

INTERPRETING THE DAILY PO STATUS REPORT

This page last reviewed/updated: 01/18/2012

To view the Daily PO Status Report:

- Log into [“My UWF”](#)
- Click “Banner ERP System” Folder
- Scroll down and click on “Information Navigator
- Click “Show All” at top of page
- Change “Office of Record” to Procurement and Contracts.
- Click on PROC000010 Daily Purchase Order Status

You can sort this report by any of the six ways in the drop down menu, as well as a date range. See below.

The screenshot shows the 'Daily Purchase Order Status' report interface. The 'Report Options' section contains three main input areas: 'BEGIN DATE' with the value '07/01/2007', 'END DATE' with the value '07/04/2007', and a 'Sort Order' dropdown menu. The dropdown menu is open, displaying a list of options: 'Vendor', 'PO', 'Status', 'Clause', 'Commodity', and 'Buyer'. Red arrows point to the date fields and the 'PO' option in the dropdown. Below the input fields are buttons for 'Reset Form', 'View Report', 'Download Data to Excel', 'Help', and 'Run History'. At the bottom, there is a link: 'Problems with this form? Contact [Help Desk](#)'.

The report below was sorted by PO Number.

The columns are fairly self-explanatory. The column entitled “Clause” is applicable information that is entered by the buyer in P&C. If you want to know what the clause number means, contact the buyer indicated under that column.

University of West Florida

Daily Purchase Order Status Report 06/01/2007 to 07/04/2007

PO	PO Date	Vendor	Buyer	PO Status	Comm Code	Clause	PO Amt
P0003960	06/04/07	Hon Co	Candace Perez	Approved	00042500	TY000008	\$719.27
P0003960	06/04/07	Hon Co	Candace Perez	Approved	OCO42500	TY000008	\$2,399.64
PO Total:							\$3,118.91
P0003975	06/01/07	Dell Marketing LP	Judy Jasmyn	Closed	OCO20400	TY000009	\$1,171.37
PO Total:							\$1,171.37
P0003976	06/01/07	General Meters Corp	Judy Jasmyn	Closed	OCO20400	TY000004	\$1,311.99
PO Total:							\$1,311.99
P0003977	06/01/07	Seroyer Chelonnda	Eric Engelmeyer	Approved	00091800	TY000004	\$1,500.00
PO Total:							\$1,500.00
P0003978	06/01/07	Virtual Media Communications	Judy Jasmyn	Approved	EXP20800	TY000004	\$3,984.96
P0003978	06/01/07	Virtual Media Communications	Judy Jasmyn	Approved	OCO20400	TY000004	\$5,407.04
PO Total:							\$9,392.00
P0003979	06/01/07	Droz Daniel	Eric Engelmeyer	Approved	00096100	TY000004	\$2,500.00
PO Total:							\$2,500.00
P0003980	06/01/07	Rocky's Trailers Parts &	Eric Engelmeyer	Closed	OCO07000	TY000004	\$3,350.00
PO Total:							\$3,350.00
P0003981	06/01/07	Dell Marketing LP	Eric Engelmeyer	Closed	OCO20400	TY000009	\$14,792.40
PO Total:							\$14,792.40