

Data Warehouse Open PO Report

1. Login to Data Warehouse and select Transaction Inquiry.

The screenshot shows the CSU Data Warehouse Home page. At the top left is a 'Home' button. The main header features the CSU logo and 'The California State University Business Intelligence / Data Warehouse'. Below this is a grid of icons for various reporting functions: Financial Reporting, Transaction Inquiry (circled in red), Labor Cost Distribution, and Sponsored Programs. To the right are icons for FIRMS GAAP and Tree Reporting. A status message indicates the data warehouse is current as of 29-APR-25 2:00 AM. A note at the bottom states that CSYou will open in a separate browser window, with a button for the BI/DW Message Board - CSYOU.

Home

CSU The California State University
Business Intelligence / Data Warehouse

Financial Reporting

Transaction Inquiry

Labor Cost Distribution

Sponsored Programs

FIRMS GAAP

Tree Reporting

The Data Warehouse is current as of:
29-APR-25 2:00 AM

For current information about Data Warehouse updates, training events, and other news of interest, please click the link below to go to the Finance Data Warehouse Message Board in CSYou.

Note: CSYou will open in a separate browser window.

BI/DW Message Board - **CSYOU**

2. Select Open PO Reports

Transaction Inquiry

[Home](#) [Open PO Reports](#) [Open Requisition Reports](#) [Actuals Reports](#) [Budget Reports](#) [Encumbrance Reports](#) [Requisition Reports](#) [ProCard Transactions](#)

Select primary business unit for campus level reporting: ▼

Select primary budget ledger: ▼

Select original budget scenario only: ▼

Report Index

[Open PO Reports](#)
Displays open PO reports and transactions with varying views based on filter selection

[Open Requisition Reports](#)
Displays open requisitions reports and transactions with various chartfield views

[Actuals Reports](#)
Displays actuals transactions activity

[Budget Reports](#)
Displays budget transaction activity

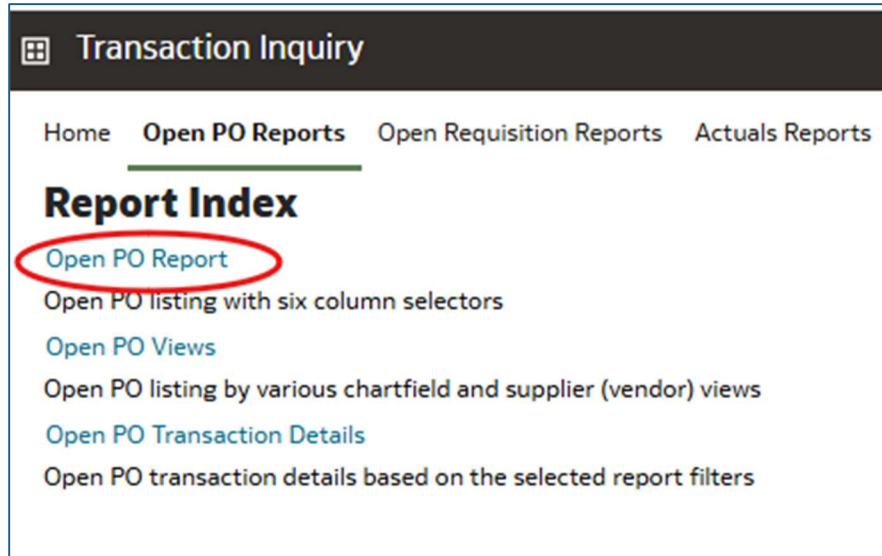
[Encumbrance Reports](#)
Displays encumbrance ledger activity

[Requisition Reports](#)
Displays requisition activity in the ledger

[Pro Card Transaction Report](#)
Displays Pro Card Transaction Detail Report

**** All Filters/Prompts are Fdescr (Field + Description) ****

3. Select Open PO Reports.



The screenshot shows a web interface for 'Transaction Inquiry'. At the top, there is a navigation bar with a grid icon and the text 'Transaction Inquiry'. Below this, there is a breadcrumb trail: 'Home > **Open PO Reports** > Open Requisition Reports > Actuals Reports'. The 'Open PO Reports' link is underlined. Below the breadcrumb trail is the heading 'Report Index'. Underneath the heading, there is a list of report options: 'Open PO Report' (circled in red), 'Open PO Views', 'Open PO Transaction Details', and 'Open PO listing with six column selectors'. The 'Open PO Report' option is followed by a description: 'Open PO listing with six column selectors'. The 'Open PO Views' option is followed by a description: 'Open PO listing by various chartfield and supplier (vendor) views'. The 'Open PO Transaction Details' option is followed by a description: 'Open PO transaction details based on the selected report filters'.

