

Open Purchase Orders Report – Excel Version

Available in **UFS**, this report lists open purchase orders, of which some may require further action. It is a month-end report that can be run at any time to monitor and manage orders. The excel version opens a workbook containing three worksheets of information.

Responsibility: iProcurement Buyer
Navigate: Buyers work centre > Requests

Parameter Screen

The screenshot shows a web-based parameter screen with the following fields and values:

- Title: [Empty]
- Department: PD (with a search icon)
- Creation Date - From: [Empty]
- Creation Date - To: [Empty]
- Buyer: [Empty]
- Vendor From: [Empty]
- To: [Empty]
- From (Low) Cost Centre: [Empty]
- To (High) Cost Centre: [Empty]
- Select Only Project Orders: No

Example report output of the excel version

Worksheet 1: Report Information

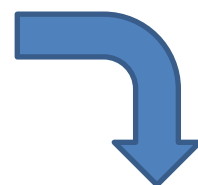
Report Name	Open Purchase Orders Report - Excel Version (UFS)
Report Date	10-MAR-16 15:34
Parameters Entered	
Title	
Department	ZZ
Creation Date - From	
Creation Date - To	
Buyer	
Vendor - From	
Vendor - To	
Cost Centre - From	
Cost Centre - To	
Select Only Project Orders	N

Worksheet 2: PO Summary. Provides summary information

PO Number	Creation Date	Buyer Name	Vendor Name	Line Number
2216340	17-Dec-15	Darlow, Rebecca	DATA SCIENCES INTERNATIONAL INC	1
2216343	05-Feb-16	Maffin, Helen	DATA SCIENCES INTERNATIONAL INC	1
2216344	05-Feb-16	Darlow, Rebecca	DATA SCIENCES INTERNATIONAL INC	1
2216530	05-Feb-16	Darlow, Rebecca	NUMED INC	3

Worksheet 3: PO Detail

PO Number	Creation Date	Project(s)	Account Code(s)	Buyer Name	Requisitioner Name
1713535	06-Aug-15		U.ZZ.ZZKM.GAAA.ELNZ.0000	Darlow, Rebecca	Darlow, Rebecca
1717673	03-Sep-15		U.ZZ.ZZKM.GAAA.ELBZ.0000	Darlow, Rebecca	Darlow, Rebecca
1740957	02-Oct-15	ZZAG/244	U.ZZ.ZZAG.MAJB.EKEA.0000	Darlow, Rebecca	Peck, Margaret
1741439	02-Oct-15	ZZAG/301	U.ZZ.ZZAG.MAIB.EKEA.0000	Darlow, Rebecca	Peck, Margaret



Vendor Name	Line Number	Description	Unit	Shipment	Ordered	Received	Billed	Unit Price	Status
BOC LTD	5	RETURN Medical Oxygen Size F	EA	1	2	2	0	-	Closed For Receiving
ENVIGO RMS (UK) LTD	1	SCID male @ 20 - 25g Del: asap (BYHU)	EA	1	12	0	0	60.00	Open
INFORMATION SERVICES	1	IBM SPSS 21 Licence	EA	1	1	0	1	15.00	Closed For Invoice
INFORMATION SERVICES	6	MATLAB 2013a/Windows, Linux & MacOS X	EA	1	1	0	0	76.00	Open

For more detailed information on interpreting and using the report see the guide ***Buyers Work Centre: Month-end Report*** which is available at https://www.finance.admin.cam.ac.uk/files/r122_ip_bwcmmonthend.pdf