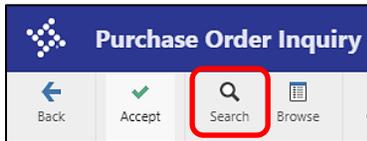


MUNIS: Open Purchase Orders Report

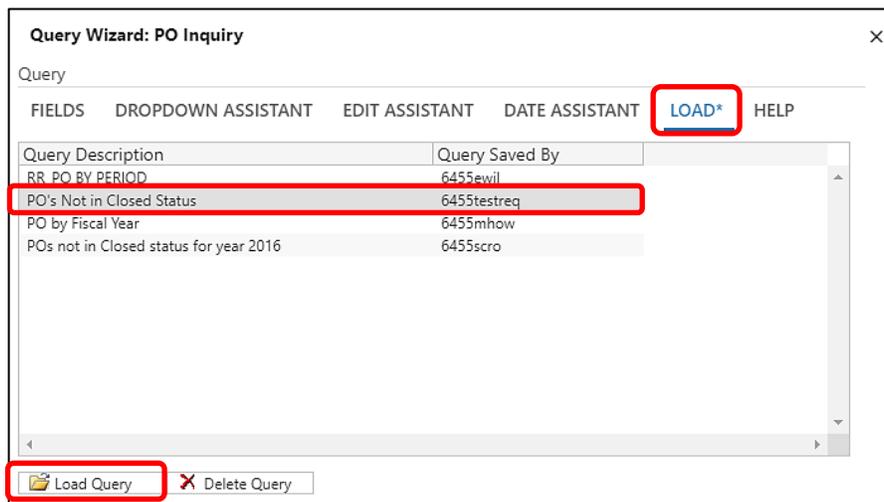
Open PO Report

Throughout the year Departments can view their open Purchase Orders.

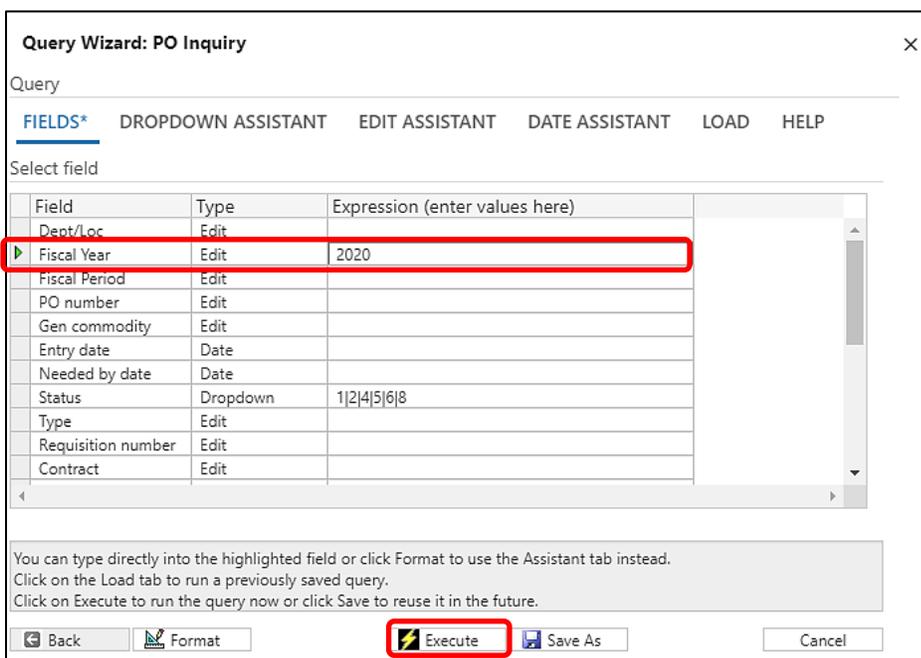
From the Purchase Order Inquiry screen click Search. PO Inquiry Find, click Query



Query Wizard: PO Inquiry opens. Click the **LOAD** and select **POs not in Closed Status**. Click Load Query.



Change the Fiscal Year. Click **Execute** button.



MUNIS: Open Purchase Orders Report

Confirm Record Set box opens, select **Yes, Continue**.

 **Confirm Record Set**

Continue with this record set containing 280 records?

Yes, Continue No

The PO Inquiry screen will open with the first of your open Purchase Orders list.

 Purchase Order Inquiry [City of Round Rock]

BackAcceptSearchBrowseOutputPrintDisplayPDFSaveExcelWordEmailScheduleAttachGL FindProject Account findDetail findAuditsActivityApprovalsLine DetailGL AllocationsGL Summary

MAIN **TERMS/MISCELLANEOUS**

Purchase Order Details

Dept/Loc: 19001 GEN SERVICES - VEH MAINT	Buyer: Echo McCann	Status: 8 - Printed
GL effective date: 10/01/2019	Project accounts applied: <input type="checkbox"/>	Original: <input checked="" type="radio"/> Change Order: <input type="radio"/>
Fiscal year: 2020 Period: 01	Receive By: <input type="radio"/> Quantity <input type="radio"/> Amount	Entered: 10/01/2019
PO number: 20200002	Approved: <input checked="" type="checkbox"/>	Needed By: 09/30/2020
General commodity: 000		Expire: 10/04/2019
General description: UNITED AG AND TURF PARK		Last Changed: 10/04/2019

Notes: Receiving: Invoices:

Vendor Details

Vendor: 53227 Committed	Shipping Details
Name: COLPAL PRATER EQUIPMENT LLC	Ship to: 19VMD
PO mailing: 0	GEN SVCS VEHICLE MAINTENANCE
7736 CENTRAL PARK DR	CITY OF ROUND ROCK
	901 LUTHER PETERSON PLACE
	ROUND ROCK TX 78665
WOODWAY TX 76712	Email: <input type="text"/>
	Reference: <input type="text"/>

Delivery method: Print Fax E-Mail E-Procurement

Remit: 1

Line	Ordered Amount	Liquidated	Balance	1st GL Account
1	15,000.00	12,861.07	2,138.93	10000000-1515

Totals	
Ordered	15,000.00
Liquidated	12,861.07
Balance	2,138.93

« <1 of 280> »

Click Browse or you can send to Excel.

