

Open PO Report

The purpose of this document is to generate a list of all the open POs (Purchase Orders) for your organization. This is an important regular task for every organization to check the following:

- The list of POs is correct.
- The status of all POs is correct.
- The Actual amount and chart strings on each PO are accurate.

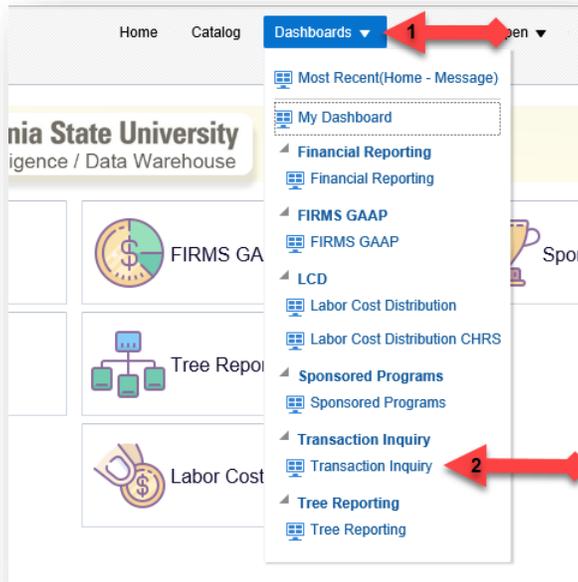
Run this report in the FDW (Financial Data Warehouse) application.

Assumptions:

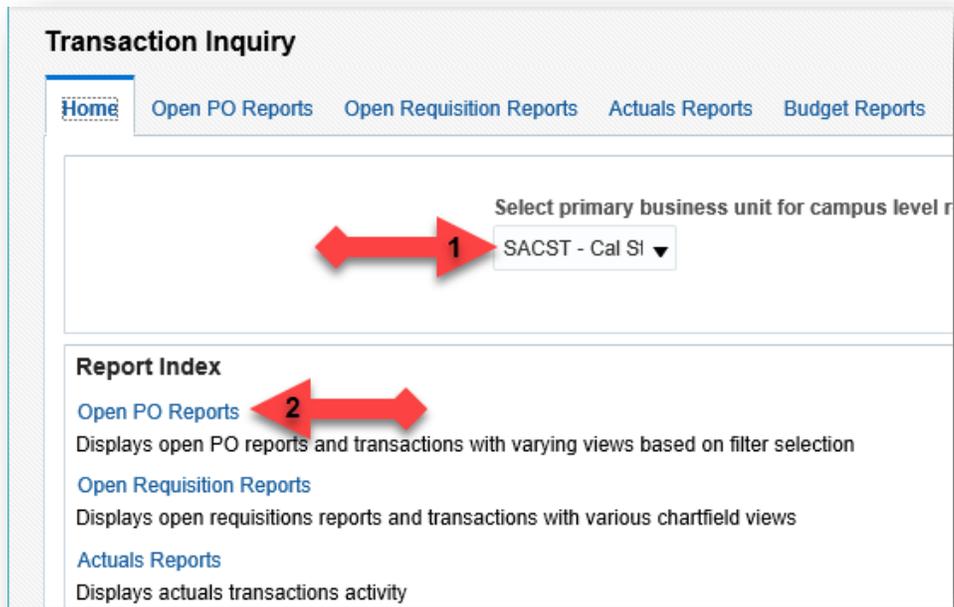
- You have access to FDW.
- You know how to login to FDW.
- You have already setup your FDW defaults.

Steps to Run the Open PO Report

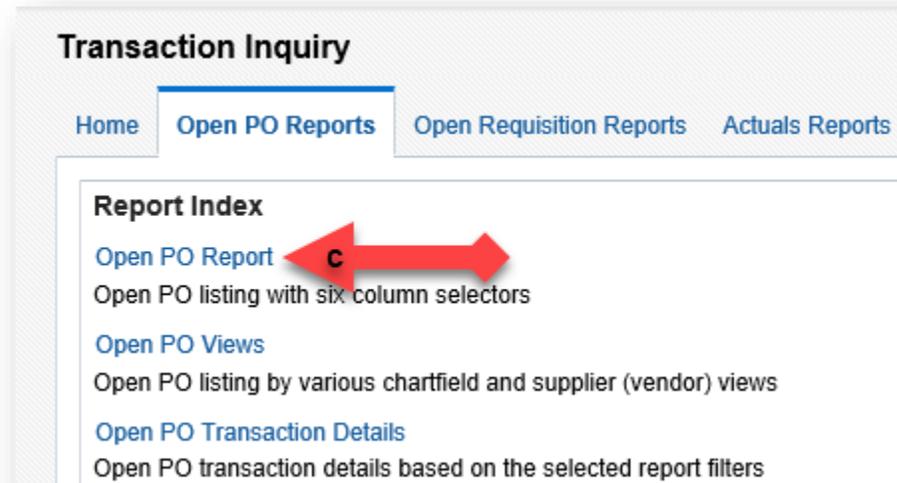
- A. Select the “Transaction Inquiry” Dashboard:
1. Click on the Dashboards drop-down menu
 2. Click on “Transaction Inquiry”



- B. Select the “Open PO Reports” option:
1. Setup the defaults for this dashboard if you have not already done so.
 2. Click on “Open PO Reports”



C. Click on “Open PO Report”



D. Enter the Report Filters

Update these and any other report filters per your organization or business needs:

1. Business Unit: “SACST”
2. Fiscal Year: enter the current fiscal year
3. Period: enter “12”
4. Fund: enter the fund(s) you manage
5. Dept: enter your department(s)
6. Click the “Apply Filters” button.

