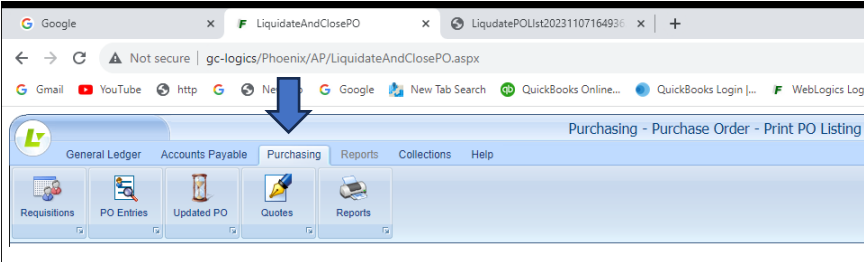
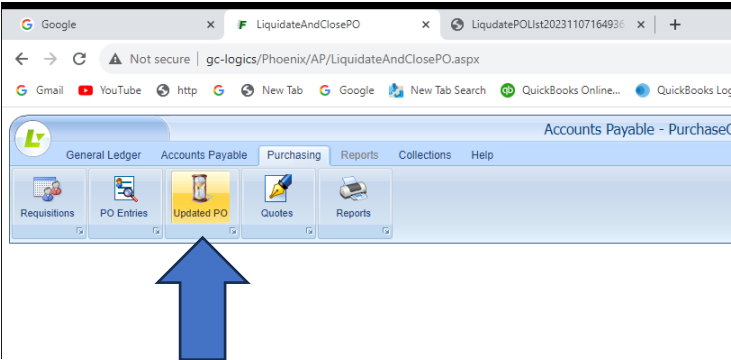


Searching for a Purchase Order to Associate with your Invoice

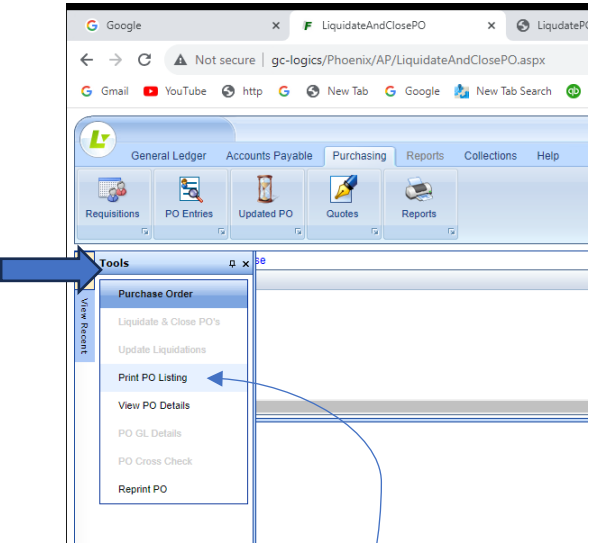
Click on the **Purchasing** tab, and you should get the screen below. . .



