

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.

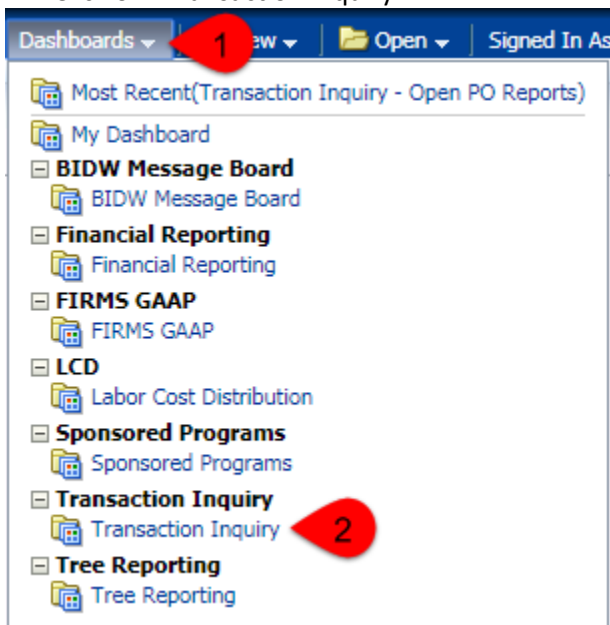
Run this report in the FDW (Financial Data Warehouse) application.

Assumptions:

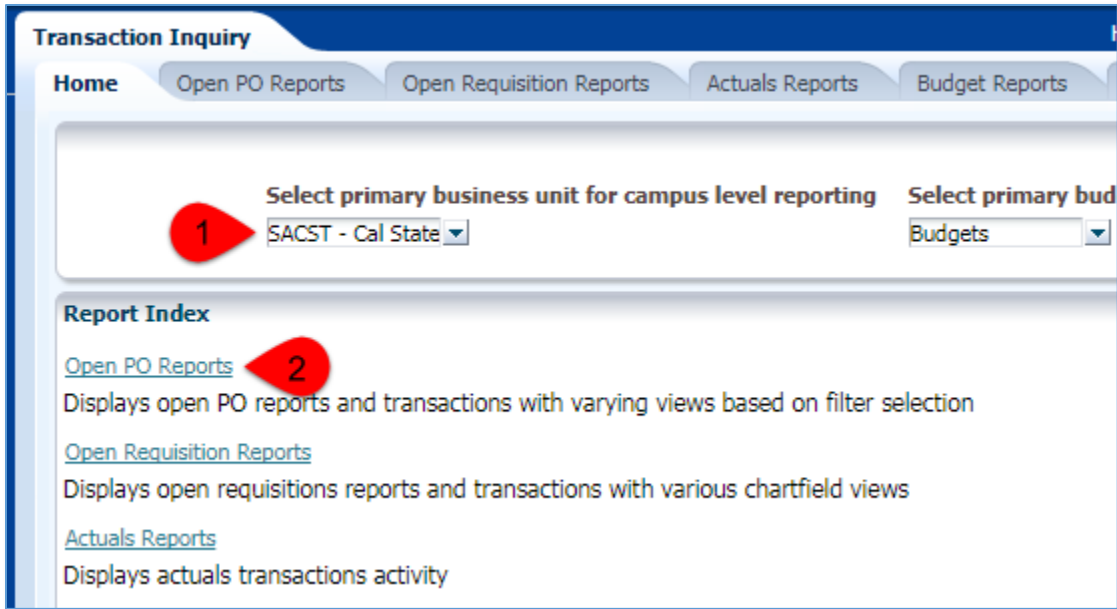
- You have access to FDW.
- You know how to login to FDW.
- You have already setup your FDW defaults.

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.

Transaction Inquiry Home Catalog Dashboards

Report Filters

Business Unit: SACST - Cal Sta Fiscal Year: 2017 Period (as of): 12 Account Category: --Select Value--

Fund: MDS01 - Gen Dept: 47900 - Budget P Account: --Select Value-- Project: --Select Value-- Program: --Select Value-- Class: --Select Value--

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

Fund CF Attrib: --Select Value-- Fund CF Att Val: --Select Value-- Acct CF Attrib: --Select Value-- Acct CF Att Val: --Select Value-- Project CF Attrib: --Select Value-- Project 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 = 2017, Period = 12

Time run: 8/4/2017 12:31:15 PM

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

Fund Fdescr	Dept Fdescr	Acct Fdescr	Doc ID	Doc Line #	Doc Ln Descr	Open PO Amt
MDS01 - General Operating Fund	47900 - Budget Planning and Admin	606001 - Travel-In State	8000033468	1	TRAVEL REQUEST	24.45
Grand Total						24.45

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 Tbl"."Fiscal Year" < ('2017')) OR ("Period Tbl"."Fiscal Year" = ('2017') AND "Period Tbl"."Period" <= ('12')))
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 SUM(Encumbrance BY Doc ID) is not equal to / is not in **0**
and Encumbrance is not equal to / is not in **0**

[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.