# 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.

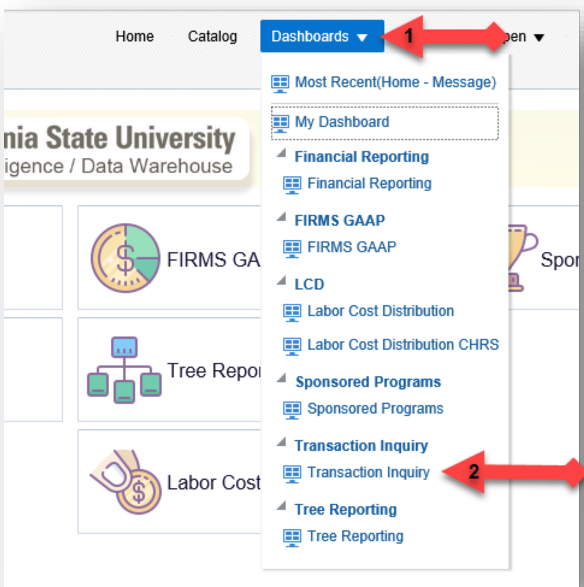
Run this report in the FDW (Financial Data Warehouse) application.

Assumptions:

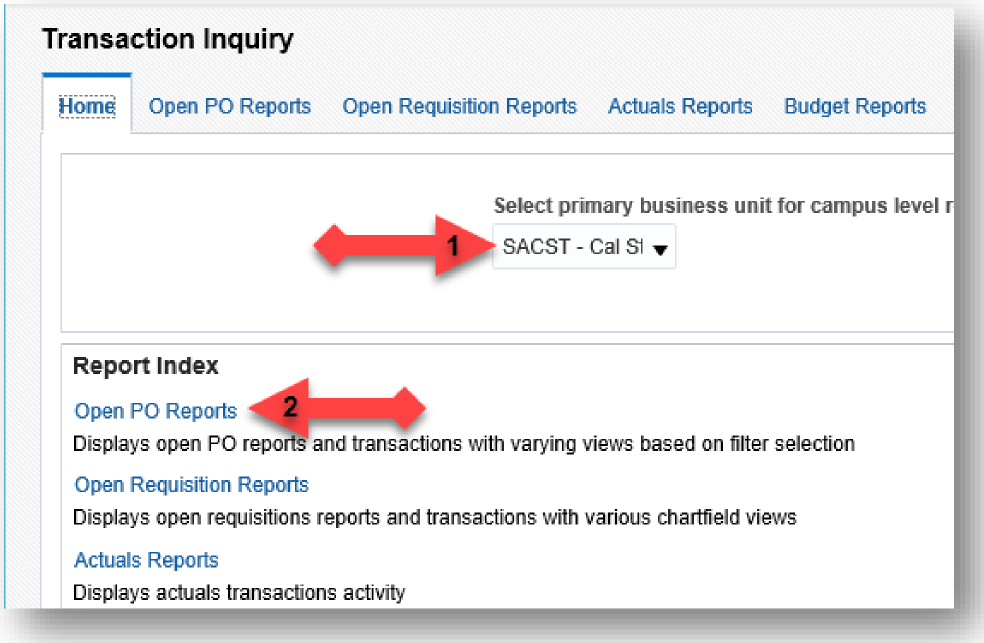
- You have access to FDW.
- You know how to login to FDW.
- You have already setup your FDW defaults.