Click on **Updated PO**

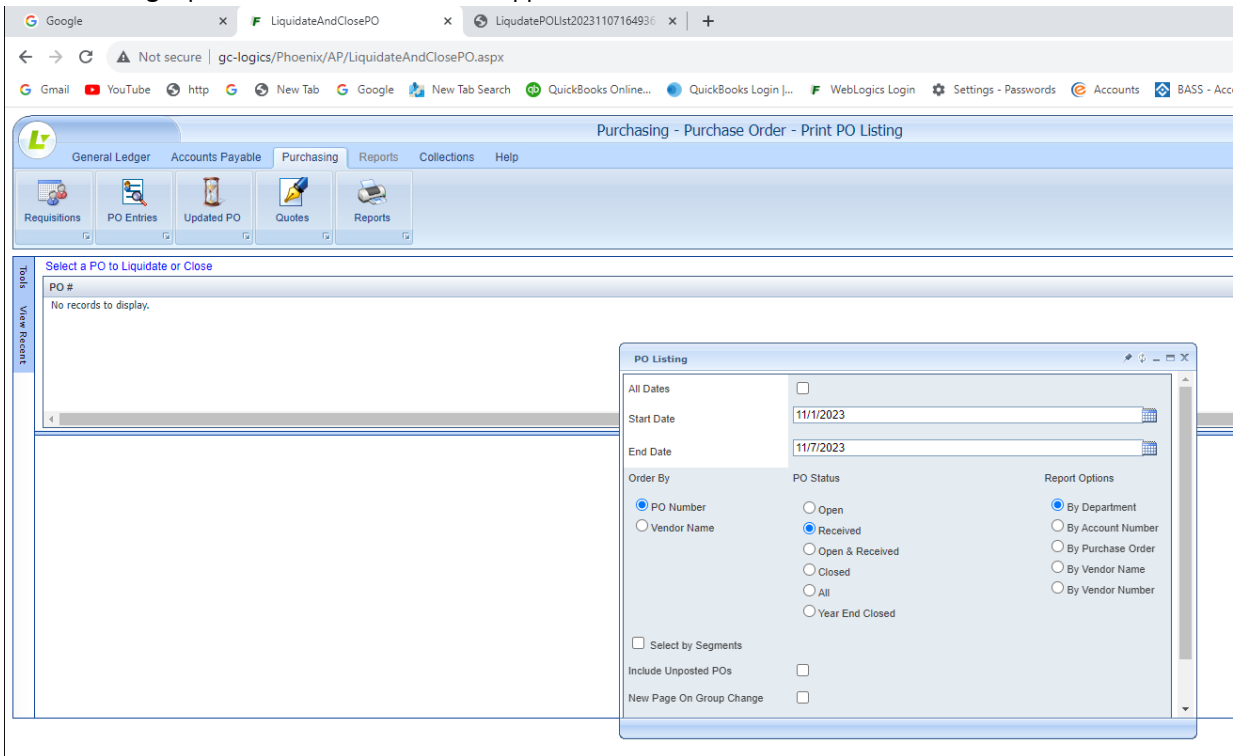


On the verticle bar on the far left side of the screen, click on **Tools** and the **Purchase Order** drop down box should appear.

