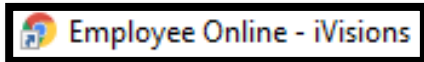


## Open Purchase Order Report

1. Open the **Staff Links** folder on the desktop, **DOUBLE CLICK** on the **Employee Online – iVisions** link.



2. At the **Employee Online- iVisions** login screen, enter your **User Name** and **Password** and **CLICK Login**.

3. Once logged in, hover over the **My Workflow** tab and select **Admin Reports** from the drop down menu.



**NOTE:** If you click the **My Workflow** tab, rather than hovering over it, it will take you to the **iVisions Workflow** login screen.

4. Once at the **Admin Reports** screen, the Open Purchase Order Report are listed beneath the **Employee** section.

Home		Self Service		Pay/Tax Information		Benefits		Expense Reimbursement		My Workflow	
<b>Administrator Reports</b>											
	Employee Information	This report lists employee demographic information, DOB, hire date etc. (Non-Excel)									
	Employee Information - Excel	This report lists employee demographic information, DOB, hire date etc. (Excel Friendly)									
	Open Purchase Orders	Lists all open PO's									
	Position Report - v3	Staffing, FTE, Allocated FTE for your school & who is in the position. (Non Excel)									

5. Once a report is selected, the report criteria screen appears. Choose your site from the dropdown next to Department List, **Click False** next to Show Notes, and then **Click View Report** to run the report.

Departments List	<input type="text"/>	Show Notes	<input type="radio"/> True	<input checked="" type="radio"/> False	<input type="button" value="View Report"/>
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6. The report appears with the following information:

<b>Open Purchase Orders</b>									
DAC	PO#	Req#	Status	Vendor	Total	Paid	Req User Name	Ref	Buyer
SHUMWAY ELEMENTARY SCHOOL	20004351	24727	Open	AZ FURNISHINGS	\$332.87	\$0.00	Lalley, Allyson	18M-AZF- 0130	larson.dale
SHUMWAY ELEMENTARY SCHOOL	20004721	24962	Open	CHANDLER UNIFIED SD	\$231.00	\$0.00	Lalley, Allyson		gall.michelle