## Steps to Run the Open PO Report

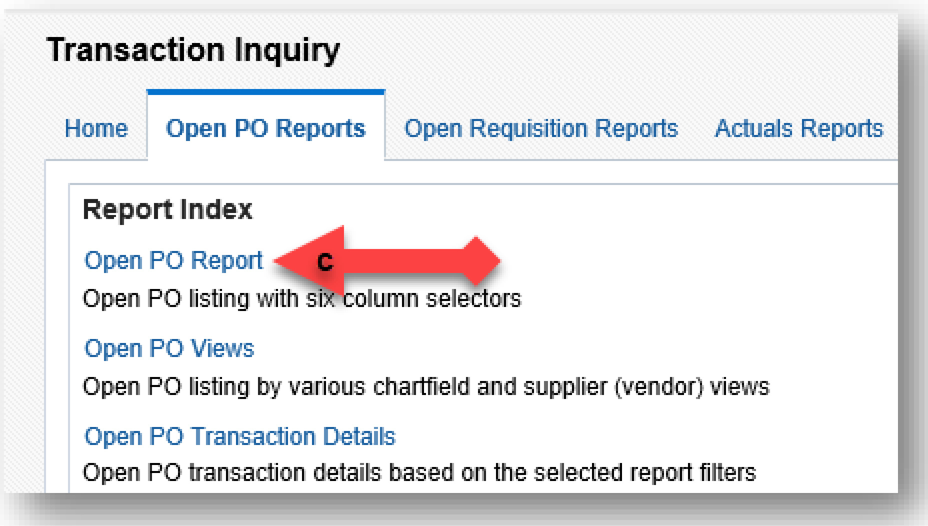
A. Select the "Transaction Inquiry" Dashboard:
   1. Click on the Dashboards drop-down menu
   2. Click on "Transaction Inquiry"



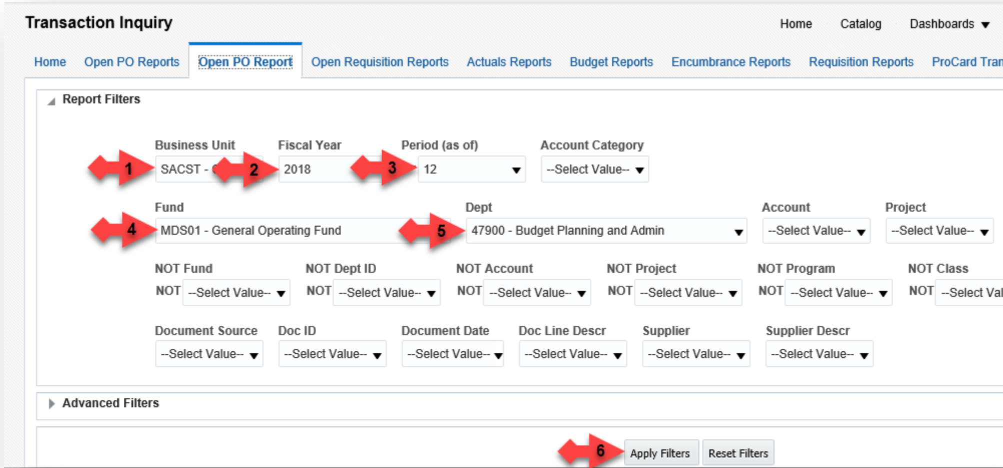

B. Select the "Open PO Reports" option:
   1. Setup the defaults for this dashboard if you have not already done so.
   2. Click on "Open PO Reports"



