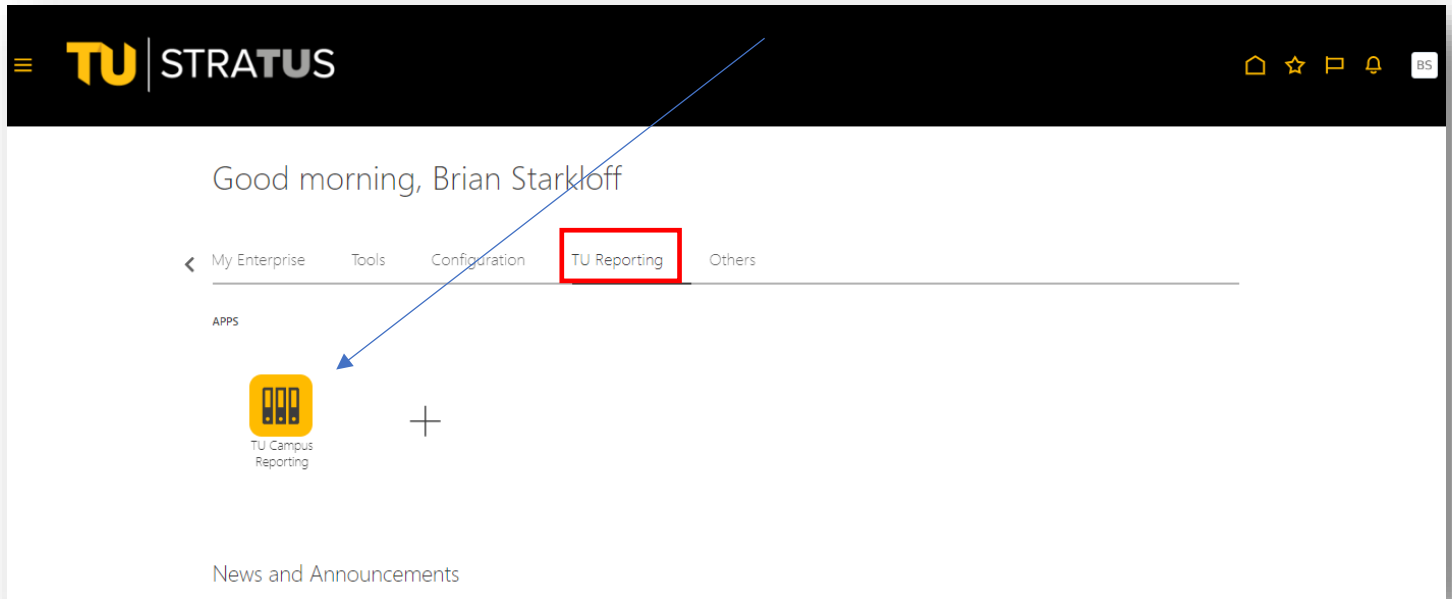# How to run the Purchase Order Listing Report

The TU_BC_PO_Listing report will show you a simplified purchase order listing and balance information. It also details the purchase order amount, invoiced amount, received amount, and the status of the purchase order.

Navigate to TU Reporting, and select the tile for TU Campus Reporting.

Select the PO Listing Report here

Follow the prompts;

The default date range is set for the current fiscal year. It can be changed to another date.
Type in your cost center. If you want to run multiple cost centers, separate them with a semi-colon (;)
The other boxes are optional.
Click OK.

The report will populate:

Here you will see all of the fields related to your PO information.

At the bottom left of the page you have the option to Export.

If you want to export to Excel, select Export, Formatted, Excel.

Here is the export to excel. You can turn on the filter feature here to review the data.

Status Definitions:

Closed – Invoicing and Receiving have been processed in full.

Finally closed – Procurement closes the PO after confirming no more activity is expected.

Open – Invoicing and Receiving is still expected.

Canceled – Order was canceled.

Pending Approval – Pending manager approval within the Procurement department.

Closed for Invoicing – Invoicing is complete.

Closed for Receiving – Receiving is complete.

Pending Supplier Acknowledgment – Awaiting confirmation from Supplier.

Rejected – Order was rejected during the Procurement approval process.