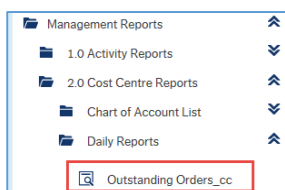


HOW TO VIEW NON-RESEARCH OUTSTANDING PURCHASE ORDERS

To view the detail of your non-research cost centre/projects' Outstanding Purchase Orders [also known as 'Commitments'], run the *Outstanding Orders_cc*:



UNIT4 Business World TEST-University College Cork

Outstanding Orders_cc x

Outstanding Orders_cc

Report description
 The report is a listing of all of your cost centre O/S Purchase Orders for NA and your A* Activities ONLY.
 If the Invoice is not fully invoiced and Paid the Purchase order will show as outstanding.
 If you have any queries in relation to this report contact agressosupport@ucc.ie

Selection criteria

CostC like: 1
 Project like:
 Account like:
 OrderNo like:
 Requested by like:
 Supplier ID like:

Results

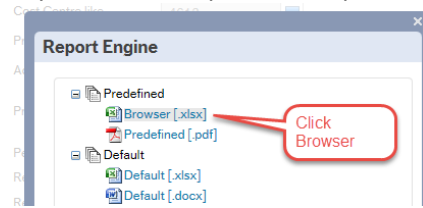
Search All levels

#	OrderNo	Account	Account (T)	Supplier ID (T)	Requested by	Order date	Gross Ordered Euro (1)	Gross Invoiced Euro (1)	Gross Remaining Euro (1)
1	10215549	4225	Computer Consumables, Toner, Cartridge...	PC SYSTEMS Ltd	FMCCARTHY1	14/03/2017	55	0	55
2	10245860	4015	Accommodation - Hotels & Guest Houses...	Bloomfield House Hotel	CCONNELL	28/11/2017	2,696	0	2,696
3	10247659	3400	Books	Student Facilities & Services (L...	CCONNELL	12/12/2017	200	0	200
Σ 2							2,951	0	2,951

No.	Item	Details
1	Selection Criteria	Enter your cost centre number in the Costc like box. If you have any other information that you would like to filter with, e.g. project or order no, then enter the information in the relevant boxes. If you wish to bring back all information, leave the boxes blank. Click Search.
2	OrderNo	This is the Purchase Order no. If there is still an outstanding balance on a purchase order, the line will appear in the report.
3	Financial Information	The last 3 columns: Gross Ordered Euro – this is the full value of the PO Gross Invoiced Euro – this is the value of Invoices that have been matched against the PO to date. Gross Remaining Euro – this is the balance outstanding on the PO line.
4	Subtotal	The report is subtalled by Project within each Cost Centre. The subtotals will match your Non Pay Expenditure Reports.

Export to Excel

If you wish to Export the Report to Excel, click Export:



You will be asked to Open or Save.



Save to your server drive or open and then save from Excel.

The exported file does not bring the selection criteria with it, so you should include dates on the file name.