Purchase Order Invoices, Receiver Needed

Benefits of report:

List PO's with pending invoices that need to be received

Purchase Order Invoices, Receiver Needed

On the Dashboard, click the Schools/Departments tab.

In the box labeled Procurement, click Purchase Order Invoices, Receiver Needed.

Procuren	nent
	 Carlos Reports Carlos Active Warehouse Items Encumbered Purchase Orders Report Item Catalog Audit Open Blanket PO Chronological Report Open Payables PO Activity Query PO By Account PO By Location PO Information Report
	 PO Query PO Query by Fund and Date Range Purchase Order Invoices, Receiver Needed Requisitions and POs originating from other Departments or Campuses
	 E Requisitions Approval Status Report for Requester Transaction Summary by Vendor with Address Unmatched PO Receivers Vendor POs by Year and Fund
	 Warehouse Item Master Warehouse Orders By Date Range Warehouse Orders By Deliver To Warehouse Requisitions Tied to GL

Purchase Order Invoices, Receiver Needed, cont'd

A dialog box will appear, enter the location number and leave the "L" to sort order by Location or change it to "V" to sort by Vendor and click OK.

Enter prompt values. Enter Receiving Location (example: 001) or ALL: Receiving Location	🧉 Scanned Invoices To Be Received - Lawson Report Viewer - Windows Internet Explorer							
Enter Receiving Location (example: 001) or ALL: Receiving Location								
Enter Receiving Location (example: 001) or ALL: Receiving Location	-							
013								
Fatari ta antikul antika Dunkan Onla a Via antikul antika Vanka								
Enter L to sort by Location, Purchase Order or V to sort by Location, Vendor SortField								
L								
	-							
OK								

Purchase Order Invoices, Receiver Needed, cont'd

The report pane will show a list of purchase orders that have outstanding invoices. These invoices will need a receiver done on the PO30 screen.



Purchase Order Invoices, Receiver Needed

013 - Pasadena Memorial High School 1/7/2013

013 - Pasadena Memorial High School

P.O. Number	<u>Vendor</u>	Vendor Name	Invoice Number	Invoice Date
183579	13901	MACKIN EDUCATIONAL RESOURCES	330487	
190493-BL	10286	DEER PARK LUMBER CO INC	167520	10/22/2012
190493-BL	10286	DEER PARK LUMBER CO INC	169363	10/29/2012
190537	29383	RICOH AMERCAS CORPORATION	5024386749	11/01/2012
191877	10199	BARNES & NOBLE INC	IN 2440398	11/05/2012