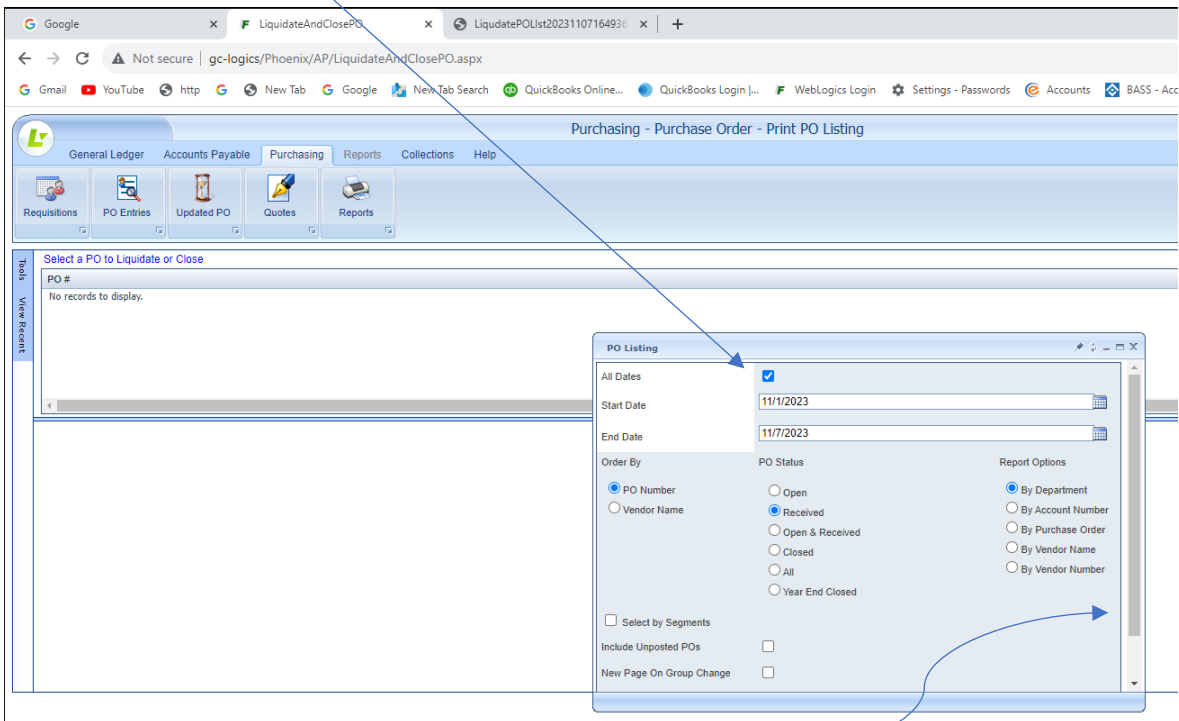


Click on **Print PO Listing**

The PO Listing report selection screen should appear

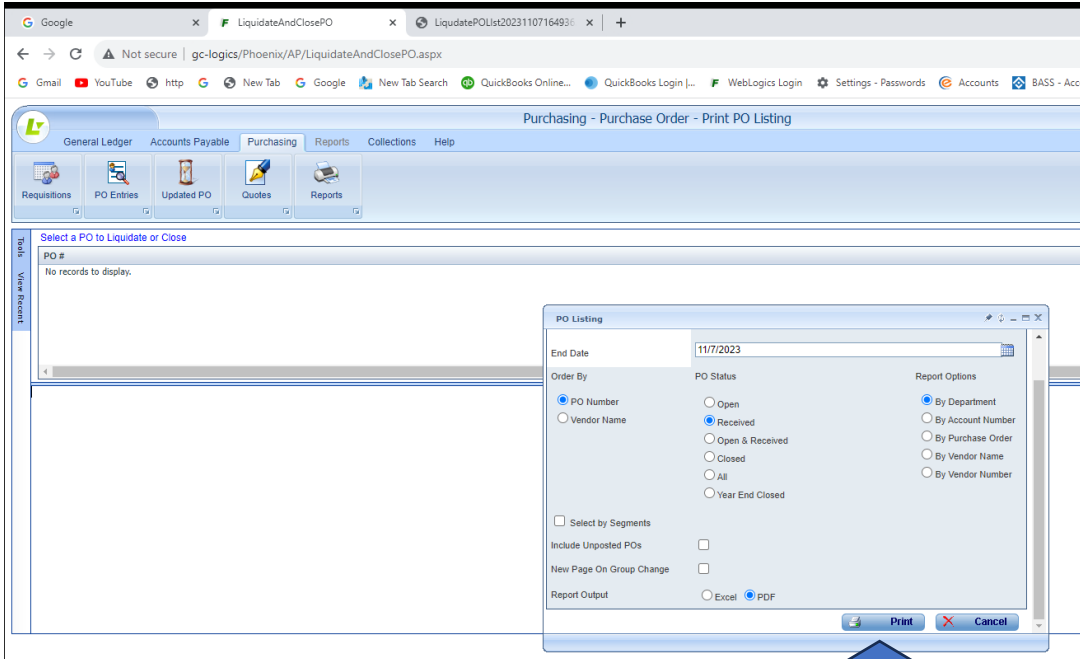


Click the box by **All Dates**



Scroll down the vertical gray bar to the bottom of its window.

Once at the bottom, click on the **Print** button.



Report is generated, sorted by department number.

