New World

Open Purchase Order Report

Instructions
To run an Open Purchase Order Report, go to Financial Management – Reports – Purchasing – Open Purchase Order Report as indicated below:

Note: You should review your Open Purchase Order Report several times throughout the school year and close Purchase Orders that are no longer required. If there are Purchase Order’s that need to be closed you will need to go into New World and initiate a Change Purchase Order – see separate instructions for Change Purchase Order.

Reminder: when closing a Purchase Order ensure that you have selected the complete item button at the bottom of your screen for each line item within the Purchase Order that should be closed. If you closing an entire Purchase Order, then each line items within the Purchase Order must have the completed item button selected to release all encumbered funds back into your budget.
The screen will look as shown below:

The three fields circled below will require input as listed below:

1. Report As Of Date (this field should auto populate with today’s date, if not you will have to enter)
2. Report Detail – you can chose Summary or Detail;

Example: Summary Report by vendor - PO number

Example: Detail Report by vendor - PO number. It will include the lines and the account number(s).
3. **Report By** – The screen shot below displays the four choices available:
   1. PO Number
   2. Vendor PO Number
   3. Department PO Number and Department
   4. Vendor – PO Number.

Include Soft Close Transactions will have a check – that can be left as is. This will keep Purchase Orders that have been soft closed on your report for tracking purposes until the end of FY17.
Department and Purchase Order Type tabs:

1. Departments – select department by either double clicking on it or highlight it and click the single arrow button circled below. Note your department options are based on security access. In the screen print you can see all due to my access, but you should only see your departments.

2. Purchase Order Types – Click the double arrow button circled below to move all departments to the selected PO types section.

3. Once the two tab information has been selected, click print circled below to run the report.
Below you will find an example of “Summary” and “Detail” Open PO Reports.

If you have any questions, please feel free to call either Kayleen Krahn at 5-1282 or Linda Newton at 5-1248.