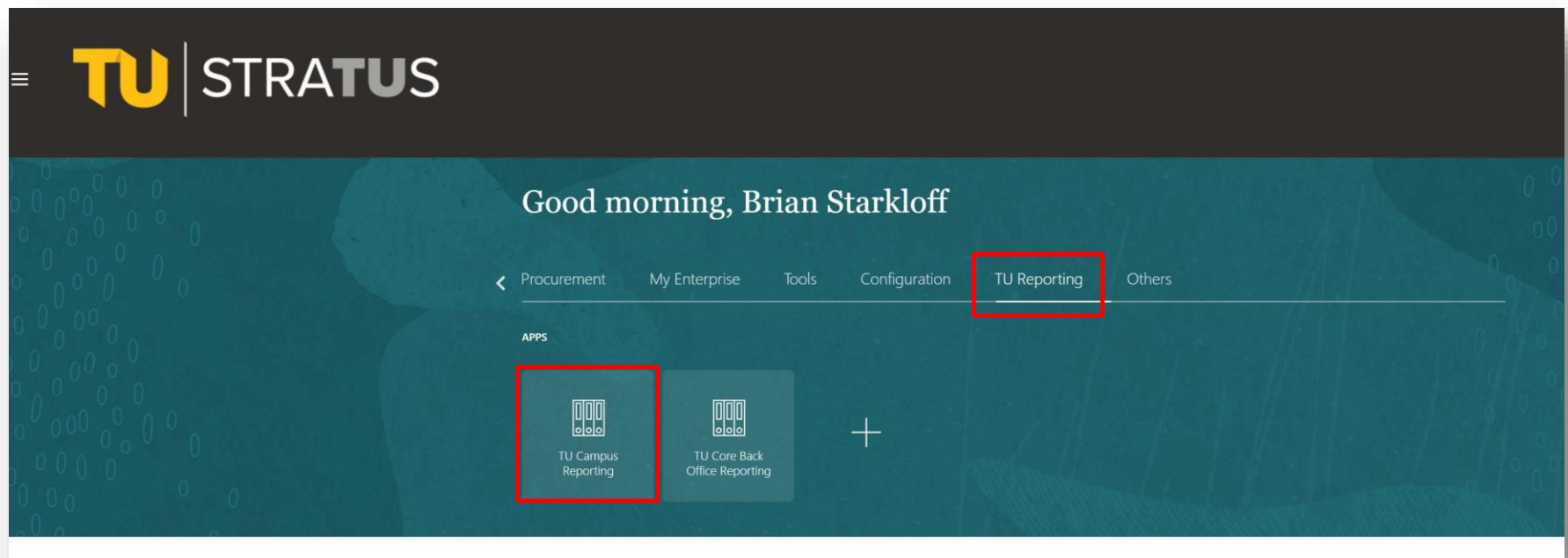


How to Run the PO Lifecycle Report

This report will show the lifecycle of a purchase order including order amount, invoiced amount, received amount, dates, and status.

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



Select PO Lifecycle report-campus.

The screenshot shows the 'Reporting Dashboard' interface with a blue header bar containing navigation links: Home, Catalog, Favorites, Dashboards, Create, and Open. A search icon is on the right. The dashboard is divided into several columns of report categories:

- 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
 - Divisional Grants Fund Parent Budget Summary through FY25
 - Divisional Grants Fund Parent Budget Summary through FY24

- 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** (highlighted with a red box)
 - 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 From & To. You can also choose to search by PO number, division, sub-division, and/or cost center.

Select Apply.

The screenshot displays the 'PO Lifecycle report-campus' interface. The top navigation bar includes links for Home, Catalog, Favorites, Dashboards, Create, and Open. The main search area contains several filters: 'From: PO Creation date' with the value '11-01-2024', 'To: PO Creation date' with the value '11-01-2025', 'PO Number' with the value 'TOW0003344', 'Division' set to 'All', 'Sub-Division' set to 'All', and 'Cost Center' set to 'All'. The 'Apply' button is highlighted with a red box. Below the search filters, the text 'Report Completed' is visible.

Your report will run to Excel.

PO Lifecycle Report-Campus																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	PO Lifecycle Report-Campus																		
2	Purchase Order Number	Supplier	Cost Center	Division	Sub-Division	Ordered amount	Total receipt amount	Total invoiced amount	Ordered-Receipt amount	Ordered-Invoiced amount	Latest invoice date	Latest receipt date	Latest Received By	Latest receipt num	Buyer Name	Document status	PO Creation Date	Closed Date	Funds Status
3	TOW0003344	Colossal Contractors Inc	21850-Renewal and Replacement	DV013-Division of Operations	S1302-Facilities Management Sub-Division	\$20,000.00	\$0.00	\$0.00	\$20,000.00	\$20,000.00					Wendy Childs	OPEN	11/04/2024		RESERVED
4	TOW0003344	Colossal Contractors Inc	41710-Auxiliary Services Maintenance	DV013-Division of Operations	S1302-Facilities Management Sub-Division	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00					Wendy Childs	OPEN	11/04/2024		RESERVED
5	TOW0003344	Colossal Contractors Inc	41730-Sports Complex Operations	DV013-Division of Operations	S1302-Facilities Management Sub-Division	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00					Wendy Childs	OPEN	11/04/2024		RESERVED
6	TOW0003344	Colossal Contractors Inc	21875-Hidden Waters	DV013-Division of Operations	S1302-Facilities Management Sub-Division	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00					Wendy Childs	OPEN	11/04/2024		RESERVED
7	TOW0003344	Colossal Contractors Inc	21480-Maintenance Service Academic	DV013-Division of Operations	S1302-Facilities Management Sub-Division	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00					Wendy Childs	OPEN	11/04/2024		RESERVED
8	TOW0003344	Colossal Contractors Inc	45925-Burdick Campus Rec	DV013-Division of Operations	S1302-Facilities Management Sub-Division	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00					Wendy Childs	OPEN	11/04/2024		RESERVED
9	TOW0003344	Colossal Contractors Inc	21910-401 Washington Street	DV013-Division of Operations	S1302-Facilities Management Sub-Division	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00					Wendy Childs	OPEN	11/04/2024		RESERVED
10	TOW0003344	Colossal Contractors Inc	21920-Science Complex	DV013-Division of Operations	S1302-Facilities Management Sub-Division	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00					Wendy Childs	OPEN	11/04/2024		RESERVED
11	TOW0003344	Colossal Contractors Inc	21930-Armory	DV013-Division of Operations	S1302-Facilities Management Sub-Division	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00					Wendy Childs	OPEN	11/04/2024		RESERVED
12	TOW0003344	Colossal Contractors Inc	41310-TU Arena Operations	DV013-Division of Operations	S1302-Facilities Management Sub-Division	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00					Wendy Childs	OPEN	11/04/2024		RESERVED
13																			
14																			