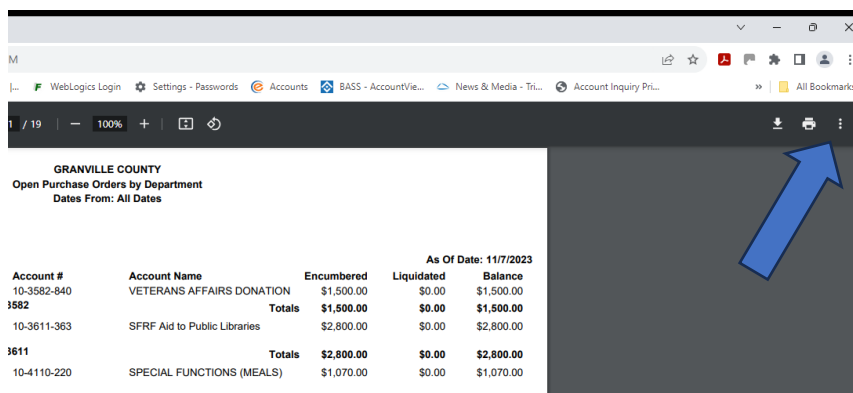
1 / 19 | 100% | [Icons]

GRANVILLE COUNTY
Open Purchase Orders by Department
Dates From: All Dates

As Of Date: 11/7/2023



PO #	Status	PO Date	Vendor #	Vendor Name	Account #	Account Name	Encumbered	Liquidated	Balance
31966	Open	3/8/2023	37568	MARY G. HARRIS	10-3582-840	VETERANS AFFAIRS DONATION	\$1,500.00	\$0.00	\$1,500.00
Department 10 - 3582							Totals	\$1,500.00	\$1,500.00
31745	Open	12/28/2022	46092	TROY ROBERTS CONCRETE	10-3611-363	SFRF Aid to Public Libraries	\$2,800.00	\$0.00	\$2,800.00
Department 10 - 3611							Totals	\$2,800.00	\$2,800.00
31247	Open	12/6/2022	45455	KIMBERLY R LYFORD	10-4110-220	SPECIAL FUNCTIONS (MEALS)	\$1,070.00	\$0.00	\$1,070.00
Department 10 - 4110							Totals	\$1,070.00	\$1,070.00
202400003	Open	9/18/2023	28272	SHI INTERNATIONAL CORP	10-4122-386	Hardware Purchases	\$1,729.56	(\$1,676.27)	\$53.29
202400003	Open	9/18/2023	28272	SHI INTERNATIONAL CORP	10-4122-386	Hardware Purchases	\$155.00	(\$155.00)	\$0.00
202400032	Open	10/17/2023	29427	TANGENT INC	10-4122-381	Server Licensing	\$4,400.00	\$0.00	\$4,400.00
202400038	Open	10/26/2023	28272	SHI INTERNATIONAL CORP	10-4122-386	Hardware Purchases	\$2,062.90	\$0.00	\$2,062.90
202400041	Open	10/26/2023	28272	SHI INTERNATIONAL CORP	10-4122-386	Hardware Purchases	\$1,128.79	\$0.00	\$1,128.79
202400041	Open	10/26/2023	28272	SHI INTERNATIONAL CORP	10-4122-386	Hardware Purchases	\$1,911.01	\$0.00	\$1,911.01
202400041	Open	10/26/2023	28272	SHI INTERNATIONAL CORP	10-4122-386	Hardware Purchases	\$1,642.64	\$0.00	\$1,642.64
202400043	Open	10/27/2023	28272	SHI INTERNATIONAL CORP	10-4122-381	Server Licensing	\$2,503.98	\$0.00	\$2,503.98

To search for character strings within the report, click on the three vertical dots at the top right corner of the screen

