

## **Open PO Summary Report FAQ's**

Rev. 3/2/10

**Q:** What does it mean when a Purchase Order (PO) appears on the Open PO Summary Report?

**A:** The line or lines that appear on the report have not been confirmed in full.

**Q:** What do I need to do if a PO appears on the report?

**A:**

- 1) Determine if the item or items have been received. If so, process a confirmation in SRM. If not received, follow up with end user to determine if still needed.
- 2) If the PO was canceled with the vendor, process a F26 to cancel the PO. Send to Purchasing Services.
- 3) If the item is still going to be received, no action needed. If the PO date is > 90 days best practice is to add a note to me23n for reference.

**Q:** Why is it a best practice to keep current on this report?

**A:** If the Open PO Summary Report is current, this will eliminate lines from the Blocked Invoice Report (unless out of tolerance for price or qty) and will eliminate lines from the GRIR (unless a qty issue between the Goods Receipt –GR and the Invoice Receipt -IR).