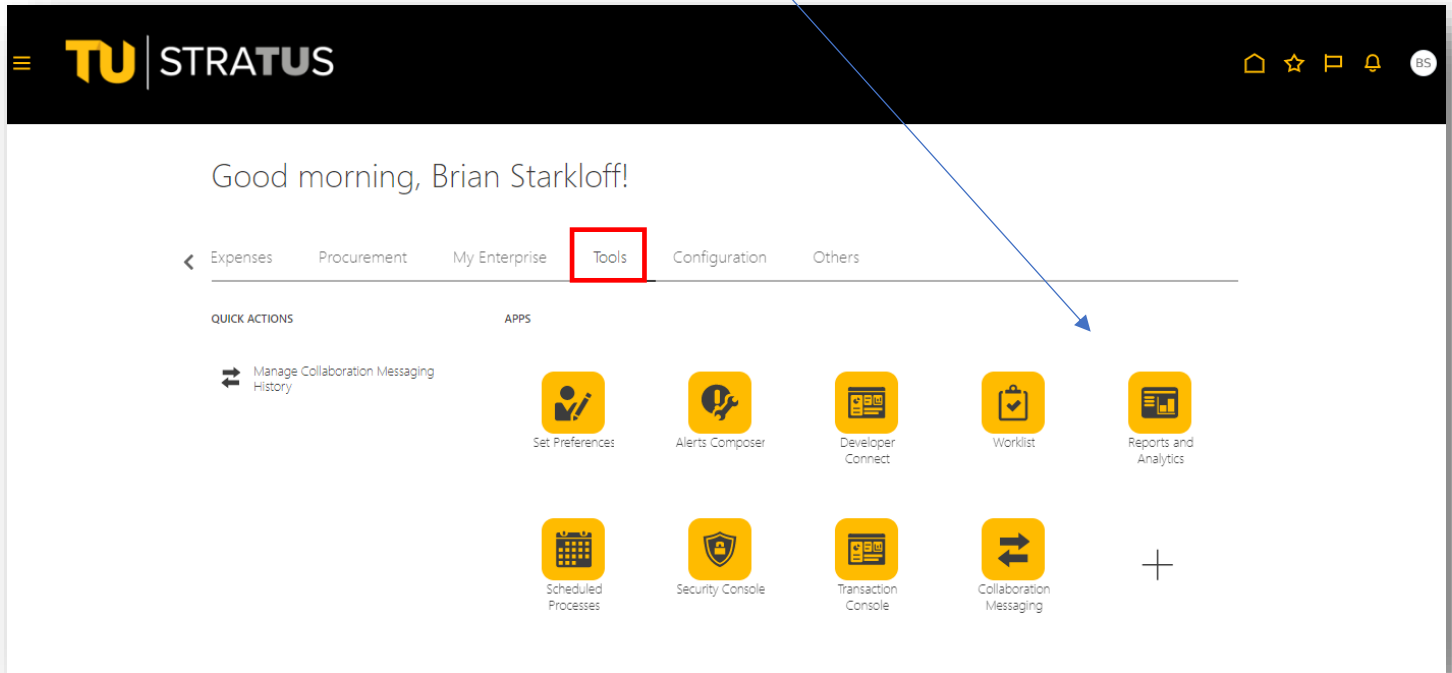


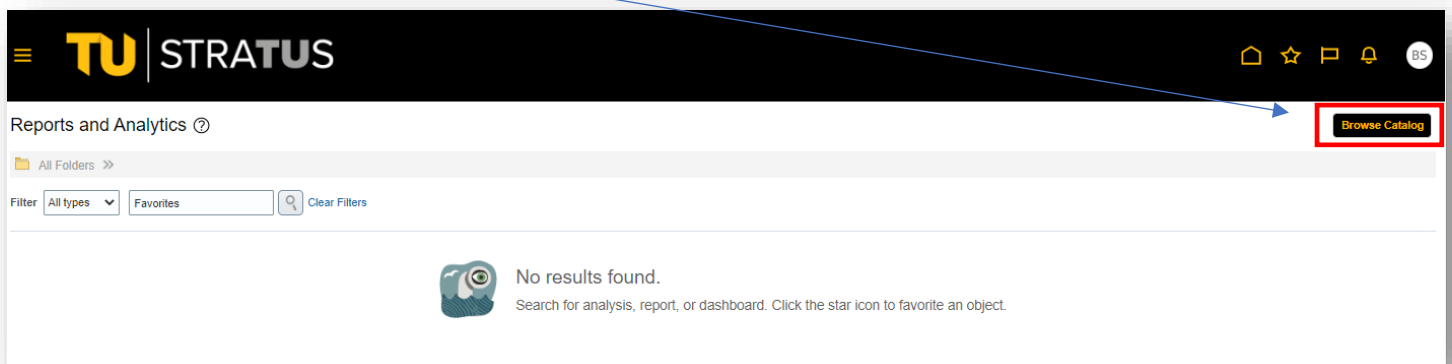
## How to run the Purchase Order Listing Report

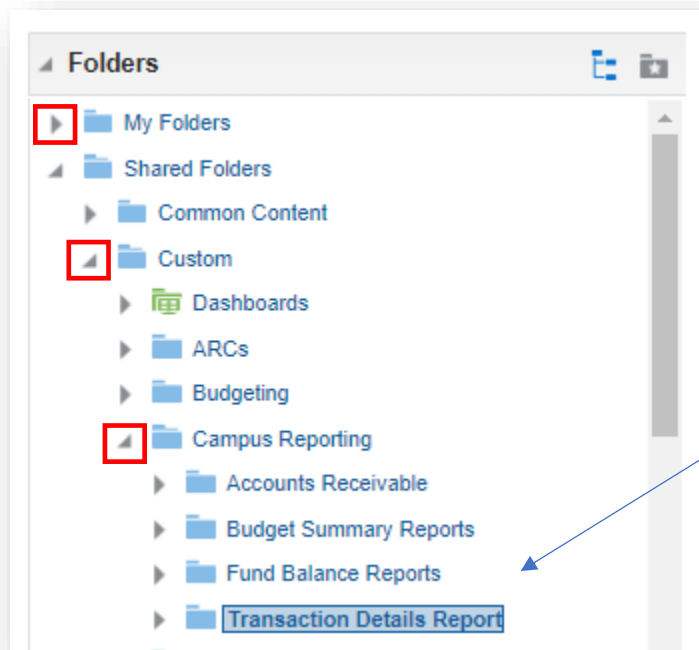
**The TU\_BC\_PO\_Listing report will show you a simplified purchase order listing and balance information. It also details the purchase order amount, invoiced amount, received amount, and the status of the purchase order.**

