

# PO Number Summary Report

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## PO Number Summary

Purpose: Utilize this report to track purchase order details such as the amount, creation date, client it belongs to and more. This report along with the PO Number Transaction Detail give detailed insight to the status of PO's from beginning to end.

Branch: Canada Test, CardiffUK, Eag | Date Filter: PO Date Created | Active PO's: Active Only | Group By: Branch | Start Date: 1/1/2018 | End Date: 1/30/2018

PO Number Summary  
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Active Only PO Numbers with a PO Date Created between 1/1/2018 and 1/30/2018, grouped by Branch, from the following selected branches: '(All Branches Selected)'

PO Number	PO Value	PO Date Created	PO End Date	Amount Used	PO Warning Amount	PO Warning Date	Customer Name	Department Name	Apply To Children Depts
<b>Branch: Memphis SE BranchID: 1604</b>									
19195172	\$35,000.00	1/2/2018	6/30/2018		\$26,250.00	6/20/2018	Bauer Skates	Primary	No
67865tytyrty7	\$50,000.00	1/8/2018			\$37,500.00		Crate & Barrel	Primary	No
khjkhjhiu887	\$2,500.00	1/10/2018			\$1,875.00		Tito's Tequila	Primary	No
test123		1/18/2018					Real Steel	Manufacturing	Yes
<b>4 PO Number(s) for Branch: Memphis SE BranchID: 1604</b>									

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### Parameters:

1. Branch: A drop- down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.

2. Date Filter: A drop -down determining what field your date range filters on.

- PO Date Created on the PO
- PO End Date on the PO
- PO Warning Date on the PO

3. Active PO's: A list of filtering options to allow for selection of active and non-active PO's.

Has the following options:

- a. Active Only
- b. In-Active Only
- c. Show All

4. Group By: A list of different fields to group the data into on the report. Has the following options:

- a. Branch
- b. Customer/Department
- c. PO Number Active Status
- d. Date Filter
- e. (no grouping)

5. Start Date: Starting date of your desired date range.

6. End Date: Ending date of your desired date range.

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