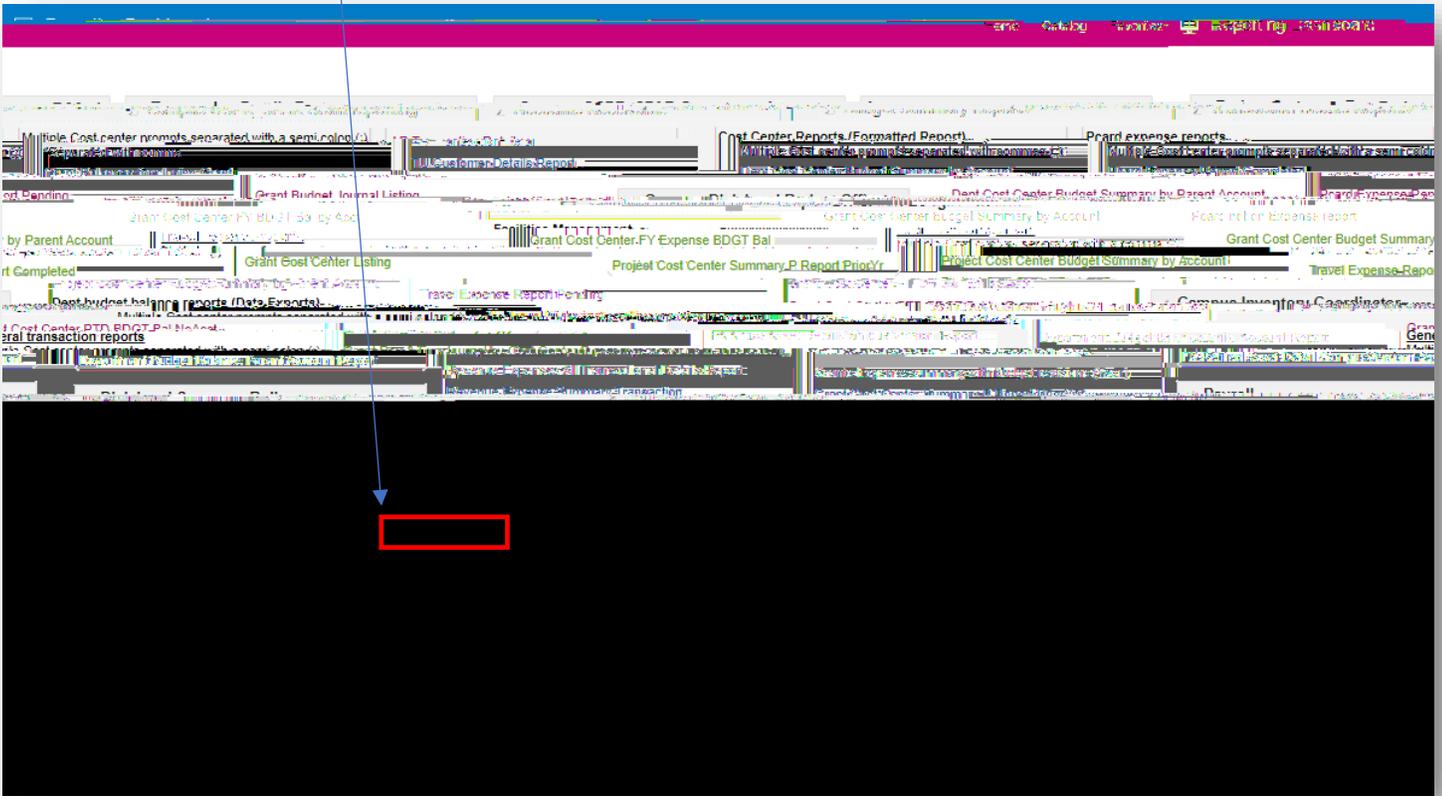


How to run the Purchase Order Listing Report

The TU_BC_PO_Listing report will show you a simplified purchase order listing and balance information. It also details the purchase order amount, invoiced amount, received amount, and the status of the purchase order.

Navigate to TU Reporting

Select the PO Listing Report here



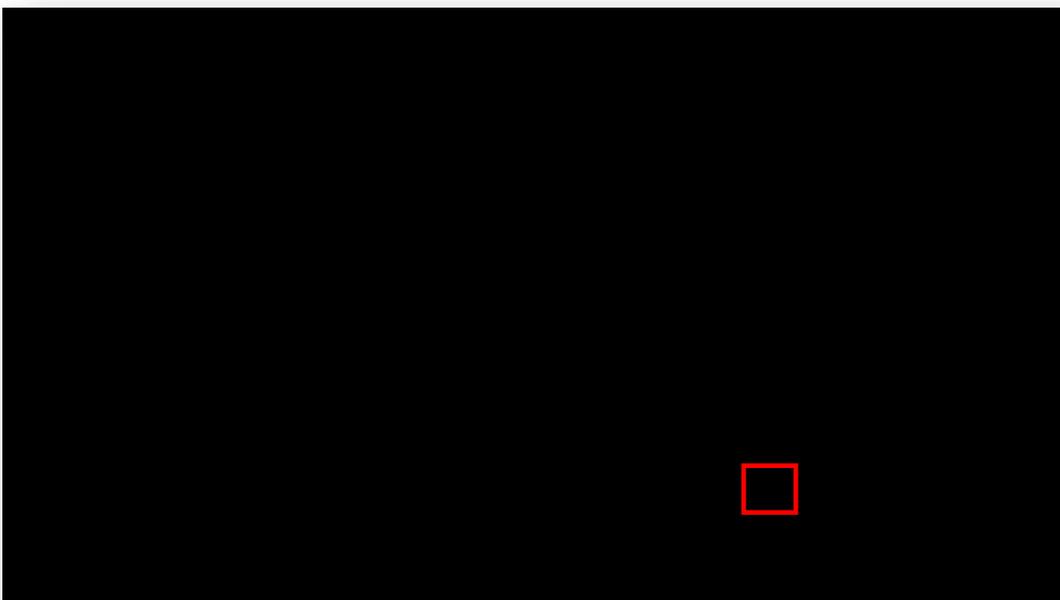
Follow the prompts;

The default date range is set for the current fiscal year. It can be changed to another date.

Type in your cost center. If you want to run multiple cost centers, separate them with a semi-colon (;)

The other boxes are optional.

Click OK.



Here is the export to excel. You can turn on the filter feature here to review the data.