Navigate to Tools, and select the tile for Reports and Analytics



Select Browse Catalog





Under Folders, select Shared Folders > Custom > Campus Reporting

Click on Transaction Details Report

Select [Open](#) on the TU\_BC\_PO\_Listing report

Type	All	Sort	Name A-Z	Show More Details
	<a href="#">Shortcut to TU_BC_Budget_Adjustments</a>	Last Modified 2/28/2024 4:26:01 PM	Owner Heather Tolson	<a href="#">Open</a> <a href="#">More</a>
	<a href="#">Shortcut to TU_BC_DAT_Invoice_Expense_List</a>	Last Modified 3/21/2024 12:07:00 PM	Owner Brenda Smith	<a href="#">Open</a> <a href="#">More</a>
	<a href="#">TU_BC_Budget_Adjustments</a>	Last Modified 9/21/2022 5:00:02 PM	Owner Gina Peach	<a href="#">Open</a> <a href="#">Edit</a> <a href="#">More</a>
	<a href="#">TU_BC_DAT_Invoice_Expense_List</a>	Last Modified 3/7/2024 5:52:13 PM	Owner Gina Peach	<a href="#">Open</a> <a href="#">Edit</a> <a href="#">More</a>
	<a href="#">TU_BC_DAT_Invoices_Pending</a>	Last Modified 5/22/2023 7:34:32 PM	Owner Gina Peach	<a href="#">Open</a> <a href="#">Edit</a> <a href="#">More</a>
	<a href="#">TU_BC_DAT_Rev_Expense</a>	Last Modified 8/22/2023 5:09:15 PM	Owner Gina Peach	<a href="#">Open</a> <a href="#">Edit</a> <a href="#">More</a>
	<a href="#">TU_BC_PO_Listing</a>	Last Modified 3/20/2024 4:44:26 PM	Owner Abel Debebe	<a href="#">Open</a> <a href="#">Edit</a> <a href="#">More</a>


Follow the prompts;



The default date range is set for the current fiscal year. It can be changed to another date

Type in your cost center. If you want to run multiple cost centers, separate them with a semi-colon ( ; )

The other boxes are optional

Click OK

 TU\_BC\_PO\_Listing

\* Budget Date Between   -  

\* Cost Center Code 

▼

Account-not required Between 

▼

 - 

▼

Requisition 

▼

Purchase Order Number 

▼

Supplier 

▼

OK

Reset ▼

[Edit](#) - [Refresh](#) - [Copy](#)

The report will populate: Here you will see all of the fields related to your PO information.

Tips:

- PO Balance – PO Amount less the total Invoiced Amount
- Open Ordered Amount – PO Amount less the received amount. Note: If a user receives in full, this amount will not be accurate when the PO has not been invoiced in full.

Budget Date	Source Code	Cost Center Code	Cost Center Description	Line	Schedule	Natural Account Code	Natural Account Description	Requester	Requisition	Purchase Order Number	Supplier	PO Type	Description	PO Amount	Invoiced Amount	PO Balance	Approval Date	Creation Date	Closed Date	By
7/1/2023	1020	20830	Financial Systems and Technology	3.0	1	608233	Contracts Administrative IT website & software	Peach, Gina	REQ0002388	TOW0000761	SMACT Works, Inc	Services (IT)	3 month contract position for STRATUS contractors Jeremy Downey and Prem Mallavarapu pursuant to Master Services Agreement and SOW executed on 12.2.22 Duration: 11/28/2022 to 2/28/2023. TU Contact: Tracey Davis, tdavis@towson.edu	98,800.00	83,030.00	15,770.00	12/19/2023	12/5/2022 1:32:23 PM		Fr Cl
9/28/2023	1020	20830	Financial Systems and Technology	4.0	1	608233	Contracts Administrative IT website & software	Peach, Gina	REQ0003019	TOW0000761	SMACT Works, Inc	Services (IT)	3 month contract position for STRATUS contractors Jeremy Downey and Prem Mallavarapu pursuant to Master Services Agreement and SOW executed on 12.2.22 Duration: 11/28/2022 to 2/28/2023. TU Contact: Tracey Davis, tdavis@towson.edu	33,300.00	33,300.00	0.00	12/19/2023	12/5/2022 1:32:23 PM	2/1/2024	Fr Cl
12/18/2023	1020	20830	Financial Systems and Technology	5.0	1	608233	Contracts Administrative IT website & software	Peach, Gina	REQ0003502	TOW0000761	SMACT Works, Inc	Services (IT)	3 month contract position for STRATUS contractors Jeremy Downey and Prem	6,000.00	6,000.00	0.00	12/19/2023	12/5/2022 1:32:23 PM	2/1/2024	Fr Cl

At the bottom left of the page you have the option to Export.

If you want to export to Excel, select Export, Formatted, Excel.

