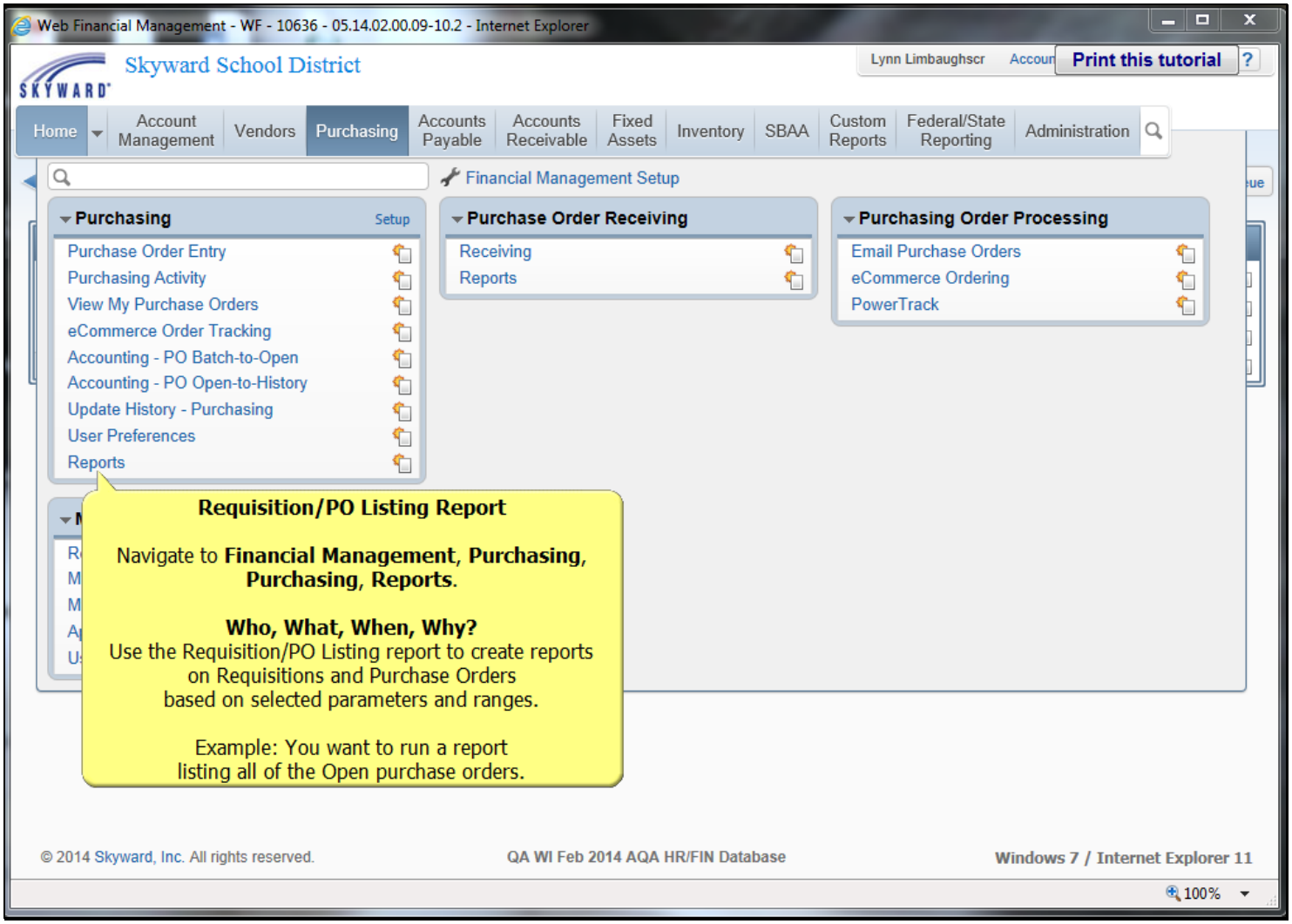
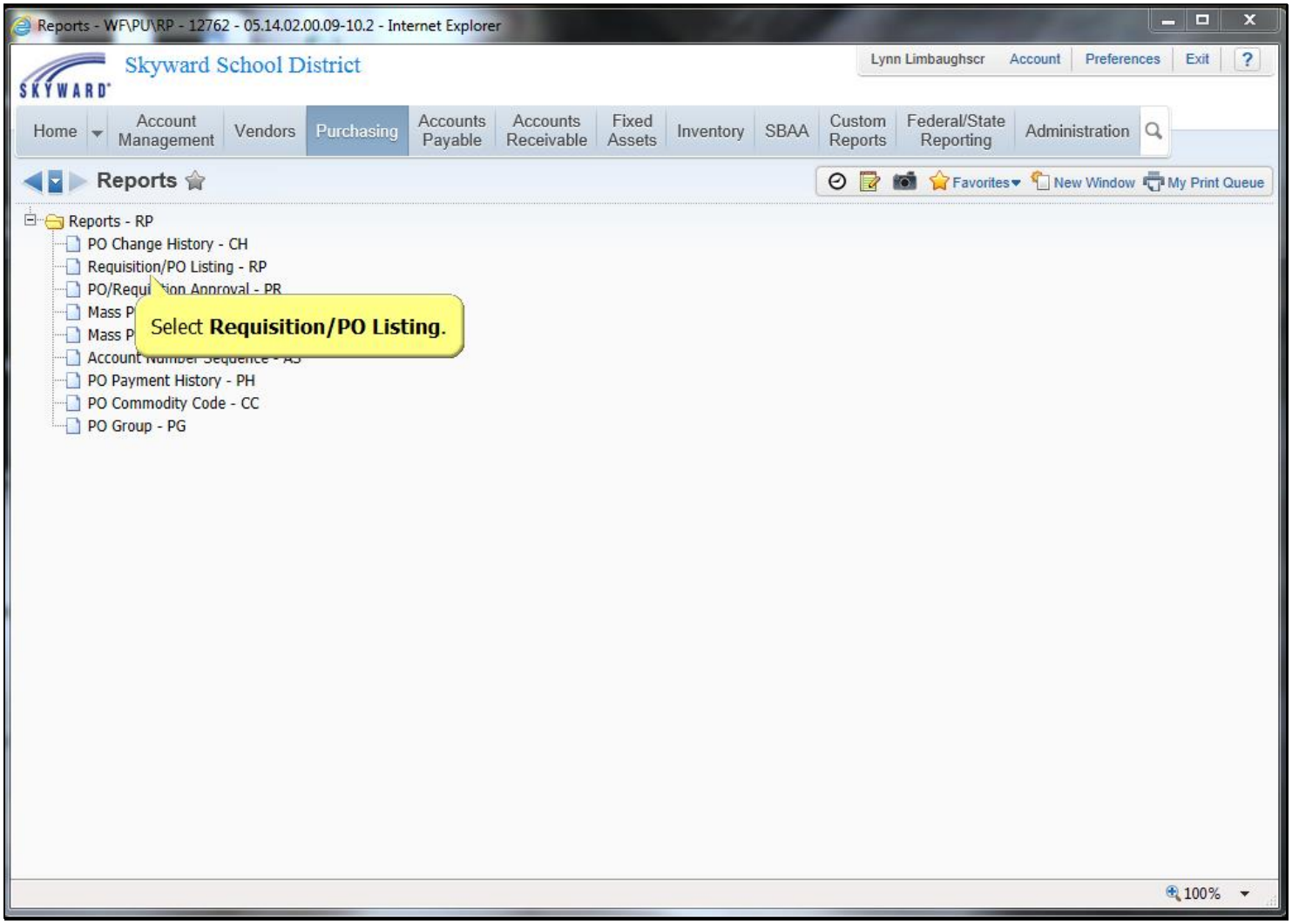
