

Run query ✕

Extract

Parameters

PO Date From *

PO Date To *

Agency *

9. Now, the query will be extracted in Excel with the parameters that the user has chosen in your file explorer.

Columns included in the report are as follows: PO #, PO Item #, PO date, PO Status, Requester, Supplier Code, Supplier Name, Contract #, Commodity, Agency, Agency, Division, Department, Site, Fiscal Year, Line Item Description, Amount Ordered - Pre Tax, Amount Post Tax Amount, Amount Invoiced, Open Amount - Pre Tax

Note: Users can create pivot tables and move information as necessary.

	A	B	C	D	E	F	G	H	I
1	PO#	PO Item	PO date	PO Status	Requester	Supplier Code	Supplier Name	Contract #	Commodity
2	PO0000205799	255131-1	5/15/2020	Ordered	John Smith	IV000000099	CLEARMODEL LLC		Data base man
3	PO0000205902	254580-1	5/19/2020	Ordered	John Smith	IV00000037481	Lyft Inc		Vehicle rental
4	PO0000207005	256109-1	5/20/2020	Ordered	John Smith	IV00000004616	PARSUS SOLUTIONS LLC	ADSP018-216087	Information tech
5	PO0000207005	256109-1	5/20/2020	Ordered	John Smith	IV00000004616	PARSUS SOLUTIONS LLC	ADSP018-216087	Information tech
6	PO0000207005	256135-1	5/20/2020	Ordered	John Smith	IV00000004616	EAGLE CREEK SOFTWARE SERVICES	ADSP018-216088	Information tech
7	PO0000207005	256154-5	5/20/2020	Ordered	John Smith	IV00000002689	BUSINESS AND DECISION NORTH AMERICA PA	ADSP018-216086	Information tech
8	PO0000207005	256154-5	5/11/2020	Ordered	John Smith	IV00000000428	CRAWFORD MECHANICAL SERVICES	ADSP016-109408	Distribution and
9	PO0000202313	256154-5	5/6/2020	Ordered	John Smith	IV0000017456	GAINSHARE INC	ADSP018-210228	Education and