

PO Admin Checklist

PURCHASE ORDER ACTIVITY REPORT

Navigation: *Purchasing* → *Purchase Orders* → *Reports* → *Detail Listing*

1. You may have to set up a new run control ID the first time you run this report.
 - a. 'Add a New Value'
 - b. Use your name or other ID
 - c. Click 'Add.'
2. You will be taken to this screen:

PO Activity

Run Control ID: Bevs [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Report Request Parameters

Business Unit:

GL Business Unit: Include Cancelled POs?

Department: Include Open/Pending Appr POs?

From Date

Option: Nbr Days: Date:

Through Date

Option: Nbr Days: Date:

3. Enter your Business Unit and GL Business Unit (the same).
4. Click **SAVE**.
5. Now you can limit your search to a particular Department ID.
6. You may also have the report include cancelled POs or those that are pending approval, if you like.
7. Narrow your results by entering a From and Through Date.
8. Click '**Run**.'
9. Server Name = PSNT.
10. Select (✓) PO Activity if it is not already.
11. Click **OK**. You will be returned to the PO Activity Page.
12. Click the [Process Monitor](#) hyperlink.
13. Click the Refresh button until the status changes to Success and Posted.

14. Click the [Details](#) Hyperlink.
15. Click [View Log Trace](#).
16. Click the POY4030 - ??????.PDF link.
17. A Crystal report will appear with your selected purchase orders listed by Department.