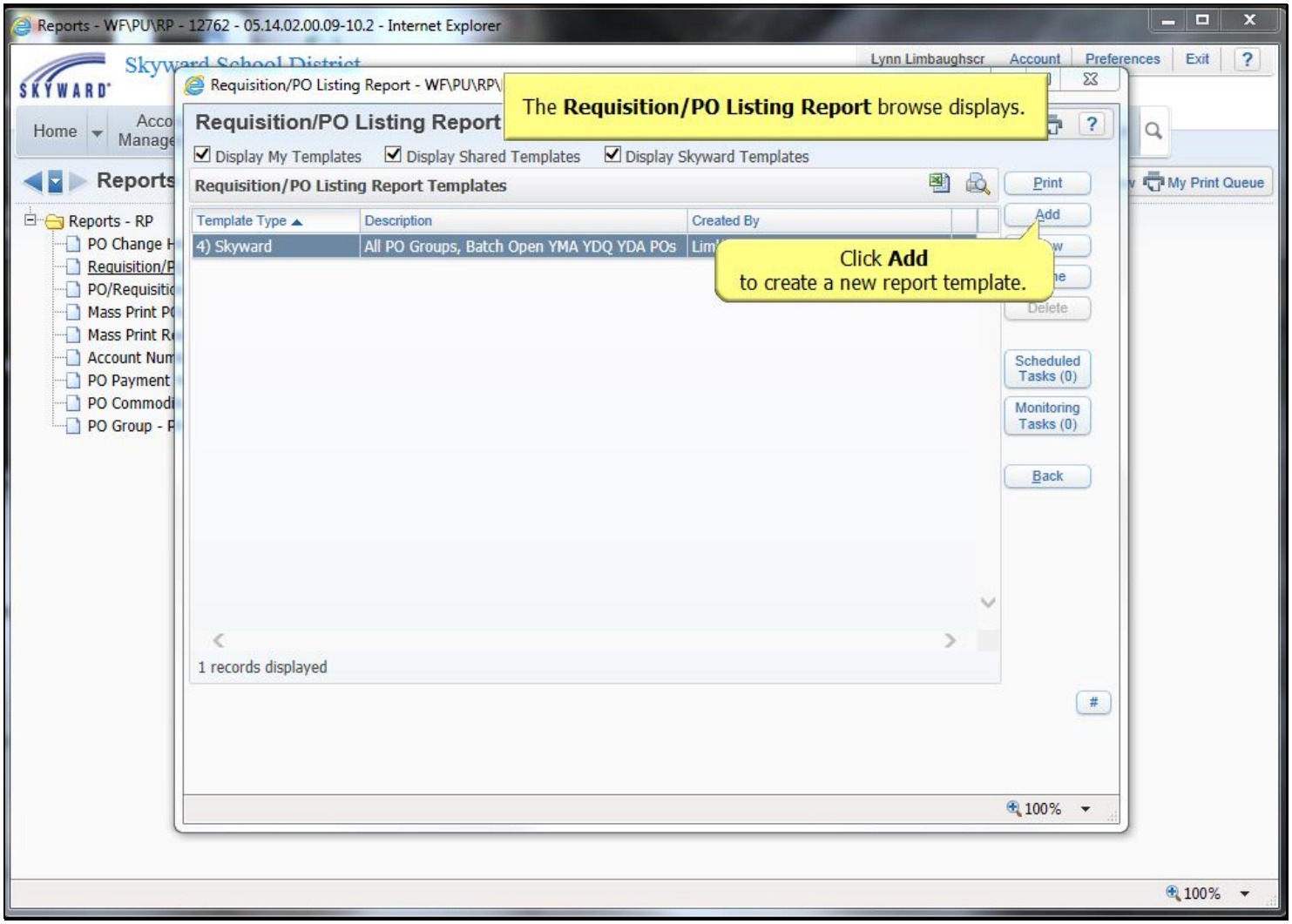
Slide 1 - Slide 1



