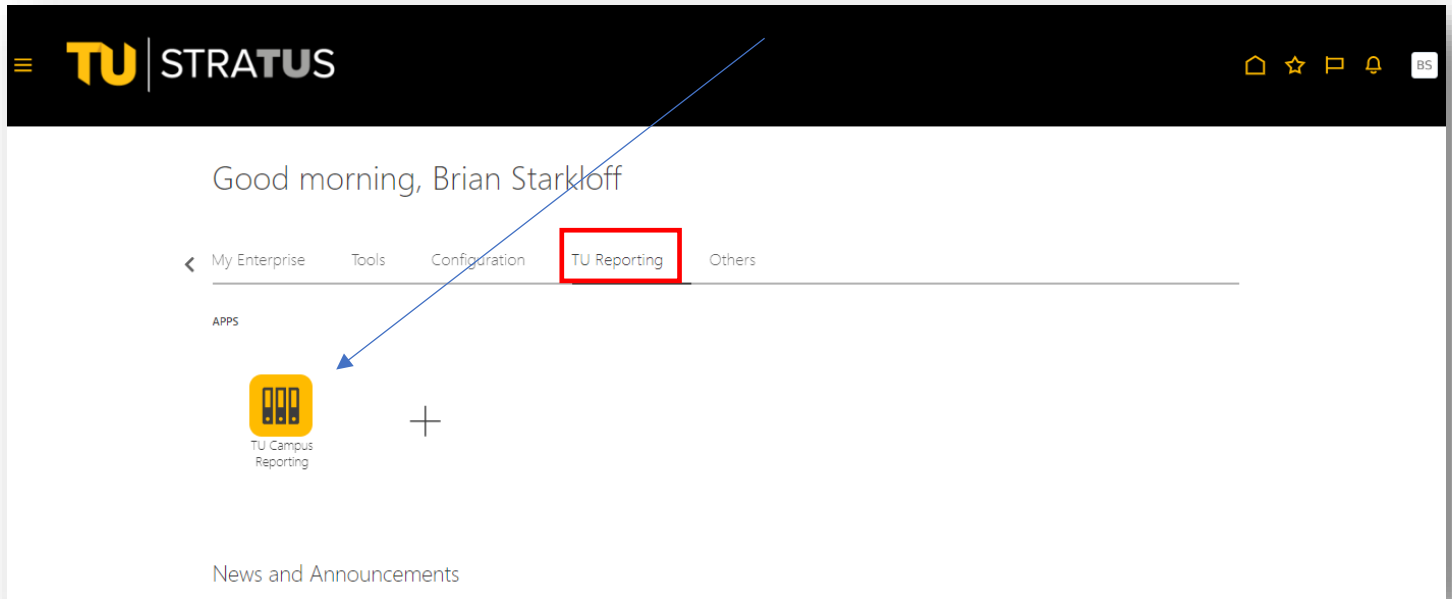


# How to run the Purchase Order Listing Report

*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.*

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Navigate to TU Reporting, and select the tile for TU Campus Reporting.



