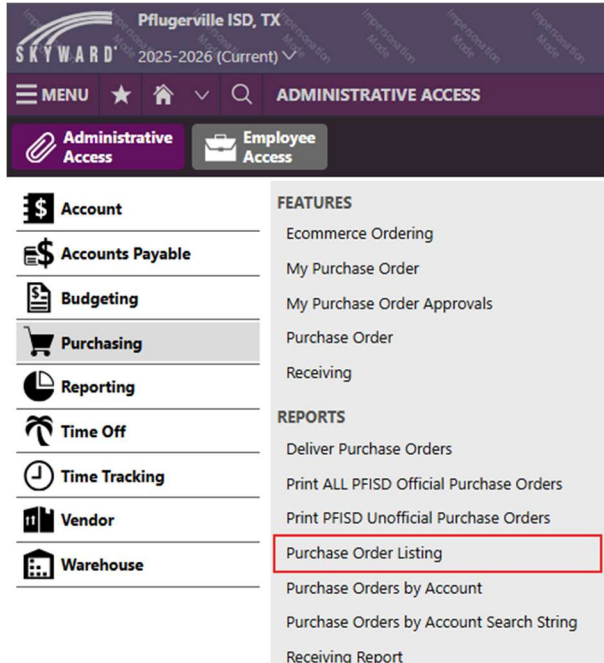


Purchase Order Listing Report

1. Select **Menu > Administrative Access > Purchasing**.



2. Select **Purchase Order Listing** under *Reports*.



You see the *Run Report* screen.

3. Under the Prompt header, update *Show Details & Accounting* to YES.

Report Purchase Order Listing	Primary Module Purchasing	Owner SKYWARD	Report Type View/Print	Fiscal Year 2025-2026
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PROMPT TEMPLATE

Prompt Template 

PROMPTS

+ Purchase Order Filters — Purchase Order Amount Filter (modified)

Show Details & Accounting	Yes
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4. Expand the Purchase order filters and select OPEN.

Purchase Order Filters — Purchase Order Amount Filter (modified)

Purchase Order Status	Show selected values
	☐ [No Data]
	☐ U - Unsubmitted
	☐ AW - Waiting for Approval
	☐ AD - Approval Denied
	☐ B - Batch
	☒ O - Open
	☐ H - History
	☐ DH - Deleted History
	☐ BV - Batch Reversal
	☐ VH - Reversal History
	☐ PB - Update in Progress Batch
	☐ PV - Update in Progress Batch Reversal
	☐ PH - Update in Progress History

Purchase Order Listing Report



5. Click **Run Report** near the top left of the screen.



You have successfully generated the [Purchase Order Listing](#) report.

Need Assistance?

If you have questions regarding purchase orders or this report, please contact the Pflugerville ISD Procurement Department.

