SUBJECT:	How to Run and Read the PO Status Report	Page 1 of 4

HOW TO RUN THE PO STATUS REPORT

The PO Status report displays detailed Purchase Order information (i.e. PO status, Finalize PO status, corresponding requisition information, encumbrance balances, etc.) and may be generated for all PO's, including non-budget checked PO's and closed PO's.

This report also displays transactions associated with a particular PO. The associated PO voucher does not have to be posted in order to be included on the report, but it must have passed budget checking. Any vouchers with a budget checking status other than Valid (i.e. due to document tolerance errors or budget errors) will not be displayed on the report.

NAVIGATION: CUSTOM REPORTS – PO – PO STATUS REPORT

Step 1: Click on the **Advanced Search** hyperlink.

Step 2: Enter the Business Unit for the PO (i.e. 00759, TR759, LB759), the Purchase Order ID and click **Search**.

Step 4: Click the **Detail** radio button to view a detailed PO Status Report. The Detail PO Status Report lists all of the detail information for the PO including all the pre-encumbrance, encumbrance, and expenditure activity that occurred against the PO.

Step 5: Click **View Report** to generate the report.
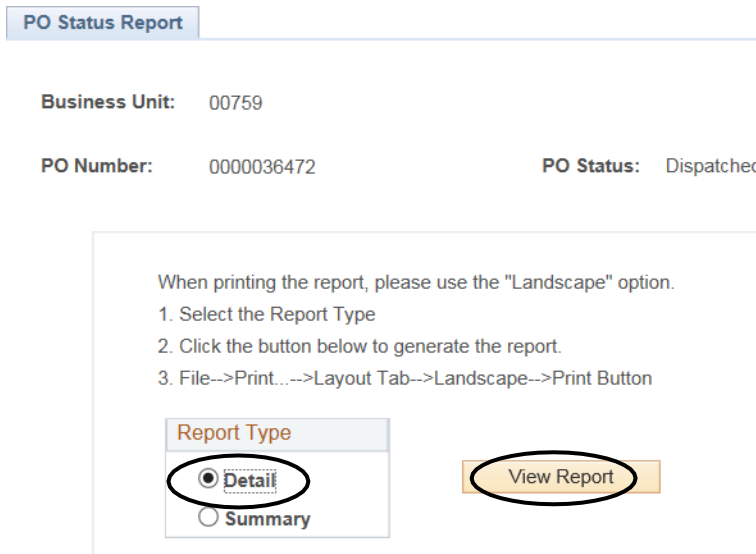
The PO Status Report opens in a new window:

To print the report, change the orientation of the document to Landscape and then print.

HOW TO READ THE PO STATUS REPORT

University of Houston - Clear Lake
PO Status Detail Report

Business Unit: 00759
PO ID: 0000036472
PO Status: Dispatched

Run Date: 12/17/2014
Run Time: 03:32:11 PM

Acct	Req ID	Req Line	Voucher ID	Vendor ID	Vendor Name	Req Status	Finalize PO	Pre-Encum	Encumbered	Expended
PO Ln: 1 Sched Ln: 1 Distrib Ln: 1 Distrib Ln Status: Open CC: 00759/2064/C0023/A0641/NA Bud Ref: BP2015										
53900	0000033653	1		0000009006	SAGE WEST OFFICE SUPPLY	Approved		941.92	0.00	0.00
53900	0000033653	1		0000009006	SAGE WEST OFFICE SUPPLY	Approved		-941.92	0.00	0.00
53900	0000033653	1		0000009006	SAGE WEST OFFICE SUPPLY			0.00	941.92	0.00
53900	0000033653	1	00186690	0000009006	SAGE WEST OFFICE SUPPLY			0.00	-805.75	0.00
53900			00186690	0000009006	SAGE WEST OFFICE SUPPLY			0.00	0.00	805.75
53900			00186691	0000009006	SAGE WEST OFFICE SUPPLY			0.00	-133.98	0.00
53900			00186691	0000009006	SAGE WEST OFFICE SUPPLY			0.00	0.00	133.98
53900	0000033653	1	00186692	0000009006	SAGE WEST OFFICE SUPPLY			0.00	-2.19	0.00
53900			00186692	0000009006	SAGE WEST OFFICE SUPPLY			0.00	0.00	2.19
							SubTotal:	0.00	0.00	941.92
PO Ln: 2 Sched Ln: 1 Distrib Ln: 1 Distrib Ln Status: Open CC: 00759/2064/C0023/A0641/NA Bud Ref: BP2015										
54361	0000033653	2		0000009006	SAGE WEST OFFICE SUPPLY	Approved		22.36	0.00	0.00
54361	0000033653	2		0000009006	SAGE WEST OFFICE SUPPLY	Approved		-22.36	0.00	0.00
54361	0000033653	2		0000009006	SAGE WEST OFFICE SUPPLY			0.00	22.36	0.00

Key #	Description
1	REPORT TITLE – Displays the title of the report.
2	RUN DATE/TIME – Reflects the day and time the report was generated.
3	PO INFORMATION – Lists the Business Unit for the PO, the ID of the PO, and the status of the PO.
4	ACCT – List the account on the Requisition, PO, and Voucher.
5	REQ ID – Lists the associated Requisition Number the PO was created from, if any.
6	REQ LINE – The Line Item Number on the Requisition.
7	VOUCHER ID – Lists the Voucher Number, if any, that paid against the PO.
8	VENDOR ID – Lists the Vendor Number for the Req/PO/Voucher.
9	VENDOR NAME – Lists the Vendor Name for the Req/PO/Voucher.
10	REQ STATUS – Indicates whether the Requisition has been completed (Compl) or not. Completed indicates the Requisition has been fully liquidated.
11	FINALIZE PO – Indicates with a "Y" for Yes that the PO has been fully liquidated.
12	PRE-ENCUM – Lists the pre-encumbrance amount or soft commitment amount for the Requisition.
13	ENCUMBERED – Lists the encumbrance amount or commitment amount for the PO.
14	EXPENDED – Lists the expensed amount for the voucher.
15	PO LN – This line lists the PO Line, Schedule, and Distribution information for the corresponding Requisition Line. This includes the Status of the PO Line as well as the cost center and budget reference information.

55000 0000033653 5	00186692	0000009006	SAGE WEST OFFICE SUPPLY	0.00	0.00	0.00
55000	00186692	0000009006	SAGE WEST OFFICE SUPPLY	0.00	0.00	0.00
			SubTotal:	0.00	0.00	3.48	#16
			Grand Total:	0.00	0.00	1,149.64	#17

16 SUBTOTAL – The subtotal for the Pre-encumbrance, Encumbrance, and Expense per line item of the requisition.

17 GRAND TOTAL – The grand total for the Pre-encumbrance, Encumbrance, and Expense for the entire PO.