 Purchase Order Inquiry [City of Round Rock]

BackAcceptSearchBrowseOutputPrintDisplayPDFSaveExcelWordEmailSchedule

MUNIS: Open Purchase Orders Report

From **Browse**, you can sort by column. Review the balances on each Purchase Order. To see detail, select the PO to review and click **Accept**. This opens to PO Inquiry screen where you can check notes, payments, attachments, lines, etc. of that Purchase Order.

Purchase Order Inquiry									
← Back ✓ Accept ✗ Cancel 🔍 Search 📄 Output 🖨 Print 📄 Display 📄 PDF 💾 Save 📊 Excel 📄 Word									
Record Number	Year	PO#	Vendor Name	PO Date	Order Amount	Balance	Status	Fiscal Period	
58	2020	20200159	WALKER AERO ENVIRONMENTAL, LLC	10/18/2019	762,988.00	0.00	8 - Printed	1	
82	2020	20200316	SUNBELT RENTALS INC	11/21/2019	31,310.87	0.00	8 - Printed	2	
130	2020	20200655	MATERA PAPER CO LTD	02/10/2020	36.60	36.36	8 - Printed	5	
107	2020	20200501	EAGLE OFFICE PRODUCTS, LLC	01/02/2020	300.00	56.00	8 - Printed	4	
115	2020	20200530	VARSITY BRANDS HOLDING CO., INC.	01/08/2020	4,725.00	76.26	8 - Printed	4	
269	2020	20201145	ELLIOTT ELECTRIC SUPPLY INC.	07/01/2020	145.88	145.88	8 - Printed	10	
11	2020	20200029	AUSTIN ARMATURE WORKS, LP	10/04/2019	2,401.41	214.18	8 - Printed	1	
77	2020	20200257	TLC TONERLAND LP	11/08/2019	1,000.00	245.40	8 - Printed	2	
218	2020	20201047	TDINDUSTRIES INC	06/05/2020	252.00	252.00	8 - Printed	9	
127	2020	20200609	SHARPS ENVIRONMENTAL SERVICES INC	01/29/2020	4,050.00	253.80	8 - Printed	4	
155	2020	20200842	SHI GOVERNMENT SOLUTIONS	03/30/2020	489,446.46	306.00	8 - Printed	6	
56	2020	20200149	EAGLE OFFICE PRODUCTS, LLC	10/17/2019	500.00	328.00	8 - Printed	1	
268	2020	20201144	TDINDUSTRIES INC	07/01/2020	367.18	367.18	8 - Printed	10	
129	2020	20200643	AUS TEX TOWING AND RECOVERY, LLC	02/06/2020	3,000.00	420.00	8 - Printed	5	
121	2020	20200556	HAMILTON, STEVE	01/14/2020	450.00	450.00	8 - Printed	4	
270	2020	20201146	LEIGHTON JR, EDWARD J	07/02/2020	450.00	450.00	8 - Printed	10	
119	2020	20200540	EAGLE OFFICE PRODUCTS, LLC	01/09/2020	700.00	457.00	8 - Printed	4	
160	2020	20200876	WITMER ASSOCIATES INC	04/07/2020	3,000.00	463.45	8 - Printed	7	
19	2020	20200046	ZAPATA JR, DOMINGO	10/07/2019	1,000.00	475.60	8 - Printed	1	
181	2020	20200959	CERTIFIED LABORATORIES INC	04/28/2020	887.29	481.22	8 - Printed	7	
267	2020	20201142	PRESIDIO NETWORKED SOLUTIONS GROUP LLC	06/30/2020	547.06	547.06	8 - Printed	9	
9	2020	20200026	CENTRAL TEXAS REFUSE INC	10/04/2019	5,861.60	557.37	8 - Printed	1	
90	2020	20200380	EAGLE OFFICE PRODUCTS, LLC	12/04/2019	700.00	565.00	8 - Printed	3	
4	2020	20200007	T7 ENTERPRISES LLC	10/02/2019	2,500.00	606.25	8 - Printed	1	
62	2020	20200174	EAGLE OFFICE PRODUCTS, LLC	10/21/2019	1,200.00	633.00	8 - Printed	1	
18	2020	20200044	TAVCO SERVICES INC.	10/07/2019	1,660.00	656.28	8 - Printed	1	
158	2020	20200862	MATERA PAPER CO LTD	04/02/2020	2,672.89	668.34	8 - Printed	7	
216	2020	20201044	APPLE COMPUTER INC	06/03/2020	10,654.25	671.00	8 - Printed	9	
131	2020	20200695	B & H PHOTO - VIDEO	02/20/2020	1,518.15	673.51	8 - Printed	5	

If the PO has a 0.00 balance send an email request to __Purchasing for the Purchase Order to be closed.

If the PO has a balance and no additional invoices are expected from the Vendor, send an email to Accounts Payable to verify that no payments are being processed before requesting the PO be closed. By closing POs with a balance, the remaining money will return to the Department's Budget.

If you are expecting to receive the remainder of the order from the vendor, contact the Vendor for Delivery date. When the order is received complete, use the receiving stamp to let A/P know that the PO is complete, and they will finalize and close the Purchase Order.