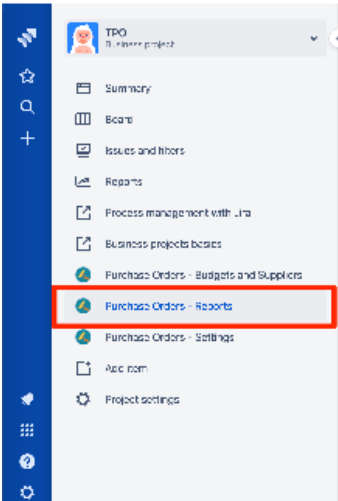


Purchase order reports

Raley PO reports are available from the project sidebar of Jira project that is currently configured as active Purchase Orders project. This link and report data is available to any user of your Jira.



Reporting allows you to search for purchase orders in currently configured Jira project. You can search by:

Search field	Meaning
Requestors	Team member(s) who created the purchase order
Status	Current status Jira ticket related to Purchase Order
Approver	Approver who was assigned to vote with specific PO
Supplier	PO belonging to specific supplier
Budget	PO that has at least one order line for chosen budget
Department	PO belonging to specific department

The following data is output

Field	Meaning
Jira	link to Jira ticket representing a PO
Requestor	A Team member who created this PO
Created	Date when this PO was created
Approver	User(s) who are marked as approvers for this PO
Budget	Comma-separated list of Budgets referred by this PO order lines
Gross amount	Total gross amount of this PO
Supplier	Supplier of PO
Status	Current Jira status of this PO
Department	Department of PO
JIRA_FIELD (0...N)	Jira field(s) as specified in combo-box Additional Jira fields from Jira ticket corresponding to given PO. Fields are separated by semicolon
Description	Order line description
Quantity	Order line quantity

Net amount	Order line net amount
Gross amount	Order line gross amount

In the table above fields that are indicated by orange color are output if **Include Order Lines** combo is set to YES and **Format** combo value is set to CSV.

If you don't include order lines, then every PO will be shown on 1 line in resulting CSV file. Otherwise, every PO will be output on N consecutive lines where N is the number of order lines in given PO. All the fields Jira ... JIRA_FIELD will stay the same and

the Description ... Gross amount will be as indicated in corresponding PO lines. Keep this in mind when doing your Excel kung-fu 😊