

Eden How-To

Running an Expenditure Detail Report for a Purchase Order

August 2018 - TS

1. Open up Eden Menu. Purchasing \rightarrow Purchase Orders \rightarrow 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.

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Main Item Lines	Approval <u>Q</u> ueues	Purchase Order His	story In <u>v</u> oices	<u>R</u> equ
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PO #	00917	Group		-
Date		Fiscal year		
Description				

Purchase Order Find (OBE)



3. Make sure the Cutoff date is today's date. Then click the magnifying glass + paper symbol to generate the report.

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	<u>File Edit Format Select H</u> elp						
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9.	RICOH MP C4504ex						
E	Printing status: Offline Copies: 1						
1	Print to location: RICOH MP C4504ex Collate						
Æ	Report Description Prints a listing of all transactional data related to a purchase order as of a date you enter.						
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	Sorting PO sort PO Number Transaction sort Date						

4. Export report as a PDF by clicking top left symbol of floppy disk and paper. Hit OK when window pops up

Export	×
Format:	
Adobe Acrobat (PDF)	ОК
Destination:	Cancel
Disk file	
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