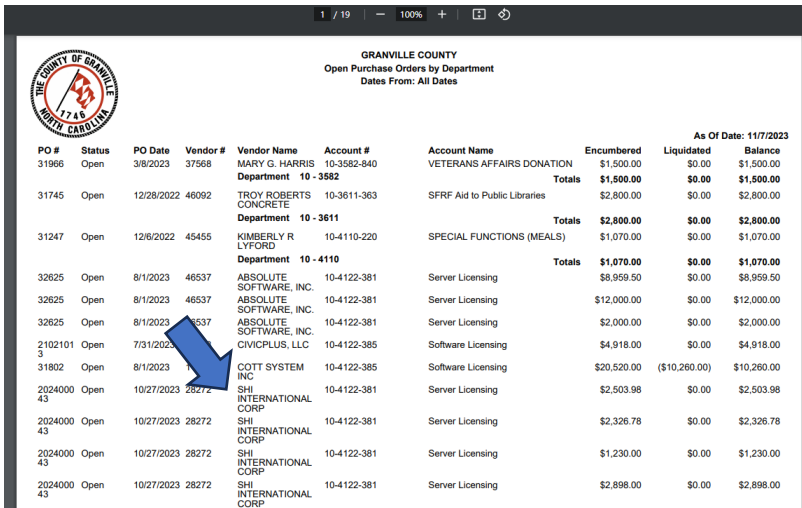


A dropdown will appear with . . .

Find... as a choice.

Type in whatever string of characters you are looking for (account numbers, vendor names, vendor number). The number of occurrences of the character string within the report will show up at immediate right. Click on the  or  arrows and the next instance of the string will be highlighted.

For example, the vendor “SHI” is highlighted here



PO #	Status	PO Date	Vendor #	Vendor Name	Account #	Account Name	Encumbered	Liquidated	Balance	
31966	Open	3/8/2023	37568	MARY G. HARRIS	10-3582-840	VETERANS AFFAIRS DONATION	\$1,500.00	\$0.00	\$1,500.00	
Department 10 - 3582							Totals	\$1,500.00	\$0.00	\$1,500.00
31745	Open	12/28/2022	46092	TROY ROBERTS CONCRETE	10-3611-363	SFRF Aid to Public Libraries	\$2,800.00	\$0.00	\$2,800.00	
Department 10 - 3611							Totals	\$2,800.00	\$0.00	\$2,800.00
31247	Open	12/6/2022	45455	KIMBERLY R LYFORD	10-4110-220	SPECIAL FUNCTIONS (MEALS)	\$1,070.00	\$0.00	\$1,070.00	
Department 10 - 4110							Totals	\$1,070.00	\$0.00	\$1,070.00
32625	Open	8/1/2023	46537	ABSOLUTE SOFTWARE, INC.	10-4122-381	Server Licensing	\$8,959.50	\$0.00	\$8,959.50	
32625	Open	8/1/2023	46537	ABSOLUTE SOFTWARE, INC.	10-4122-381	Server Licensing	\$12,000.00	\$0.00	\$12,000.00	
32625	Open	8/1/2023	46537	ABSOLUTE SOFTWARE, INC.	10-4122-381	Server Licensing	\$2,000.00	\$0.00	\$2,000.00	
2102101	Open	7/31/2023	3	CIVICPLUS, LLC	10-4122-385	Software Licensing	\$4,918.00	\$0.00	\$4,918.00	
31802	Open	8/1/2023	3	COTT SYSTEM INC	10-4122-385	Software Licensing	\$20,520.00	(\$10,260.00)	\$10,260.00	
2024000	Open	10/27/2023	28272	SHI INTERNATIONAL CORP	10-4122-381	Server Licensing	\$2,503.98	\$0.00	\$2,503.98	
2024000	Open	10/27/2023	28272	SHI INTERNATIONAL CORP	10-4122-381	Server Licensing	\$2,326.78	\$0.00	\$2,326.78	
2024000	Open	10/27/2023	28272	SHI INTERNATIONAL CORP	10-4122-381	Server Licensing	\$1,230.00	\$0.00	\$1,230.00	
2024000	Open	10/27/2023	28272	SHI INTERNATIONAL CORP	10-4122-381	Server Licensing	\$2,898.00	\$0.00	\$2,898.00	

You can sort the report by:

- Account Number
- Purchase Order
- Vendor Name
- Vendor Number

