The Open Purchase Orders Report is a weekly, automated report sent to financial managers detailing which POs in their Organization are not complete.

Weekly Open Purchase Orders Report

Finance Reporting - Transaction Detail - FOAPAL Lookup (Encumbrances) - Open PO - 30005 (Data as of 10/27/2021 01:57:18 AM)

Chart = C | Orgn = 30005 Office of VP of Finance & Strategy | Type LIKE P

Chart	Fund	Orgn	Acct	Prog	Locn	REQ	Requisitioner	Attention	Document	Type	Date	Vendor/Requisitioner	Amount	Vendor	PO Original Amount	PO Expended	PO Amount Remaining
C	101010	30005	702135	701		R1234567	Knight, Drew	Drew Knight	P000001	P	07/10/2020	W.B. Mason Company, Inc.	54.59	W.B. Mason Company, Inc.	54.59	0.00	54.59
C	101010	30005	702135	701		R1234568	Knight, Drew	Bethany Liston	P000002	P	07/10/2020	W.B. Mason Company, Inc.	1,000.00	W.B. Mason Company, Inc.	1,000.00	0.00	1,000.00
C	101010	30005	704120	701		R1234569	Knight, Drew	Drew Knight	P000003	P	13/05/2021	Dell Marketing L.P.	294,000.00	Dell Marketing L.P.	294,000.00	0.00	294,000.00
C	101010	30005	704120	701		R1234553	Liston, Bethany	Bethany Liston	P000004	P	09/07/2021	Compusoft Development, LLC	33,253.75	Compusoft Development, LLC	41,902.50	-8,648.75	33,253.75
C	101010	30005	704120	701		R1234571	Liston, Bethany	Bethany Liston	P000005	P	03/08/2021	B & H Photo Video Pro Audio LLC	40,000.00	B & H Photo Video Pro Audio LLC	40,000.00	0.00	40,000.00
C	101010	30005	704120	701		R1234572	Flanagan, Fran	Fran Flanagan	P000006	P	10/08/2021	Advertising Specialities, Inc.	12,117.50	Advertising Specialities, Inc.	12,117.50	0.00	12,117.50
													380,425.84		389,074.59	-8,648.75	380,425.84

How to Read

Please note, not all columns are explained as they are not necessary to review.

1. Report Header- Includes report title, date and time the data was pulled, and the Organization name and code.

2. FOAPAL String- The Fund, Organization, Account, Program, and Location that the purchase was charged to.

3. Requisition Number

4. Requisitioner and Attention- The person who entered the requisition (Requisitioner) and the person who will be receiving it (Attention).

5. Document- The Purchase Order number associated with the transaction once a requisition has been approved.

6. Date- The full date of when the requisition was entered. Please note, the date is in DD/MM/YYYY format. *

7. Vendor- Complete vendor name.

8. PO Original Amount- The amount approved from the requisition, before any transaction has been fully completed.

9. PO Expended- The amount that has been spent so far in the PO (these generally occur with Blanket POs).

10. PO Amount Remaining- The amount left in a PO after expenditures.

11. Totals- Total amounts for columns 8, 9, and 10.

There could be several reasons why a PO appears on this report:

- The goods or services have not yet been received *(if it has been more than two months, please follow-up with the vendor).*

- The financial manager has received the goods/ services but has not submitted the signed PO to Accounts Payable.

- The PO is a Blanket PO (an agreement made with the vendor to pay for several transactions over a period of time).

It is important to review open POs in order to maintain the accuracy of your budget.

*You can change this by highlighting the column, finding the Number Format settings in the Home tab, and selecting "Short Date" from the drop down menu.