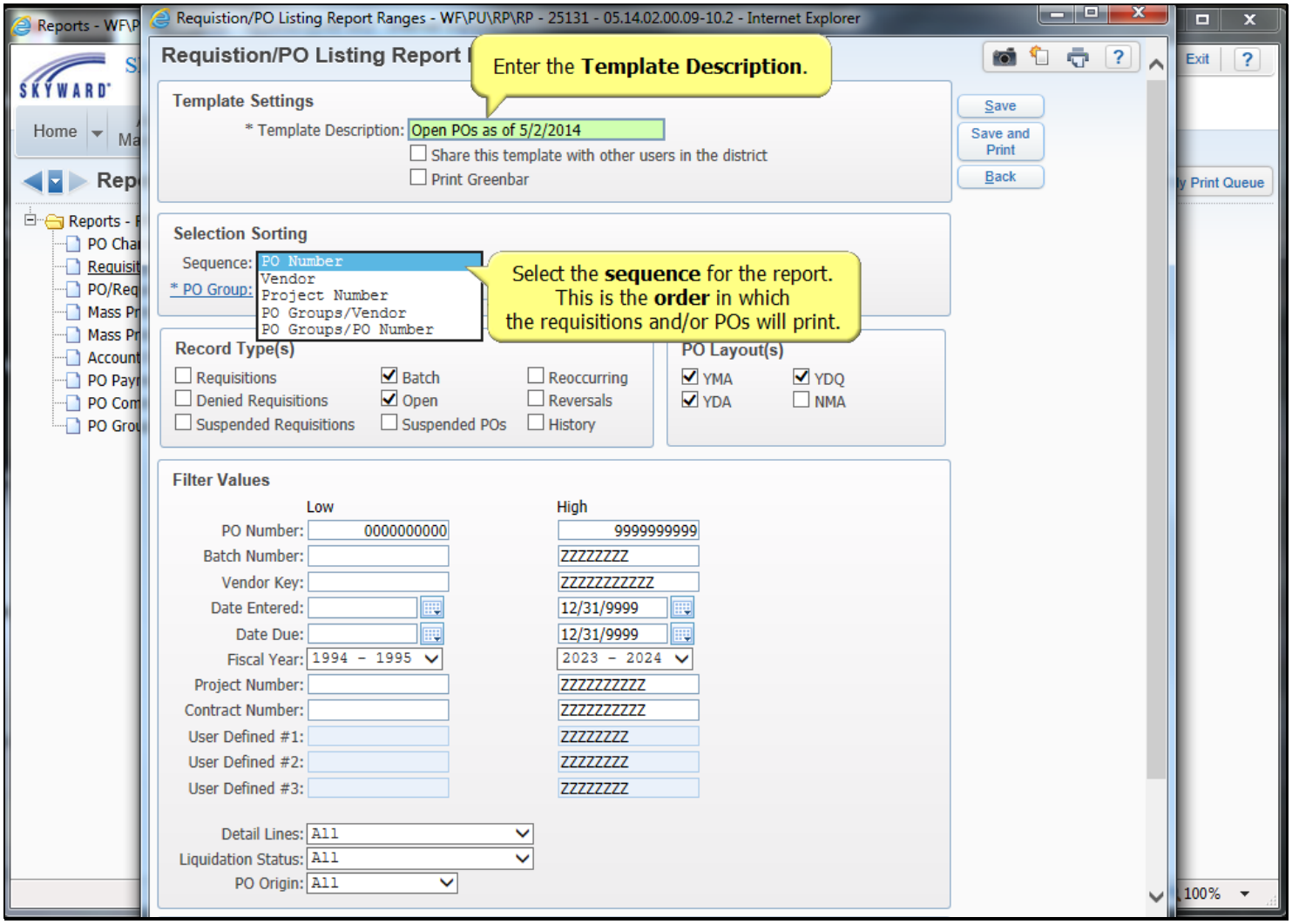
Slide 2 - Slide 2



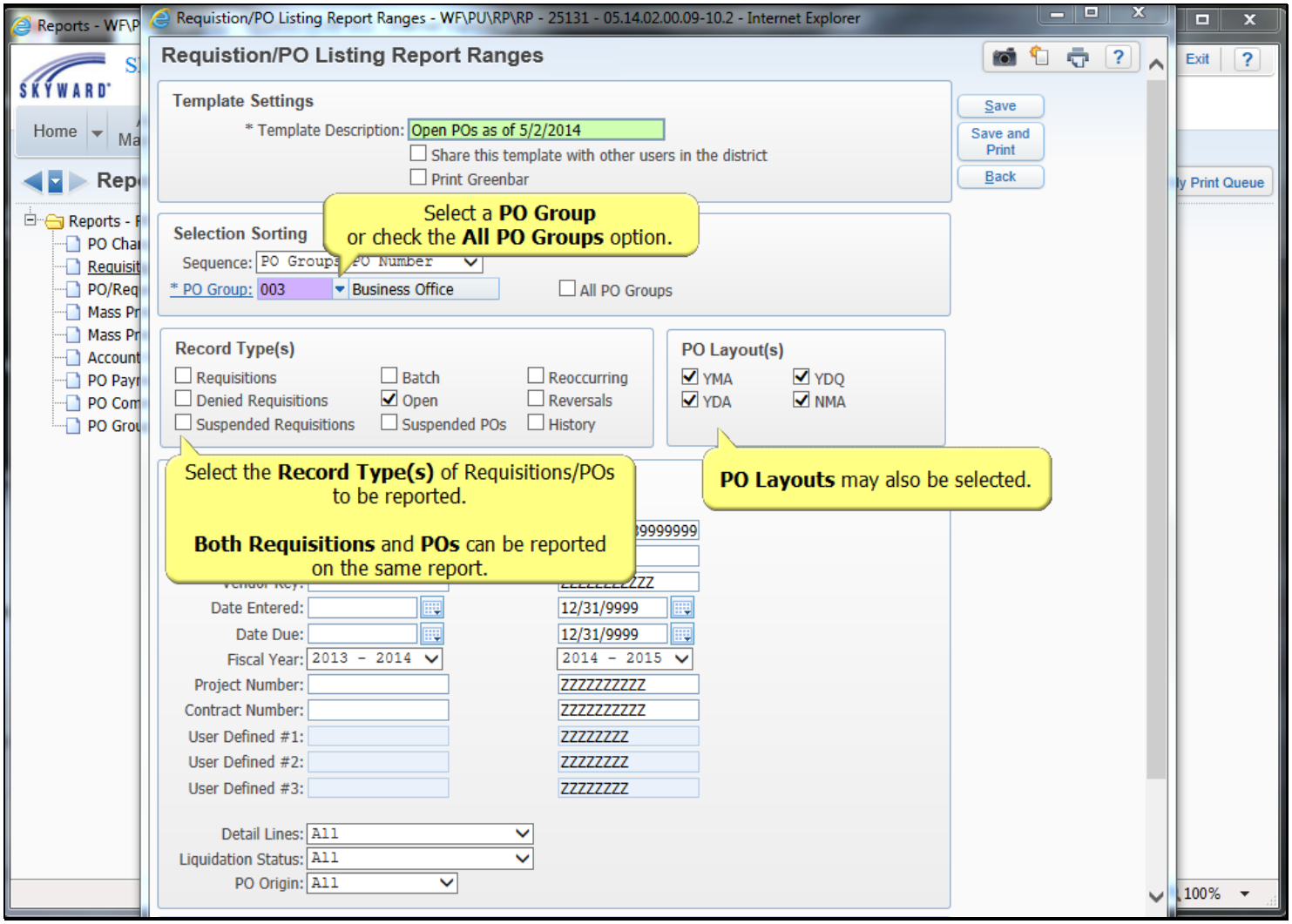
Slide 3 - Slide 3



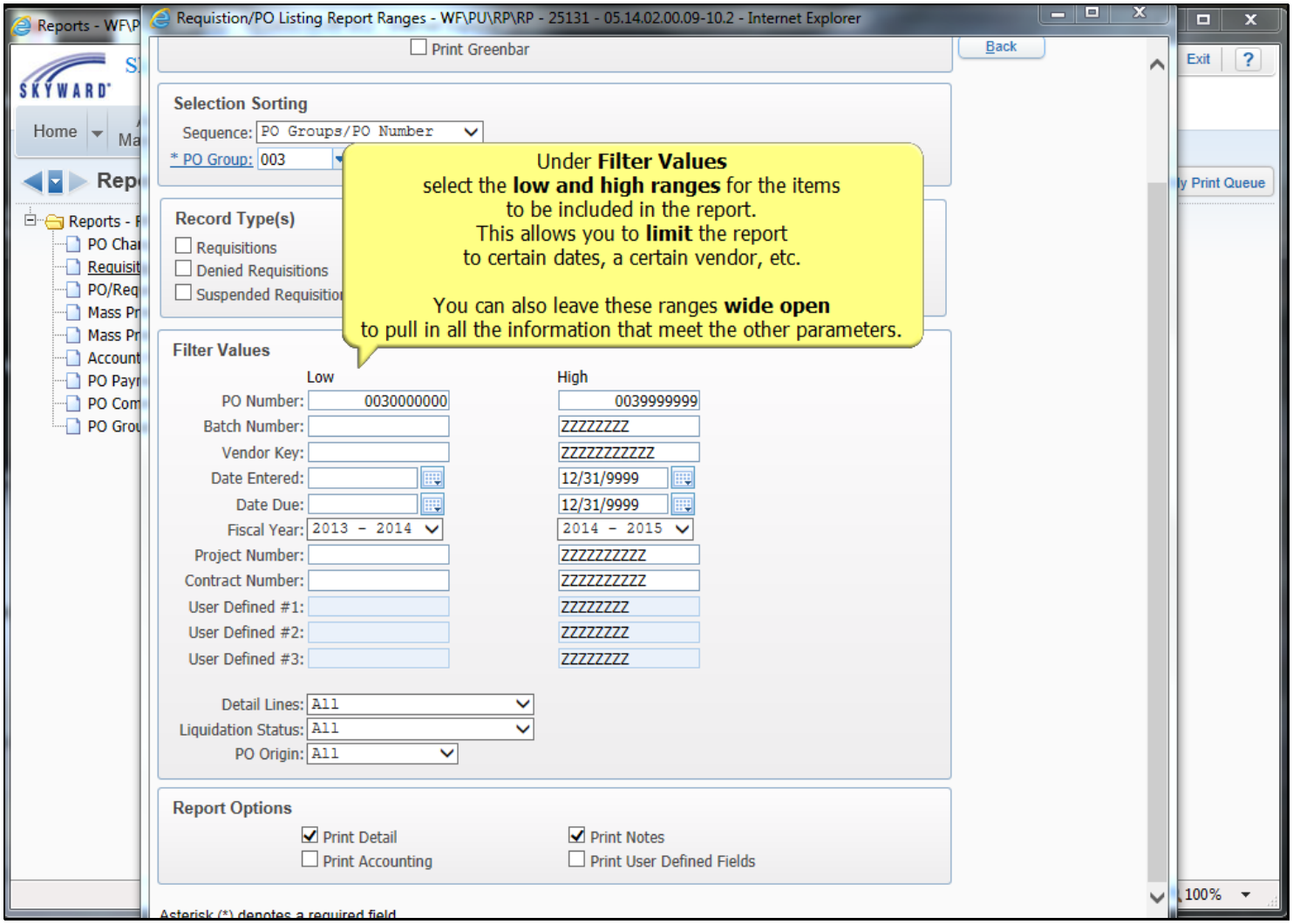
Slide 4 - Slide 4



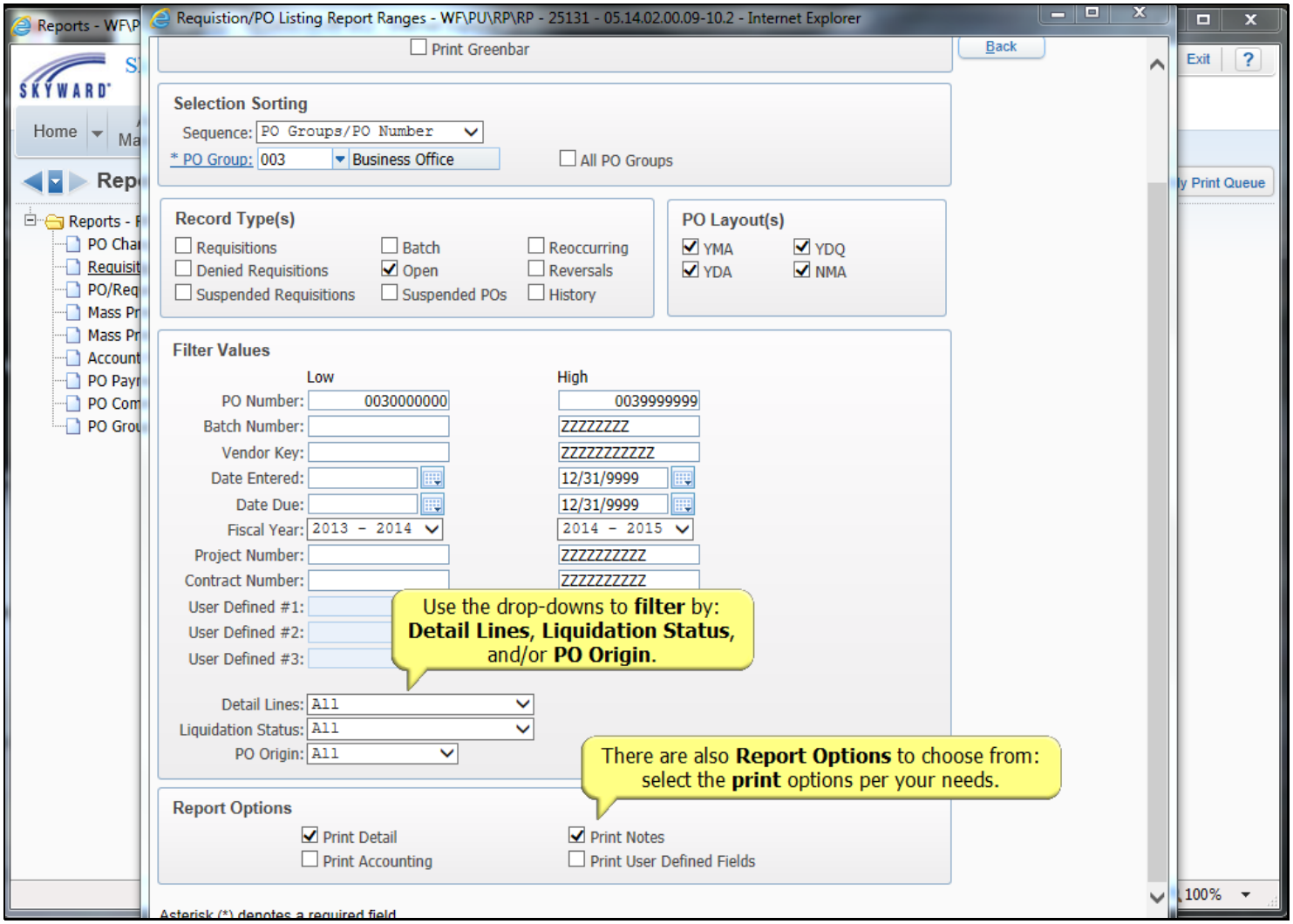
Slide 5 - Slide 5



Slide 6 - Slide 6



Slide 7 - Slide 7



Slide 8 - Slide 8

Requistion/PO Listing Report Ranges - WF\PU\RP\RP - 25131 - 05.14.02.00.09-10.2 - Internet Explorer

Requistion/PO Listing Report Ranges

Save | Save and Print | Back

Click **Save and Print** when finished with the settings.

Template Settings

* Template Description: Open POs as of 5/2/2014

☐ Share this template with other users in the district

☐ Print Greenbar

Selection Sorting

Sequence: PO Groups/PO Number

* PO Group: 003 Business Office ☐ All PO Groups

Record Type(s)

☐ Requisitions ☐ Batch ☐ Reoccurring

☐ Denied Requisitions ☑ Open ☐ Reversals

☐ Suspended Requisitions ☐ Suspended POs ☐ History

PO Layout(s)

