



Open Purchase Order Report

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Introduction

Open purchase orders, which have not been fully invoiced, will leave an open encumbrance on your unit’s general ledger. It is important to ensure that only orders which still have a pending shipment, service, or invoice remain open. Otherwise, your unit’s budget is not accurately reported in the general ledger.

Running this report will identify your POs that are open, either because they have been cancelled or have not been fully invoiced.

Actions to take on open POs that should not remain open:

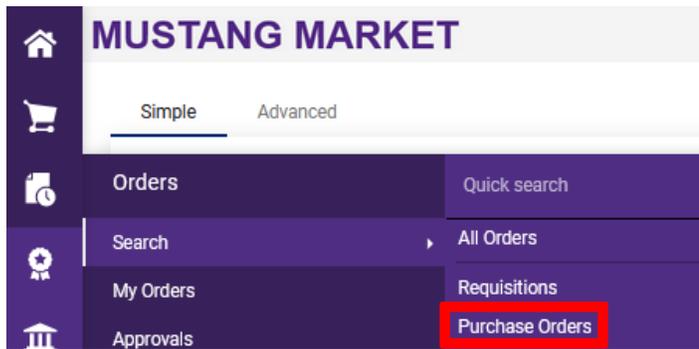
1. If the balance on the PO has been cancelled with the vendor, please email procurement@uwo.ca to cancel and close the PO. This will remove the outstanding encumbrance on your general ledger.
2. If there is an outstanding invoice, contact the vendor to ensure that the invoice is sent to apinvoice@uwo.ca.

Important Note: Access and visibility are based on your Mustang Market profile access and authorities. In most cases, you will only be able to see the purchase orders where you either created or submitted the requisition, or have approval/signing authority on the department ID or project.

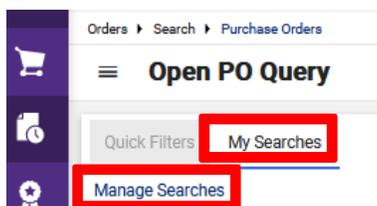
Steps to run your Open PO report

Locate the saved Open PO Query report

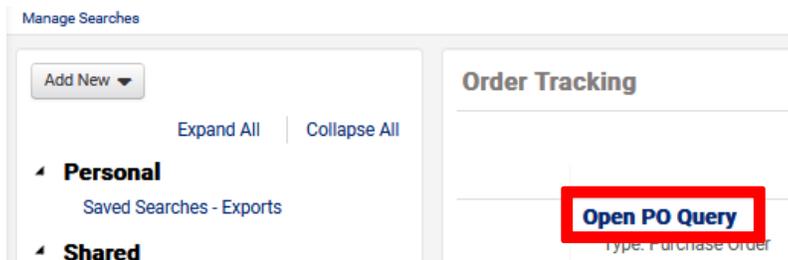
Under **Orders** -> **Search**, select **Purchase Orders**:



Select **My Searches**, and then **Manage Searches**.

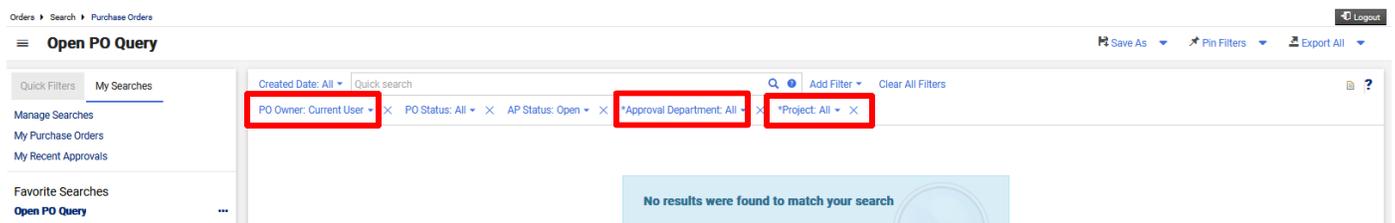


Under the Shared folder, select the **Order Tracking** subfolder and then the **Open PO Query**. Click on the name of the query to run it.



The query defaults to show open purchase orders that you created. This is determined by the "PO owner" filter (defaulted to "Current User").

To change the filter to your department* or project**, remove the "PO Owner" filter (by clicking on the "x" beside the filter) and enter your department ID or project number into the applicable fields.



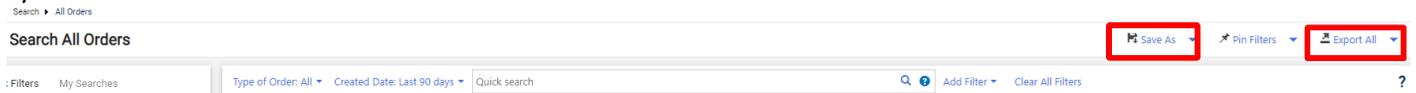
*Approval Department: This will include all orders charged to a speed code related to the department ID entered.

**Project: This will include all orders charged to a speed code related to the research (fund 2) or capital (fund 6) project ID entered.

Important Note: Access and visibility are based on your Mustang Market profile access and authorities. In most cases, you will only be able to see the purchase orders where you either created or submitted the requisition, or have approval/signing authority on the department ID or project.