Transaction Inquiry

Home **Open PO Reports** Open Requisition Reports Actuals Reports

Report Index

[Open PO Report](#)
Open PO listing with six column selectors

[Open PO Views](#)
Open PO listing by various chartfield and supplier (vendor) views

[Open PO Transaction Details](#)
Open PO transaction details based on the selected report filters

4. Enter Fund and Doc ID (PO Number) and select from drop-down. Select Apply Filters.

Report Filters

Business Unit	Fiscal Year	Period (as of)	Account Category			
--Select Value--	2024	<= 10	--Select Value--			
Fund	Dept	Account	Project	Program	Class	
X	--Select Value--	--Select Value--	--Select Value--	--Select Value--	--Select Value--	
NOT Fund	NOT Dept ID	NOT Account	NOT Project	NOT Program	NOT Class	NOT Acct Cat
NOT --Select Value--	NOT --Select Value--	NOT --Select Value--	NOT --Select Value--	NOT --Select Value--	NOT --Select Value--	NOT --Select Value--
Document Source	Doc ID	Document Date	Doc Line Descr	Supplier	Supplier Descr	
--Select Value--	20196	--Select Value--	--Select Value--	--Select Value--	--Select Value--	
	000020196					
	Search...					

Advanced Filters

Open PO Report

No Results

The specified criteria didn't result in any data. This is often caused by applying filters and/or selection steps that are too restrictive or that contain incorrect values. Please check your analysis filters and selection steps, and try again. The filters or below.

Apply **Apply Filters** **Reset Filters**

Red: Select Business Unit.

Green: Can use Dept or Supplier Descr (name). Could save this as a Customization.

Pink: Click on Doc ID (PO Number) to see details of transactions on this PO.

Purple: Add other attributes to report such as Supplier Descr (name).

Orange: Current PO balance.

Report Filters

Business Unit: --Select Value- (Red)
Fiscal Year: 2024
Period (as of): <= 10 (Red)
Account Category: --Select Value-

Fund: 48500 - TF Car
Dept: --Select Value- (Green)
Account: --Select Value-
Project: --Select Value-
Program: --Select Value-
Class: --Select Value-

NOT Fund: --Select Value-
NOT Dept ID: --Select Value- (Green)
NOT Account: --Select Value-
NOT Project: --Select Value-
NOT Program: --Select Value-
NOT Class: --Select Value-
NOT Acct Cat: --Select Value-

Document Source: --Select Value-
Doc ID: 0000020196
Document Date: --Select Value-
Doc Line Descr: --Select Value-
Supplier: --Select Value-
Supplier Descr: --Select Value- (Green)

Apply

Advanced Filters

Apply Filters Reset Filters

Open PO Report
Business Unit = , Fiscal Year = [b]2024, Period = 10
Open PO Report
Time run: 4/29/2025 8:16:52 AM

Column 1: Fund Fdescr Column 2: Dept Fdescr Column 3: Acct Fdescr Column 4: Doc Ln # Column 5: Doc Ln Descr Column 6: Supplier Descr (Purple) OK

Fund Fdescr	Dept Fdescr	Acct Fdescr	Doc ID	Doc Ln #	Doc Ln Descr	Open PO Amt
48500 - TF Campus Operating Fund	1062 - FASCWA Hazardous Materials	613001 - Contractual Services	0000020196	1.00	21/22 Cleaning of Lab Coats	(25.00)
					22/23 Cleaning of Lab Coats	(323.18)
					Cleaning of Lab Coats	521.43
				2.00	21/22 Purchase of Lab Coats	(940.79)
					22/23 Purchase of Lab Coats	(5.26)
					Purchase of Lab Coats	1,172.80
48500 - TF Campus Operating Fund Total						400.00 (Orange)
Grand Total						400.00

Acct Type Fdescr is equal to / is in 60 - Expenditures