financial information library details

<table>
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<th>Folder</th>
<th>Description</th>
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<td>PROCURE/PAYMENT</td>
<td>PO’s not Vouchered by Org</td>
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**Purchase Orders not yet Vouchered by OrgID**

**Description:**
- Lists all PO’s associated with a specific OrgID or Org Rollup where no PO vouchers have been created
- Includes PO ID, PO Accounting Date, PO Date, PO Type, Vendor, Payment Terms, Encumbrance and Distribution details

**Use:**
- Inputs--required fields denoted by an asterisk (*):
  - *PO Accounting Date From
  - *PO Accounting Date Thru
  - *OrgID
  - OrgID Rollup (select “Yes” to include all Orgs that rollup to the specified Org)

**Security Authorization:**
- Access is restricted to users with Management Report Security to the specified Org.
- Reports in the Financial Information Library SECURITY folder generate lists of users security authorization.
- To request access, use the Financial Web Management Reports Security Authorization form. Various levels of access can be requested. To understand how to request the appropriate security, please refer to the Financial Security Overview and Instructions before completing the form.

**Still have Questions?**
- Find additional information on the FBS website or just Ask Us.