

# TEAMS: Open Purchase Order Report

## Open Purchase Order report

This guide will demonstrate how to run a report in TEAMS that lists open purchase orders.

1. Navigate to the Report Tree, either through the Ribbon or selecting the icon at the top left of the screen.



2. Select the **Open Purchase Orders by Requisitioner** report



3. Enter the necessary data into the required fields. To account for the whole year, choose September 1 as the Begin date, as it is the beginning of the fiscal year.

Open Purchase Orders by Requisitioner	
Purchase Order Type:	★ ALL
Begin Date:	★ <input type="text"/> 
End Date:	★ <input type="text"/> 
Sort By:	★ PO Type
Traditional PO Record Filter:	★ Financial
Enter Fund(s) or ALL:	★ ALL
Requisitioner:	105903
Profile Name:	<input type="text"/>
<input type="button" value="Request Report"/> <input type="button" value="Add"/>	

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4. After the information has been entered, press the **Request Report** button. Select the desired format (Adobe Acrobat PDF or Microsoft Excel), then press **Ok**.

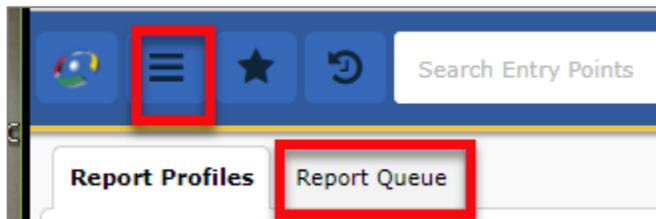


Please Select an Output Type

Report Output Type: Adobe Acrobat (PDF)

Ok Cancel

The completed report will be found in the Report Queue. There are two places a user can click to enter the Report Queue, both circled below.



Click the report name to open it.

Submitted Report Requests	
Sort   Clear Sorted by: (default)	
Name	Request Date
My Open Purchase Orders	05-18-2016 14:07

Delete