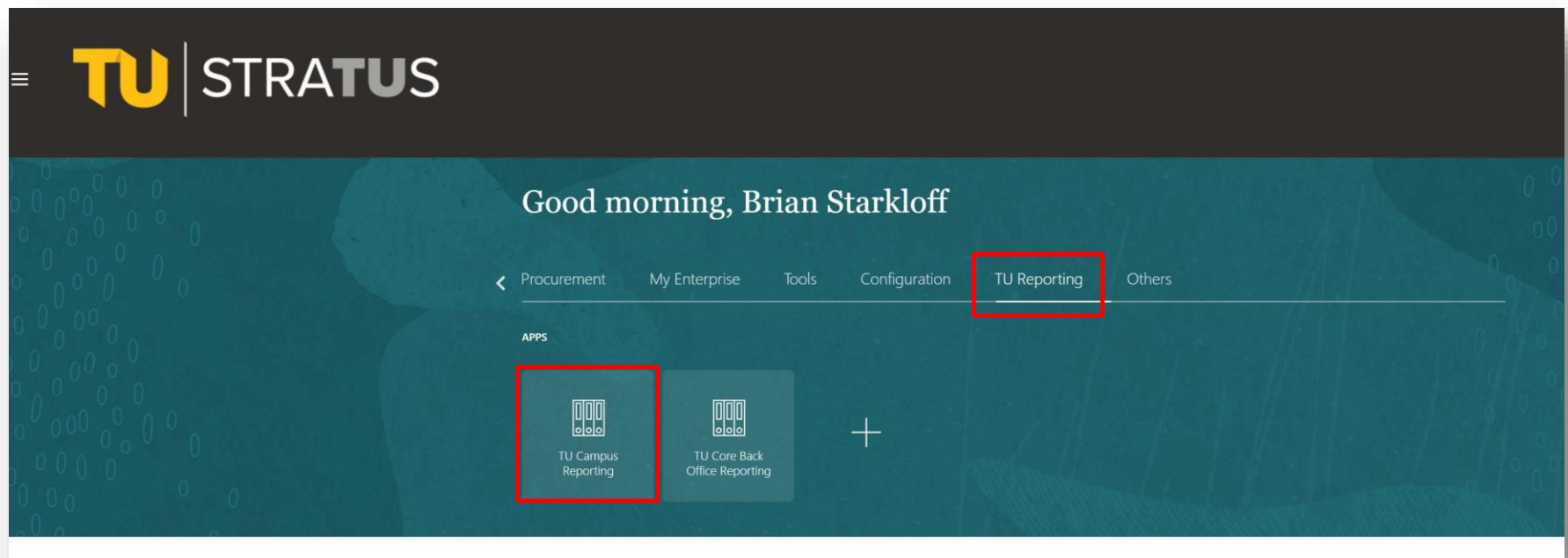


How to Run the PO Invoice Listing Report

This report will show a listing of all the invoice details associated with your purchase order.

Navigate to TU Reporting, then select the TU Campus Reporting app.



Select PO Invoice Listing Report-Campus.

The screenshot displays the 'Reporting Dashboard' interface. A blue arrow points from the text 'Select PO Invoice Listing Report-Campus.' to a red rectangular box that highlights the 'PO Invoice Listing Report-Campus' option within the 'Requisition/PO Reporting' section of the 'Transaction Details Reports' column. The dashboard is organized into four main columns, each with a category header and a list of report links. The first column, 'Budget Summary Reports', includes links for 'Cost Center Reports (Formatted Report)' and 'Dept Budget Balance Reports (Data Exports)'. The second column, 'Transaction Details Reports', contains sections for 'Pcard Expense Reports', 'Travel Expense Reports', 'General Transaction Reports', 'Requisition/PO Reporting', and 'Fund Balance Reports'. The third column, 'Campus OSPR Business & Public Engagement Grant Reporting', lists various grant-related reports. The fourth column contains 'Campus Divisional Budget Officers' and 'Campus Inventory Coordinator' sections. The 'PO Invoice Listing Report-Campus' link is the second item in the 'Requisition/PO Reporting' list.

Reporting Dashboard

Home Catalog Favorites Dashboards Create Open

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 through FY26
Grant Cost Center Budget Summary by Account through FY25
Grant Cost Center Budget Summary by Account through FY24
Grant Cost Center Budget Summary by Parent Account through FY26
Grant Cost Center Budget Summary by Parent Account through FY25
Grant Cost Center Budget Summary by Parent Account through FY24
Project Cost Center Budget Summary by Account through FY26
Project Cost Center Budget Summary by Account through FY25
Project Cost Center Budget Summary by Account through FY24
Project Cost Center Budget Summary by Parent Account through FY26
Project Cost Center Budget Summary by Parent Account through FY25
Project Cost Center Budget Summary by Parent Account through FY24
Parent Budget Overspent By Cost Center and Division

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) through FY26
Divisional Grants Fund Detailed Summary (NAT) through FY25
Divisional Grants Fund Detailed Summary (NAT) through FY24
Divisional Grants Fund Parent Budget Summary through FY26

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 Mileage Report
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
AP Invoice Account Coding Approval Status Report

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
Preview Draft Requisitions
PO Lifecycle report-campus
PO Receiving report-Campus
PO Invoice Listing Report-Campus
~~Foundation Reimbursement~~
Foundation Payroll Reimbursement Report
Foundation Operation Reimbursement Report

Student Financials
Student Financials Details by Cost Center

Fund Balance Reports

Campus OSPR Business & Public Engagement 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
Natural Account Report-Campus
Initiative Report
Source Report Campus