Select the PO Listing Report here

Reporting Dashboard

Home Catalog Favorites

- Budget Summary Reports**
  - Cost Center Reports (Formatted Report)
  - Multiple Cost center prompts separated with commas (,)
  - Dept Cost Center Budget Summary by Account
  - Dept Cost Center Budget Summary by Parent Account
  - Grant Cost Center Budget Summary by Account
  - Grant Cost Center Budget Summary by Parent Account
  - Project Cost Center Budget Summary by Account
  - Project Cost Center Budget Summary by Parent Account
  - Dept budget balance reports (Data Exports)
  - Multiple Cost center prompts separated with a semi colon (;)
  - Department Budget Balance Child Account Report
  - Department Budget Balance Parent Account Report
- Divisional Summary Rollups**
  - Divisional Summary Rollups
  - Divisional Self Support Fund Detailed Summary (NAT)
  - Divisional Self Support Parent Budget Summary
  - Divisional State Fund Detailed Summary (NAT)
  - Divisional State Fund Parent Budget Summary
  - Divisional Agency Fund Detailed Summary (NAT)
  - Divisional Agency Fund Parent Budget Summary
  - Divisional Auxiliary Fund Detailed Summary (NAT)
  - Divisional Auxiliary Fund Parent Budget Summary
  - Divisional Grants Fund Detailed Summary (NAT)
  - Divisional Grants Fund Parent Budget Summary
  - Account Summary by Div and Cost Center Rollups
  - Account Summary by Div and Dept Cost Center
  - Account Summary by Div and Grant Cost Center
  - Account Summary by Div and Grant Cost Center LTD
  - Account Summary by Div and Project Cost Center
  - Account Summary by Div and Project Cost Center LTD
- Transaction Details Reports**
  - Pcard expense reports
  - Multiple Cost center prompts separated with a semi colon (;)
  - Pcard Expense Report Completed
  - Pcard Expense Report Pending
  - Pcard not on Expense report
  - Travel Expense reports
  - Multiple Cost center prompts separated with a semi colon (;)
  - Travel Expense Report Completed
  - Travel Expense Report Pending
  - TU Travel Authorization Campus Version
  - General transaction reports
  - Multiple Cost center prompts separated with a semi colon (;)
  - Revenue Expenses All Transactional Details Report
  - Revenue Expense Summary Transaction
  - Invoices Pending Report
  - Invoice Expense List Report
  - Budget Adjustments Report
  - Transactional Reports Dashboard
  - Requisition/PO Reporting
  - Multiple Cost center prompts separated with a semi colon (;)
  - PO Listing Report**
  - Requisition Purchase Order Listing
  - Requisitions listing campus report
  - Requisitions not on PO (All statuses campus)
  - Requisitions not on PO Workflow
  - Foundation Reimbursement
  - Foundation Payroll Reimbursement Report
  - Foundation Operation Reimbursement Report
- Fund Balance Reports**
  - Multiple Source code prompts separated with commas (,)
  - Fund Balance by Source Code
- Campus OSPR\_SPAR Grant reporting**
  - Multiple Cost center prompts separated with a semi colon (;)
  - \*Separated with comma
  - Grant Balances for closing Grant
  - Grant Budget Journal Listing
  - Grant Cost Center FY BDGT Bal by Acct
  - Grant Cost Center FY Expense BDGT Bal
  - Grant Cost Center Listing
  - Grant Cost Center PTD BDGT Bal by Acct
  - Grant Cost Center PTD BDGT Bal by Parent Acct
  - Grant Cost Center PTD BDGT Bal NoAcct
  - Grant Rev & Exp Journal by Cost Center Range
  - Grants Expense summary with budget revisions (Year)
  - Grant Cost Center Summary P Report PriorYr \*
- COA Reports (Data Exports)**
  - Cost Center Report-Campus
  - Initiative Report
  - Source Report Campus
- Accounts Receivable**
  - AR Transaction Detail
  - TU Customer Details Report
- Campus Divisional Budget Officers**
  - Facilities Management
  - Multiple Cost centers separated with a comma (,)
  - Project Cost Center Summary P Report PriorYr
- Campus Inventory Coordinator**
  - FA Active Asset Detail Campus Version Report
  - FA Retired Asset Detail CampusVersion Report
- Payroll**
  - STRATUS DPR

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 07/01/2023 - 06/30/2024

\* Cost Center Code --Select Value--

Account-not required Between --Select Value-- - --Select Value--

Requisition (All Column Value:▼)

Purchase Order Number (All Column Value:▼)

Supplier (All Column Value:▼)

OK Reset ▼

Edit - Refresh - Copy

The report will populate:

Here you will see all of the fields related to your PO information.

The screenshot shows a web application interface for 'TU\_BC\_PO\_Listing'. At the top, there is a navigation bar with 'Home', 'Catalog', 'Favorites', 'Dashboards', 'Create', and 'Open'. Below the navigation bar, the title 'TU\_BC\_PO\_Listing' is displayed. The main content is a table with the following columns: 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, and Bu. The table contains three rows of data, each representing a purchase order. The first row is dated 7/1/2023, the second 9/28/2023, and the third 12/18/2023. All rows have a source code of 1020 and a cost center code of 20830. The descriptions are related to 'Contracts Administrative IT website & software'.

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	Bu
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.

This screenshot shows a close-up of the report interface. A table row is visible with the following data: 12/18/2023, 1020, 20830, Financial Systems and Technology, 5.0, 1, 608233, and Contracts Administrative IT website & software. An export menu is open over the table, listing options: PDF, Excel, Powerpoint, Web Archive, Formatted, and Data. The 'Excel' option is highlighted with a red box. Below the table, a navigation bar contains the following options: Edit, Refresh, Print, Export, Add to Briefing Book, Email, and Copy. The 'Export' option is also highlighted with a red box.

Here is the export to excel. You can turn on the filter feature here to review the 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
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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 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	6,000.00	6,000.00	0.00	12/19/2023	#####

**Status Definitions:**

- Closed – Invoicing and Receiving have been processed in full.
- Finally closed – Procurement closes the PO after confirming no more activity is expected.
- Open – Invoicing and Receiving is still expected.
- Canceled – Order was canceled.
- Pending Approval – Pending manager approval within the Procurement department.
- Closed for Invoicing – Invoicing is complete.
- Closed for Receiving – Receiving is complete.
- Pending Supplier Acknowledgment – Awaiting confirmation from Supplier.
- Rejected – Order was rejected during the Procurement approval process.