12/18/2023

1020

20830

Financial Systems and Technology

5.0

1

608233

Contracts Administrative IT website & software

PDF

Excel

Powerpoint

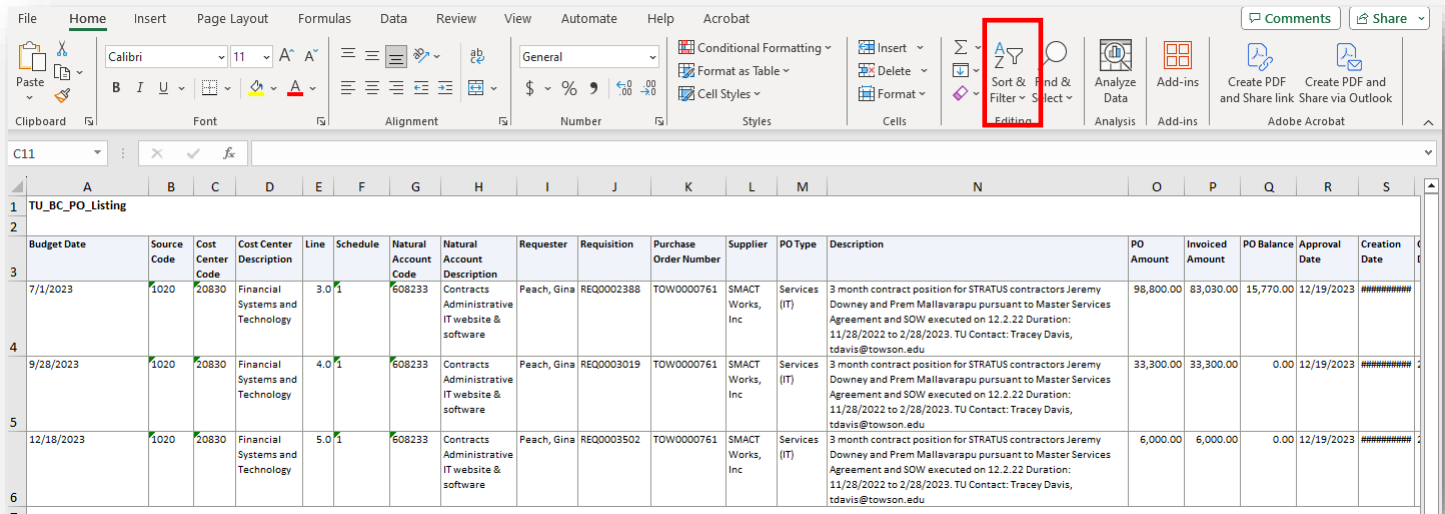
Web Archive

Formatted

Data

Edit - Refresh - Print - Export - Add to Briefing Book - Email - Copy

Here is the export to excel. You can turn on the filter feature here to review the data.



The screenshot shows the Microsoft Excel interface with the 'Home' tab selected. The ribbon includes options for Font, Alignment, Number, Styles, Cells, and Editing. The 'Sort & Filter' button in the Editing group is highlighted with a red box. Below the ribbon, the 'TU\_BC\_PO\_Listing' table is displayed with the following data:

Budget Date	Source Code	Cost Center Code	Cost Center Description	Line	Schedule	Natural Account Code	Natural Account Description	Requester	Requisition	Purchase Order Number	Supplier	PO Type	Description	PO Amount	Invoiced Amount	PO Balance	Approval Date	Creation Date
7/1/2023	1020	20830	Financial Systems and Technology	3.0	1	608233	Contracts Administrative IT website & software	Peach, Gina	REQ0002388	TOW0000761	SMACT Works, Inc	Services (IT)	3 month contract position for STRATUS contractors Jeremy Downey and Prem Mallavarapu pursuant to Master Services Agreement and SOW executed on 12.2.22 Duration: 11/28/2022 to 2/28/2023. TU Contact: Tracey Davis, tdavis@towson.edu	98,800.00	83,030.00	15,770.00	12/19/2023	#####
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