Saving and Exporting Search Results

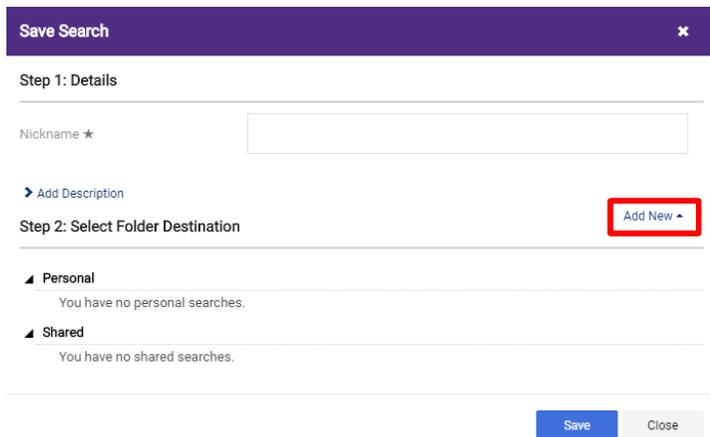
On the search results page, you can choose to save or export your results or you can view your results within the system.



Saving your Search Criteria and Filters

Saving your search will apply the same criteria and filters to future searches, when the saved search is selected. To save a document search, select **Save Search**. Enter a name for your search and select the Personal or Shared* folder. **Add New** if there is not an existing Personal or Shared Folder Destination. Click **Save**.

*the Shared folder allows you to share saved searches with any Mustang Market user. Please note that document visibility may vary by user.

A screenshot of the 'Save Search' dialog box. It has a purple header with 'Save Search' and a close button. Below the header, there are two steps: 'Step 1: Details' and 'Step 2: Select Folder Destination'. In Step 1, there is a 'Nickname' field. In Step 2, there is an 'Add New' button highlighted with a red box. Below the steps, there are two sections: 'Personal' and 'Shared', both with a message 'You have no personal searches.' and 'You have no shared searches.' respectively. At the bottom, there are 'Save' and 'Close' buttons.

To access a saved search, go to the user profile icon and then select "Manage Searches":



Exporting your search results

To export a document search, select **Export All**. Enter a name for your file and then select the type of export (see below). Click **Submit**.

These export options will be available when a specific document type is selected from Orders Search (requisitions, purchase orders, or vouchers):

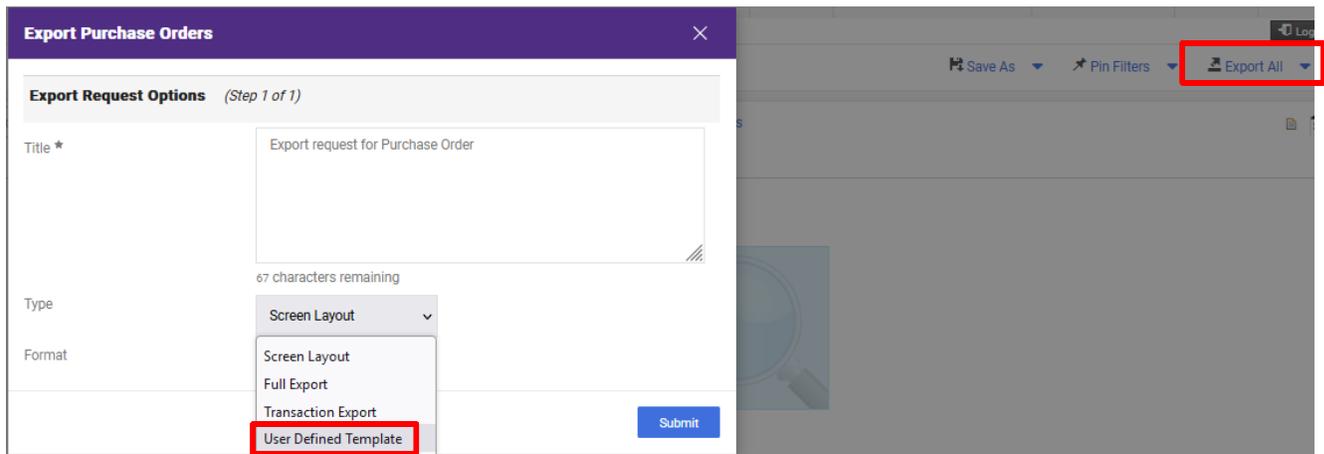
User Defined Template: Use this option to select the “PO Close Report_POs” custom export. This report is designed specifically for this report.

Other formats:

Screen Export will export the details seen on the result page, which is the high level/header level data.

Transaction Export will export the line item details.

Full Export will export additional line item details and workflow/approver data.



If you select **User Defined Template**, choose “PO close Report_POs” and the **Submit**.

Choose Template PO Close Report_POs ▼

Customize Selected Template

Submit

Creating an Export Schedule

On the **Manage Exports** page, select **Create Schedule for...** select Purchase Orders, and then select the “Open PO Query”*, “User Defined Template”, and “PO Close Report_POs”. Set your preferred schedule on the right side of the pop-up and then **Save**.

**If you customized this report for specific department IDs or projects, you will use your personal saved search export instead*

The screenshot shows the 'Manage Exports' interface. The 'Export Schedules' tab is selected. A 'Create Schedule for...' button is visible in the top right. A 'Schedule Export' modal is open, showing the following configuration:

- Search Type: Purchase Order
- Search To Export: Open PO Query
- Type: User Defined Template
- Format: CSV
- Choose Template: PO Close Report_POs
- Starts On: 28/01/2023
- Frequency: Monthly
- Occurs Every: 1 month(s)
- By the Week and Day of the Month: First Monday of the month
- Export Until: Ends After 1 occurrences

Frequency	Ending	Next Run	Actions
Monthly	Never	01/02/2023 12:00:00 AM	Edit
Monthly	Never	01/02/2023 12:00:00 AM	Edit
Monthly	Never	01/02/2023 12:00:00 AM	Edit

For questions or inquiries, please contact procurement@uwo.ca.