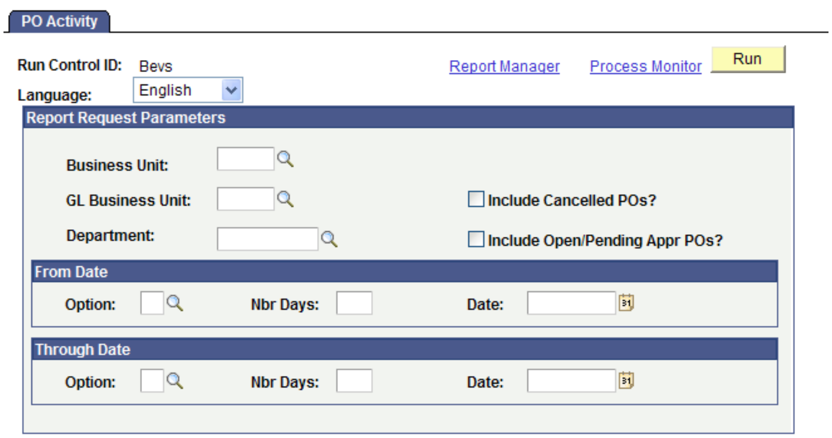
PO Admin Checklist

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:



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.