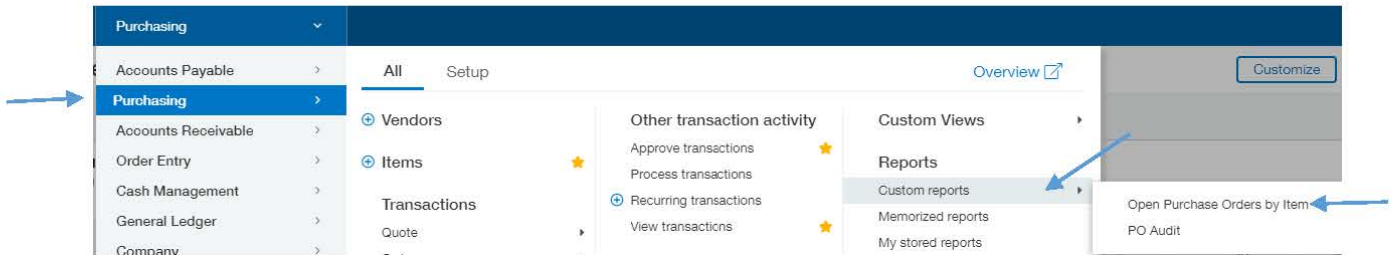


1. Purchasing
2. Custom Reports
3. Open Purchase Orders by Item



4. There are prompts that can either be filled out if you want specific data to show up or the prompts can be left blank if you want to see all open purchase orders for every fund you have access to

Run Interactive Custom Report

Filter prompts

Filtering by

Transaction Date Period

Start Date

End Date

Dimension or Dimension groups

Funding Source Funding Source groups

Funding Source ID in [Select](#)

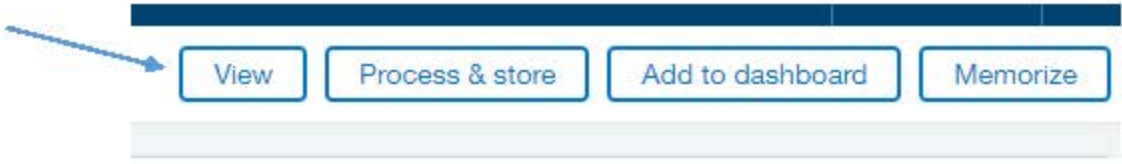
Fund ID in [Select](#)

Program in [Select](#)

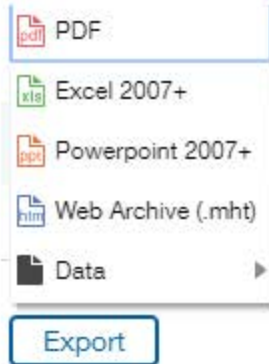
Vendor in [Select](#)

Manager Name in [Select](#)

5. View



6. Export the report by scrolling to the bottom left hand side and select export



7. If you want to run the report with different outputs, select customize and it will return you to step 4



Run Interactive Custom Report

Filter prompts

Filtering by

Transaction Date Period

Start Date

End Date

Dimension or Dimension groups

Funding Source Funding Source groups

Funding Source ID in

Fund ID in

Program in

Vendor in

Manager Name in