

# Printing an Open PO Report

The screenshot shows the iVisions Web Site interface for West Linn - Wilsonville School District. The page is titled "Printing an Open PO Report". The navigation menu on the left includes "My Workflow (39)", "Attendance (11)", "General Ledger", "Purchasing & Payables", "Payroll", "Human Resources", "Fixed Assets", and "Receivables". The main content area displays a report configuration form for "Vendors / Purchase Orders". The form includes the following fields and options:

- Group: WLWV 1213 FY: 2013 DAC: WLWV Administration
- Selection Criteria:
  - Vendor Type: All
  - Vendor Name: All
  - Project: All
  - Order Type: All
  - PO Status: Open
  - DAC: All
  - Requester: All
  - Ship To Location: All
- Report Type:
  - Vendor PO Totals
  - Vendor PO History
  - PO Pay History and Encumbrance
  - PO Aging
- As of Date: 6/26/2013
- Show Report button

Purchasing & Payables | Reports | Vendors/Purchase Orders.

Choose PO Status:Open

Choose PO Pay History and Encumbrances

Show Report

**CLACKAMAS COUNTY SCHOOL DISTRICT NO. 3JT**

**Purchase Order Pay History and Encumbrance**

Fiscal Year: 2012-2013

Vendor: All  
 Order Type: All  
 DAC: Superintendent

Project: All  
 PO Status: Open  
 Requester: All  
 Ship To: All

P.O. No.	Name of Vendor	P.O. Date	Original Amount	Requester	Project	Order Type
132632	Clackamas County ESD	Date: 02/15/2013	600.00	Kathy Connell	UNDESIGNATED	Blanket

Item #	Account Number	Qty	Description	Amount Paid	Encumbrance
5338	100.2320.0355.009.000	1	Business cards	600.00	
5338	100.2320.0355.009.000	1	Invoice: 3932		\$134.70
5338	100.2320.0355.009.000	1	Invoice: 2992		\$117.90

inside this box will be all invoices that have been paid

Original PO Line

<b>PO Totals:</b>	\$600.00	\$252.60	\$347.40
<b>Grand Totals:</b>	\$600.00	\$252.60	\$347.40

End of Report

Total Paid on PO

Balance left on PO