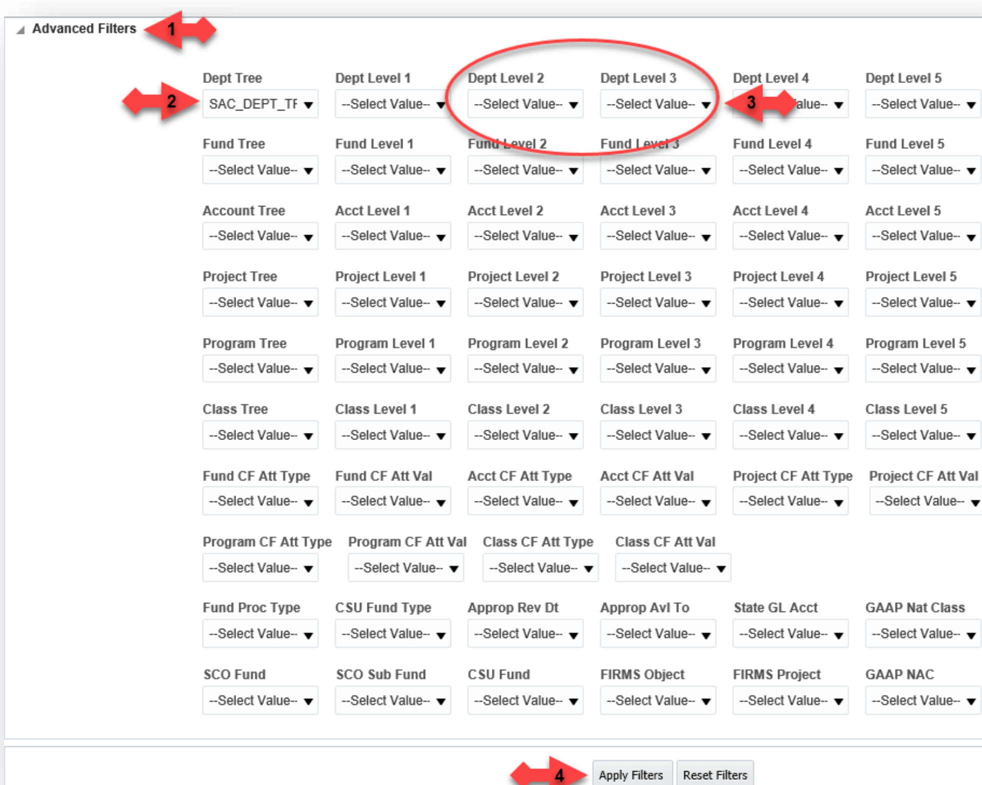

C. Click on "Open PO Report"



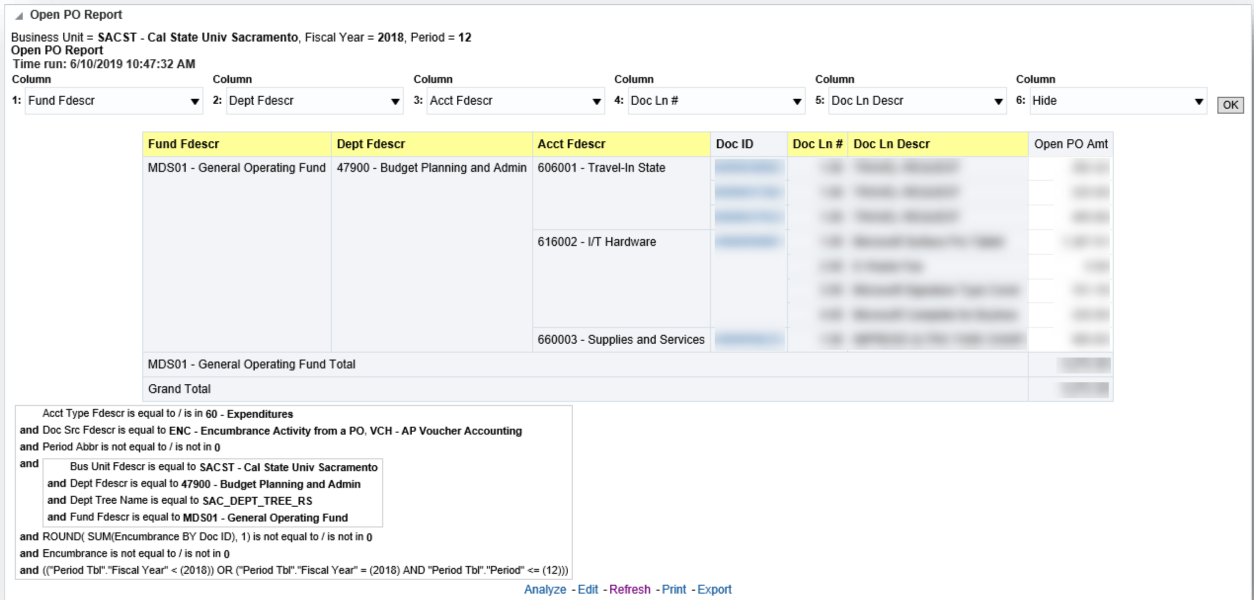

D. Enter the Report Filters
Update these and any other report filters per your organization or business needs:
1. Business Unit: "SACST"
2. Fiscal Year: enter the current fiscal year
3. Period: enter "12"
4. Fund: enter the fund(s) you manage
5. Dept: enter your department(s)
6. Click the "Apply Filters" button.




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.



F. Sample Report




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.