☑ YMA ☑ YDQ

☑ YDA ☑ NMA

Filter Values

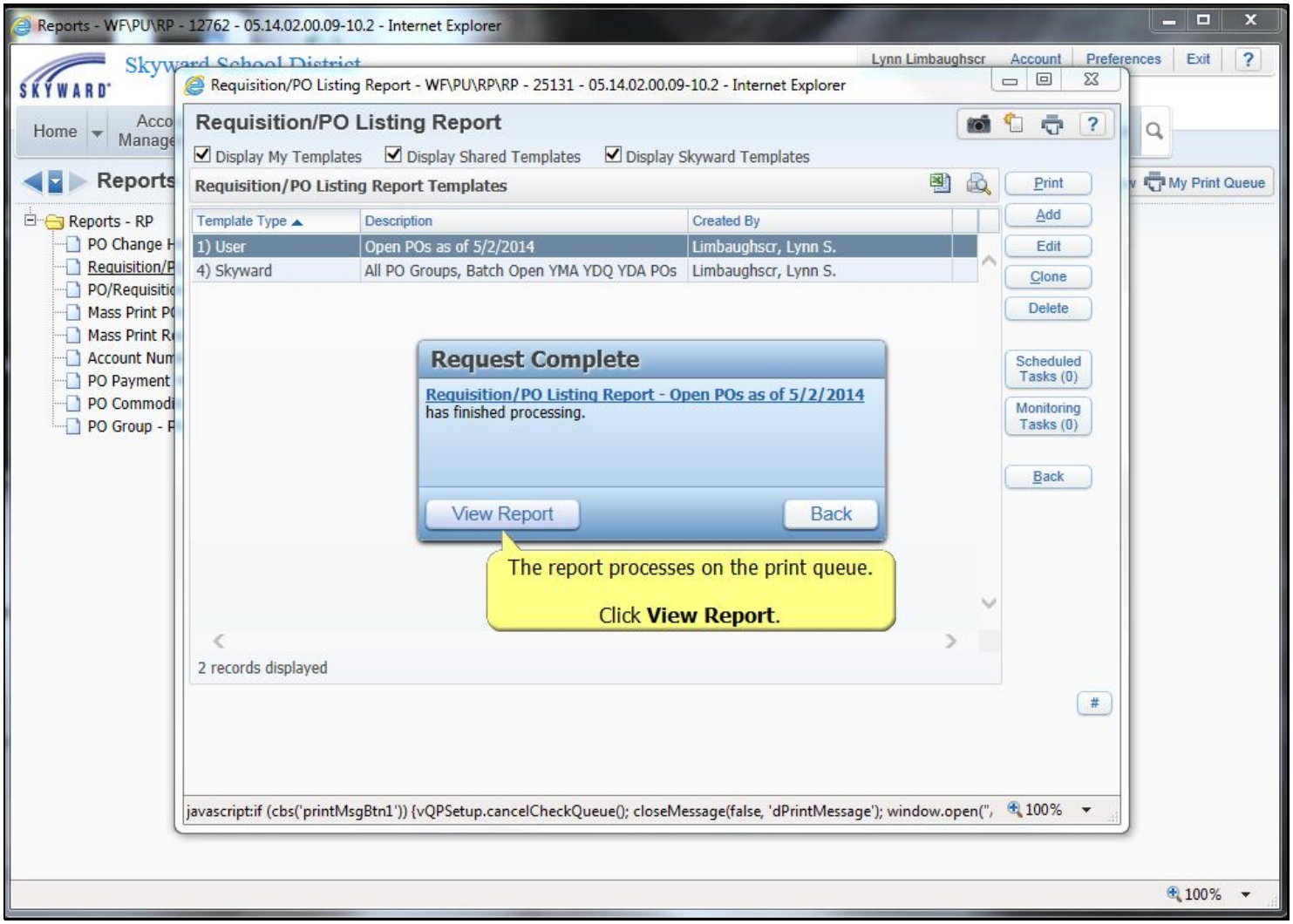
	Low	High
PO Number:	0030000000	0039999999
Batch Number:		ZZZZZZZZ
Vendor Key:		ZZZZZZZZZZZZ
Date Entered:		12/31/9999
Date Due:		12/31/9999
Fiscal Year:	2013 - 2014	2014 - 2015
Project Number:		ZZZZZZZZZZ
Contract Number:		ZZZZZZZZZZ
User Defined #1:		ZZZZZZZZ
User Defined #2:		ZZZZZZZZ
User Defined #3:		ZZZZZZZZ

