DEPARTMENT OF PUBLIC WORKS

Eden How-To
Running an Expenditure Detail Report for a Purchase Order
August 2018 - TS

1. Open up Eden Menu. Purchasing → Purchase Orders → PO Transaction Report
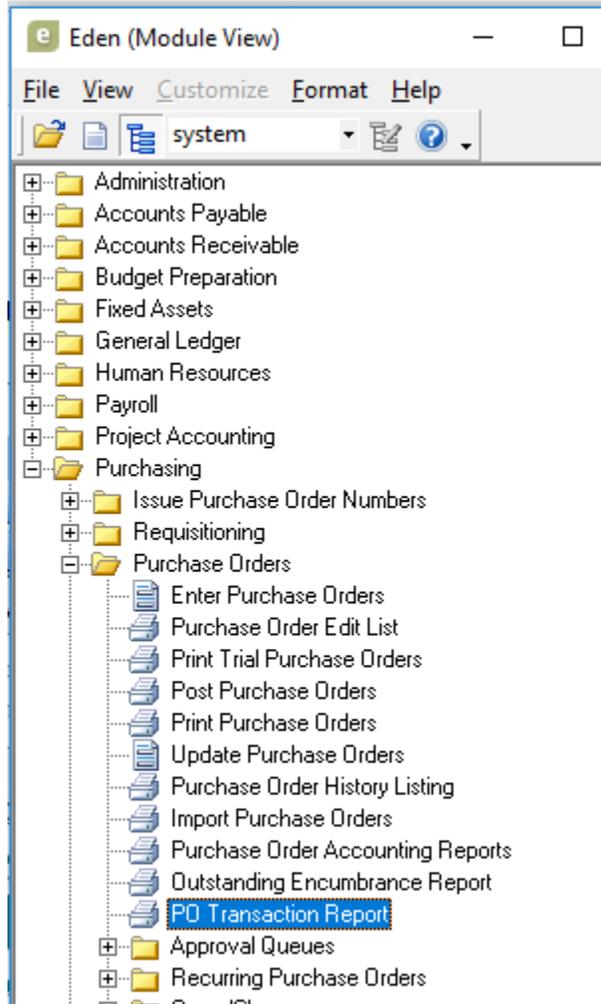
2. The Purchase Order Find window will pop up. Enter the PO number (complete with any zeros in front). Then hit the funnel + lightning bolt. The window will go away.
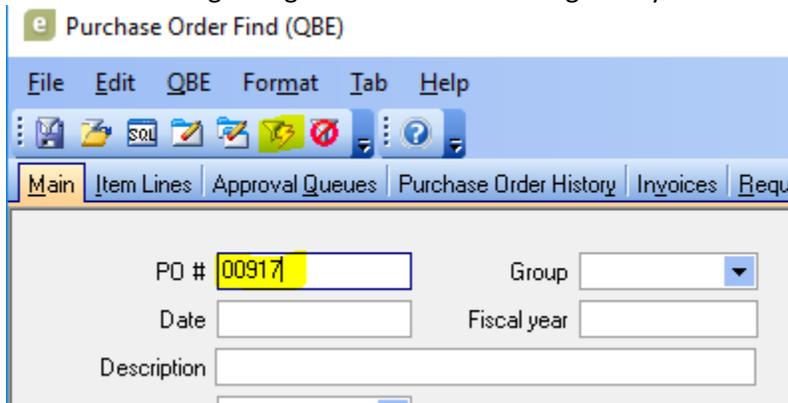
3. Make sure the Cutoff date is today's date. Then click the magnifying glass + paper symbol to generate the report.
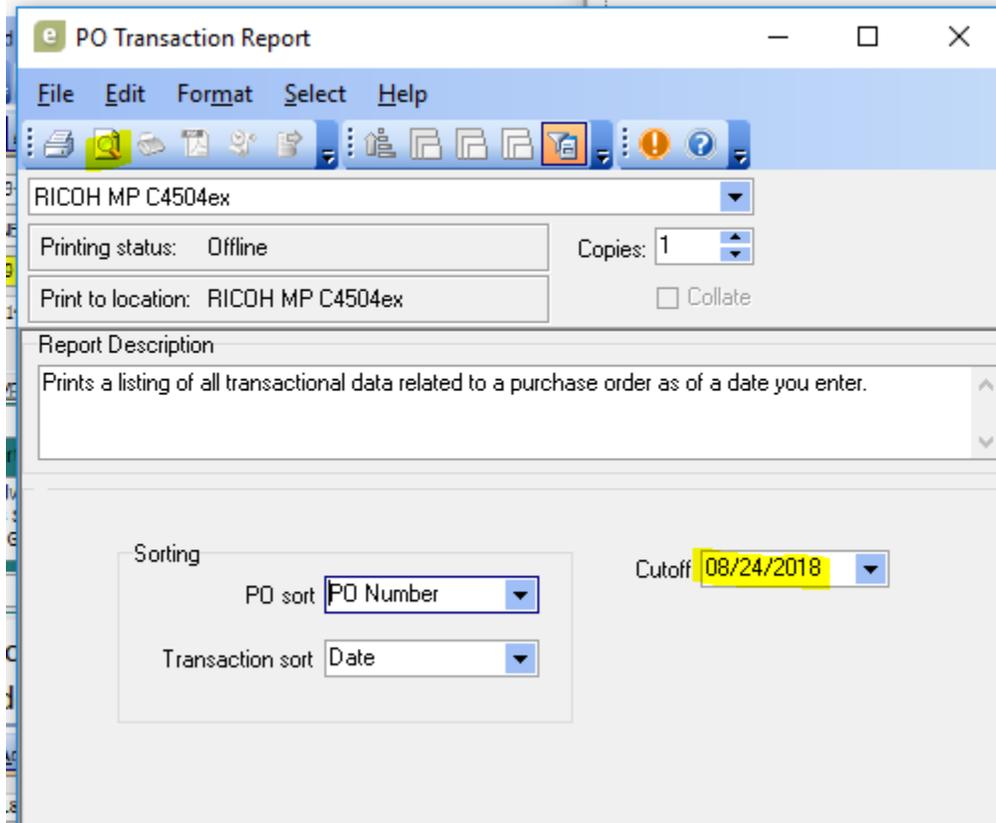
4. Export report as a PDF by clicking top left symbol of floppy disk and paper. Hit OK when window pops up