Requisition/PO Listing Report

Navigate to Financial Management, Purchasing, Purchasing, Reports.

Who, What, When, Why?
Use the Requisition/PO Listing report to create reports on Requisitions and Purchase Orders based on selected parameters and ranges.

Example: You want to run a report listing all of the Open purchase orders.
Select Requisition/PO Listing.
The **Requisition/PO Listing Report** browse displays.

Click **Add** to create a new report template.
Enter the **Template Description**.

Select the **sequence** for the report. This is the **order** in which the requisitions and/or POs will print.
Select a PO Group or check the All PO Groups option.

Select the Record Type(s) of Requisitions/POs to be reported.

Both Requisitions and POs can be reported on the same report.

PO Layouts may also be selected.
Under **Filter Values**, select the **low and high ranges** for the items to be included in the report. This allows you to **limit** the report to certain dates, a certain vendor, etc.

You can also leave these ranges **wide open** to pull in all the information that meet the other parameters.
Use the drop-downs to filter by: Detail Lines, Liquidation Status, and/or PO Origin.

There are also Report Options to choose from: select the print options per your needs.
Click Save and Print when finished with the settings.
The report processes on the print queue. Click View Report.
This is an example Requisition/PO Listing Report based on the selected parameters.

<table>
<thead>
<tr>
<th>F.O. NUMBER</th>
<th>DATE</th>
<th>VENDOR</th>
<th>VENDOR NAME</th>
<th>DESCRIPTION</th>
<th>QUANTITY</th>
<th>UNIT COST</th>
<th>TOTAL</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXXX00001</td>
<td>04/05/2014</td>
<td>XYZ Corp.</td>
<td>John Smith</td>
<td>Expense Reimbursement - Plane Fare</td>
<td>200.00</td>
<td>100.00</td>
<td>$2,000.00</td>
<td>OPEN</td>
</tr>
</tbody>
</table>

**Summary**

- Number of open PO's: 2
- Total open PO's: $2,000.00

*************** end of report ***************
The new report template is available in the browse.

Note that the selected template is my template so the Edit and Delete options are available.

When a Skyward template is selected the Edit option is replaced with a View option and the Delete option is inactive.
Use the Export Options icon to export the report to Excel or another option.

This concludes the tutorial.