Accounts Receivable

TU AR Memo Lines by Department
TU Customer Details Report
AR Transaction Detail
AR Find Unapplied Payments Report
AR Transaction Balance with DD by Customer
AR Transaction Balance with DD by Transaction Source
AR Transaction Balance with DD BPE

Payroll

STRATUS DPR

Campus Divisional Budget Officers

Facilities Management
Multiple Cost centers separated with a comma (,)
Project Cost Center Summary P Report PriorYr
Fund Balance by Self/Aux Source Reports
*Has additional Subdivision prompt
Fund Balance by Self/Aux Source Division 01
Fund Balance by Self/Aux Source Division 02*
Fund Balance by Self/Aux Source Division 03
Fund Balance by Self/Aux Source Division 04*
Fund Balance by Self/Aux Source Division 05*
Fund Balance by Self/Aux Source Division 06
Fund Balance by Self/Aux Source Division 08
Fund Balance by Self/Aux Source Division 09
Fund Balance by Self/Aux Source Division 10
Fund Balance by Self/Aux Source Division 13*
Fund Balance by Self/Aux Source Division 15

Campus Inventory Coordinator

FA Active Asset Detail Campus Version Report
FA Retired Asset Detail CampusVersion Report


BPA Committee

AP Invoice Account Coding Approval Status Report
Parent Budget vs Actual By Cost Center and Div
Accounts Payable Turnover Metric Summary report
Accounts Payable Turnover Metric detailed report
Expense report Turnover rate metric report



Enter the PO Creation Date range.

You can also choose to search by PO number, cost center, division, and/or sub-division.

Select OK.

 PO Invoice Listing Report-Campus

Page 1



* PO Creation Date Between 11/01/2024 12:00  11/01/2025 12:00 

Purchase Order Number TOW0003350 ▼

Cost Center Code --Select Value--▼

Division --Select Value--▼

Sub-Division --Select Value--▼

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

Your report will run.

PO Invoice Listing Report-Campus

HomeCatalog

PO Invoice Listing Report-Campus

Purchase Order Number	PO Creation Date	Invoice Number	Cost Center Code	Division	Sub-Division	Invoice Date	Validation Status	Invoice Fund Status	PO Fund Status	Invoice Amount	Invoice Paid Amount	Invoice Unpaid amount	Matched Amount
TOW0003350	11/5/2024 5:07:47 PM	2165246	45310	DV015-Division of Athletics	S1500-Athletics	3/5/2025	Validated	Reserved	Liquidated	2986.0	2986.0	0.0	2986.0
TOW0003350	11/5/2024 5:07:47 PM	2165231	45310	DV015-Division of Athletics	S1500-Athletics	2/22/2025	Validated	Reserved	Liquidated	711.0	711.0	0.0	711.0
TOW0003350	11/5/2024 5:07:47 PM	2165230	45310	DV015-Division of Athletics	S1500-Athletics	2/20/2025	Validated	Reserved	Liquidated	711.0	711.0	0.0	711.0
TOW0003350		2165244	45310	DV015-Division of Athletics	S1500-Athletics	2/20/2025	Validated	Reserved	Liquidated	3947.4	3947.4	0.0	3947.4
TOW0003350	11/5/2024 5:07:47 PM	2165243	45310	DV015-Division of Athletics	S1500-Athletics	2/13/2025	Validated	Reserved	Liquidated	3055.7	3055.7	0.0	3055.7
TOW0003350	11/5/2024 5:07:47 PM	2165240	45310	DV015-Division of Athletics	S1500-Athletics	2/1/2025	Validated	Reserved	Liquidated	2939.0	2939.0	0.0	2939.0
TOW0003350	11/5/2024 5:07:47 PM	2165238	45310	DV015-Division of Athletics	S1500-Athletics	1/23/2025	Validated	Reserved	Liquidated	5822.0	5822.0	0.0	5822.0
TOW0003350	11/5/2024 5:07:47 PM	2165229	45310	DV015-Division of Athletics	S1500-Athletics	1/5/2025	Validated	Reserved	Liquidated	711.0	711.0	0.0	711.0
TOW0003350	11/5/2024 5:07:47 PM	2165228	45310	DV015-Division of Athletics	S1500-Athletics	1/2/2025	Validated	Reserved	Liquidated	711.0	711.0	0.0	711.0
TOW0003350		2165233	45310	DV015-Division of Athletics	S1500-Athletics	1/2/2025	Validated	Reserved	Liquidated	6308.0	6308.0	0.0	6308.0
TOW0003350	11/5/2024 5:07:47 PM	2165150	45310	DV015-Division of Athletics	S1500-Athletics	12/1/2024	Validated	Reserved	Liquidated	711.0	711.0	0.0	711.0
TOW0003350	11/5/2024 5:07:47 PM	2165149	45310	DV015-Division of Athletics	S1500-Athletics	11/27/2024	Validated	Reserved	Liquidated	711.0	711.0	0.0	711.0
TOW0003350	11/5/2024 5:07:47 PM	2154606	45310	DV015-Division of Athletics	S1500-Athletics	11/8/2024	Validated	Reserved	Liquidated	2911.0	2911.0	0.0	2911.0
TOW0003350	11/5/2024 5:07:47 PM	2154605	45310	DV015-Division of Athletics	S1500-Athletics	11/4/2024	Validated	Reserved	Liquidated	2911.0	2911.0	0.0	2911.0

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Formatted

Data

PDF

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You can export the report to Excel by selecting Export > Formatted > Excel at the bottom of the report.

TOW000335011/5/2024 5:07:47 PM215460645310

TOW000335011/5/2024 5:07:47 PM215460545310

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Formatted

Data

PDF

Excel

Powerpoint

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