Detail Lines: All

Liquidation Status: All

PO Origin: All

Slide 9 - Slide 9

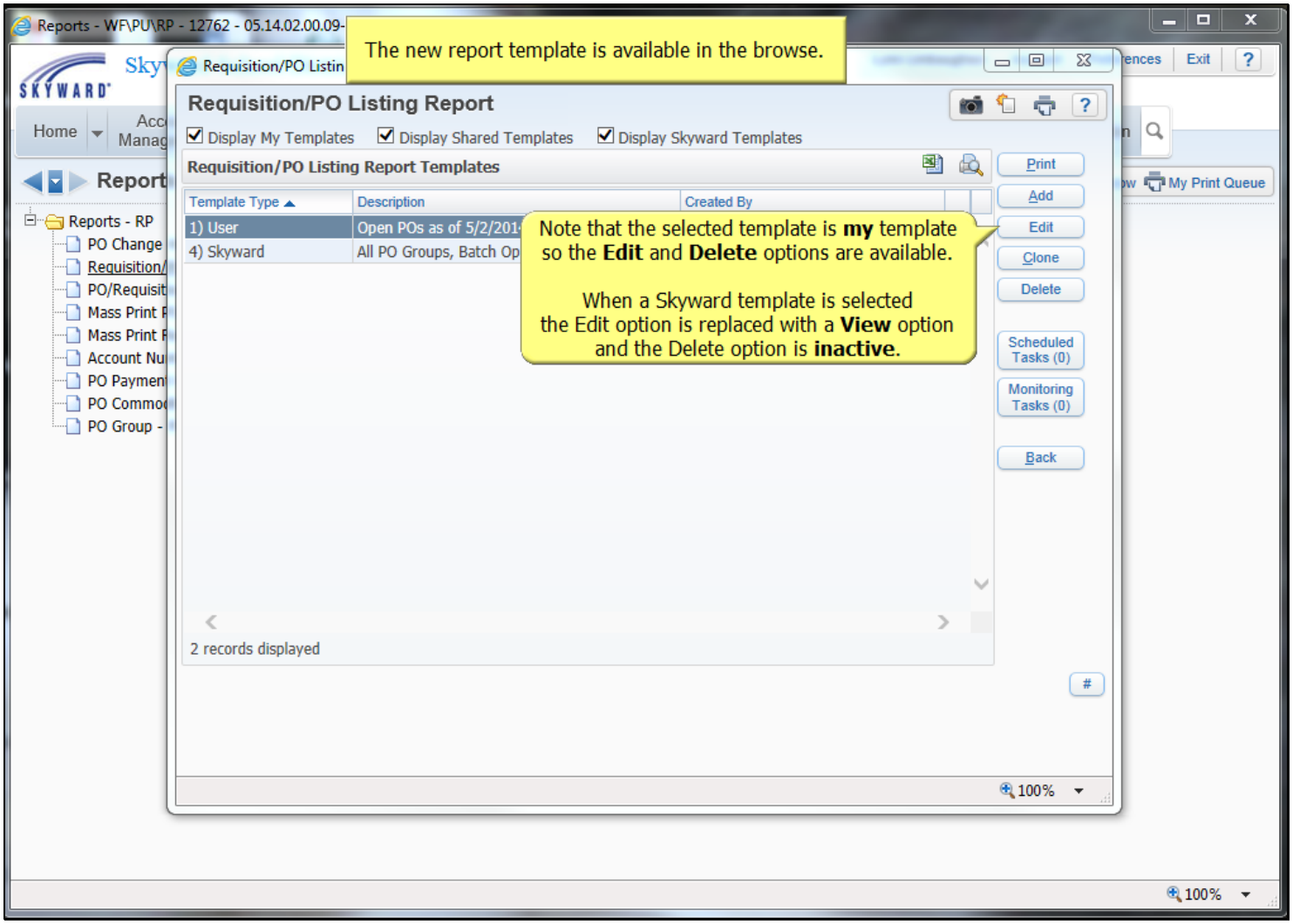


Slide 10 - Slide 10

```
3porpt01.p 64-2                                  SCRAMBLED DATABASE                                  05/02/14          Page:1
05.14.02.00.00                                  Requisition/PO Listing                                              2:01 PM

P.O. NUMBER BATCH # VENDOR KEY VENDOR NAME                PO DESCRIPTION              PROJ/GRANT CONTRACT # STATUS  ENT DATE  DUE DATE  LO        PO AMOUNT
            LINE NBR LINE DESCRIPTION                           QUANTITY                UNIT COST U/M       CATALOG NUMBER                          LINE AMOUNT
            NOTES
0031300001  QA JS    SMITHJEN000 Smithscr, Jen            Expense Reimbursement For: Jen                     OPEN     03/14/2014 03/14/2014 L          $60.00
                                                          Smithscr, Expense Date Range:
            100        Expense Reimbursement: Baggage Fee,          1.00          25.00000                                                        $25.00
                       Quantity:       1, Amount:
            110        Expense Reimbursement: Gas, Quantity:        1.00          35.00000                                                        $35.00
                       1, Amount:          $35.00, Total
            Note Category: NOTE    Entered By: Jen
                       QA Note

0031300002  ARH      P R HEES003 P r heesom limited t/a prhlsc  ASHLEY TEST                                 OPEN     04/01/2014 04/01/2014 F       $3,000.00
            100                                          300.00          10.00000                                                     $3,000.00

                                   NUMBER OF OPEN PO'S:       2                                                TOTAL OPEN PO'S:              $3,060.00

                          TOTAL NUMBER OF PURCHASE ORDERS:    2                                                          TOTAL:              $3,060.00

    ************************* End of report *************************
```

This is an example **Requisition/PO Listing Report** based on the selected parameters.

Slide 11 - Slide 11



Slide 12 - Slide 12