Buyers Checklist
Purchase Order Listings Reports

Navigation: ***Purchasing > Purchase Orders > Reports > Listings***

1. '**Add a New Value'**

2. Run Control ID: Your name or "REPORT"

3. Click **Add.**

4. PO Listing Page will display. Once you enter the Business Unit, the Vendor SetID should default in as "SHARE."

5. Add any other information you would like to narrow your search:
    a. From and Through Dates (recommended)
    b. Vendor ID
    c. Buyer
    d. PO Status

6. Click **Save**.

7. Click **Run**.

8. Server Name: **PSNT**

9. Select one of the four listings available under Process List by checking the appropriate box.

10. Click **OK**.

11. Click the Process Monitor hyperlink.

12. Click Refresh until the status changes to Success and Posted.

13. Click Details, then View Log/Trace.

14. Click the .PDF link to view the report.

There are several other reports available under this navigation:

- Status Listings
- Details Listings
- Schedule Listings
- Requisition/PO Xref

Feel free to check these out and see if they are of any benefit to you or your agency.