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Report Filters

Business Unit: SACST - Fiscal Year: 2018 Period (as of): 12 Account Category: --Select Value--

Fund: MDS01 - General Operating Fund Dept: 47900 - Budget Planning and Admin Account: --Select Value-- Project: --Select Value--

NOT Fund: NOT --Select Value-- NOT Dept ID: NOT --Select Value-- NOT Account: NOT --Select Value-- NOT Project: NOT --Select Value-- NOT Program: NOT --Select Value-- NOT Class: NOT --Select Value--

Document Source: --Select Value-- Doc ID: --Select Value-- Document Date: --Select Value-- Doc Line Descr: --Select Value-- Supplier: --Select Value-- Supplier Descr: --Select Value--

Advanced Filters

Apply Filters Reset Filters

E. Enter the Advanced Filters

1. Expand the Advanced Filters by clicking on the “Advanced Filters” drop-down arrow.
2. Click on the “Dept Tree” drop-down arrow and select “SAC_DEPT_TREE_RS”.
3. If you want to filter on divisions or colleges, then adjust Dept Levels 2 or 3.
4. Click on the “Apply Filters” button.

Advanced Filters

Dept Tree: SAC_DEPT_TREE_RS Dept Level 1: --Select Value-- Dept Level 2: --Select Value-- Dept Level 3: --Select Value-- Dept Level 4: --Select Value-- Dept Level 5: --Select Value--

Fund Tree: --Select Value-- Fund Level 1: --Select Value-- Fund Level 2: --Select Value-- Fund Level 3: --Select Value-- Fund Level 4: --Select Value-- Fund Level 5: --Select Value--

Account Tree: --Select Value-- Acct Level 1: --Select Value-- Acct Level 2: --Select Value-- Acct Level 3: --Select Value-- Acct Level 4: --Select Value-- Acct Level 5: --Select Value--

Project Tree: --Select Value-- Project Level 1: --Select Value-- Project Level 2: --Select Value-- Project Level 3: --Select Value-- Project Level 4: --Select Value-- Project Level 5: --Select Value--

Program Tree: --Select Value-- Program Level 1: --Select Value-- Program Level 2: --Select Value-- Program Level 3: --Select Value-- Program Level 4: --Select Value-- Program Level 5: --Select Value--

Class Tree: --Select Value-- Class Level 1: --Select Value-- Class Level 2: --Select Value-- Class Level 3: --Select Value-- Class Level 4: --Select Value-- Class Level 5: --Select Value--

Fund CF Att Type: --Select Value-- Fund CF Att Val: --Select Value-- Acct CF Att Type: --Select Value-- Acct CF Att Val: --Select Value-- Project CF Att Type: --Select Value-- Project CF Att Val: --Select Value--

Program CF Att Type: --Select Value-- Program CF Att Val: --Select Value-- Class CF Att Type: --Select Value-- Class CF Att Val: --Select Value--

Fund Proc Type: --Select Value-- CSU Fund Type: --Select Value-- Approp Rev Dt: --Select Value-- Approp Avl To: --Select Value-- State GL Acct: --Select Value-- GAAP Nat Class: --Select Value--

SCO Fund: --Select Value-- SCO Sub Fund: --Select Value-- CSU Fund: --Select Value-- FIRMS Object: --Select Value-- FIRMS Project: --Select Value-- GAAP NAC: --Select Value--

Apply Filters Reset Filters

F. Sample Report

Open PO Report
 Business Unit = SACST - Cal State Univ Sacramento, Fiscal Year = 2018, Period = 12
 Open PO Report
 Time run: 6/10/2019 10:47:32 AM

Column 1: Fund Fdescr Column 2: Dept Fdescr Column 3: Acct Fdescr Column 4: Doc Ln # Column 5: Doc Ln Descr Column 6: Hide

Fund Fdescr	Dept Fdescr	Acct Fdescr	Doc ID	Doc Ln #	Doc Ln Descr	Open PO Amt
MDS01 - General Operating Fund	47900 - Budget Planning and Admin	606001 - Travel-In State				
		616002 - I/T Hardware				
		660003 - Supplies and Services				
MDS01 - General Operating Fund Total						
Grand Total						

Acct Type Fdescr is equal to / is in 60 - Expenditures
 and Doc Src Fdescr is equal to ENC - Encumbrance Activity from a PO, VCH - AP Voucher Accounting
 and Period Abbr is not equal to / is not in 0
 and Bus Unit Fdescr is equal to SACST - Cal State Univ Sacramento
 and Dept Fdescr is equal to 47900 - Budget Planning and Admin
 and Dept Tree Name is equal to SAC_DEPT_TREE_RS
 and Fund Fdescr is equal to MDS01 - General Operating Fund
 and ROUND(SUM(Encumbrance BY Doc ID), 1) is not equal to / is not in 0
 and Encumbrance is not equal to / is not in 0
 and ((Period Tbl."Fiscal Year" < (2018)) OR ("Period Tbl"."Fiscal Year" = (2018) AND "Period Tbl"."Period" <= (12)))

Analyze - Edit - Refresh - Print - Export

This sample report has columns for funds and departments. Only one fund and department were specified for this sample report, so these columns are not really helpful in this example. Nevertheless, they give you an idea of the columns that are available and can be helpful if you manage multiple departments or funds.

Note that the "Doc ID" value is drillable if you want more details about a PO.