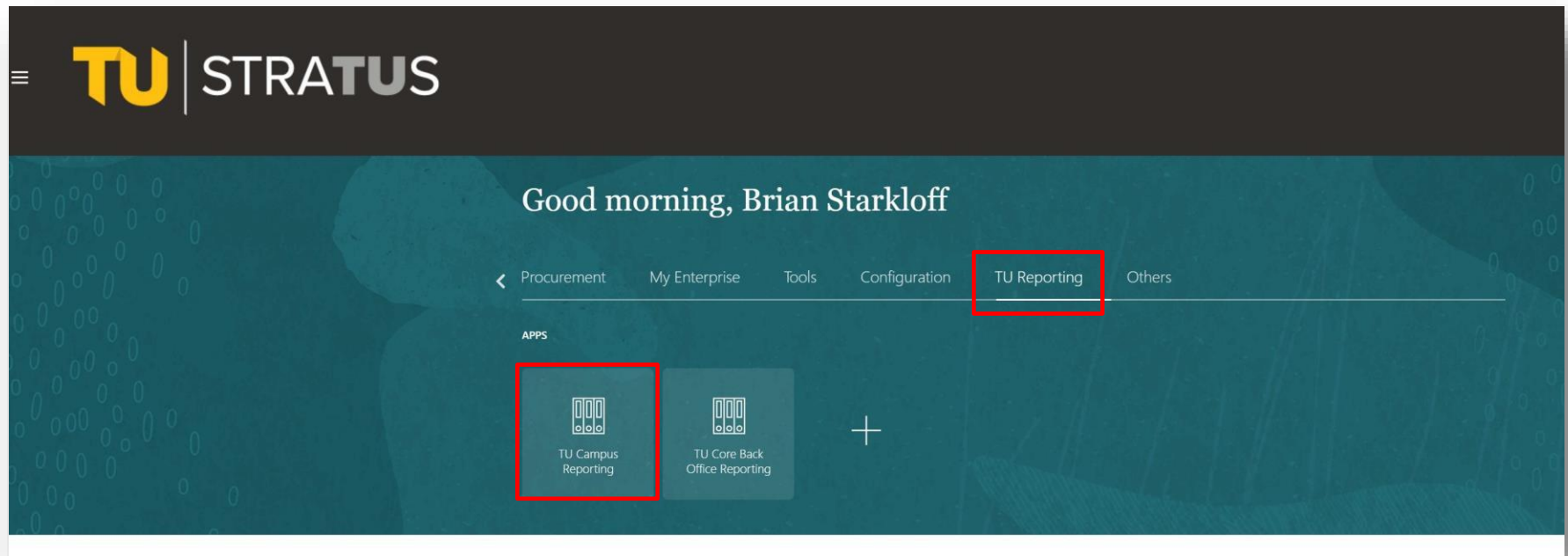


How to Run the PO Receiving Report

This report will show receiving information for your purchase order including supplier name, received by, transaction type, item description, and dates.

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



Select PO Receiving report-Campus.

The screenshot displays the 'Reporting Dashboard' interface. The top navigation bar includes links for Home, Catalog, Favorites, Dashboards, Create, and Open. The dashboard is organized 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**
 - Card Expense Reports
Multiple Cost center prompts separated with a semi colon (;)
Card Expense Report Completed
Card Expense Report Pending
Card 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 start date and PO Creation end date range. You can also choose to search by PO number, division, sub-division, and/or cost center.

Select Apply.

Your report will run to Excel.

AutoSave Off Receiving report-Campus_receiving (2) Search

File Home Insert Draw Page Layout Formulas Data Review View Automate Help Acrobat

Paste Cut Copy Format Painter Clipboard Font Alignment Number Styles Cells Editing Sensitivity Add-ins Create PDF and Share link Adobe Acrobat

0000009857

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	C	P
	Purchase Order Number	Cost center	Division	Sub-Division	Receipt Num	Receipt Date	Item Description	Receiving Amount	Quantity received	Supplier	Recieved By	Transaction Type	Creation Date	Last update date		
1	0000009857	41710-Auxiliary Services Maintenance	DV013-Division of Operations	S1302-Facilities Management Sub-Division	11214	02/28/2025	Glen Towers Generator Replacement - AE Contract Modification. RMF is to provide design services to modify the design documents to now include the installation of the gas piping as shown on BGE drawings.	\$606.50		RMF Engineering, Inc	Tobi Bennett	RECEIVE	02/28/2025	02/28/2025		
2																
3																
4	0000009857	41710-Auxiliary Services Maintenance	DV013-Division of Operations	S1302-Facilities Management Sub-Division	11594	03/27/2025	Glen Towers Generator Replacement - AE Contract Modification. RMF is to provide design services to modify the design documents to now include the installation of the gas piping as shown on BGE drawings.	\$606.50		RMF Engineering, Inc	Tobi Bennett	RECEIVE	03/27/2025	03/27/2025		
5																
6																
7	0000009857	41710-Auxiliary Services Maintenance	DV013-Division of Operations	S1302-Facilities Management Sub-Division	14045	10/03/2025	Glen Towers Generator Replacement - AE Contract Modification. RMF is to provide design services to modify the design documents to now include the installation of the gas piping as shown on BGE drawings.	\$606.50		RMF Engineering, Inc	Tobi Bennett	RECEIVE	10/03/2025	10/03/2025		
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