

# Purchase Order Dashboard

The Purchase Order dashboard provides an overview of purchase order accounts and usage. This can be viewed under the purchase order topic at **Kibo Standard Reports > Purchase Order > Purchase Order Dashboard** in the navigation menu.



**Purchase Order Summary**

Order Payment Created	Purchase Order Number	Order Status	Order Payment Status	Total Amount Collected	Total Amount Requested
1	2020-07-13	Completed	Paid	\$0.00	\$103.50
2	2020-07-13	Processing	Pending	\$0.00	\$217.48
3	2020-07-13	Processing	Pending	\$0.00	\$244.80
4	2020-07-13	Processing	Pending	\$0.00	\$711.80
5	2020-07-13	Processing	Pending	\$0.00	\$522.78
6	2020-07-13	Processing	Pending	\$0.00	\$424.80
7	2020-07-13	Processing	Pending	\$0.00	\$104.00
8	2020-07-13	Processing	Pending	\$0.00	\$335.94
9	2020-07-13	Processing	Pending	\$0.00	\$227.10
10	2020-07-13	Processing	Pending	\$0.00	\$458.08
11	2020-07-13	Processing	Pending	\$0.00	\$415.38
12	2020-07-13	Processing	Pending	\$0.00	\$184.16
13	2020-07-13	Processing	Pending	\$0.00	\$341.60

The supported filters that can be applied to this dashboard are:

Name	Description	Default
Site	Restrict results to one or more of your sites.	All
Order Payment Created Date	Limit results to only order payments created within this time range.	Past thirteen weeks

The measures that are calculated by this dashboard are:

Name	Description
Amount Due	The total amount requested minus the total amount collected.

Name	Description
Total Amount Due	The sum of the amount due for all order payments with a payment type of purchase order.
Order Payment Count	The count of all order payments with a payment type of purchase order.
Total Credit Limit	The sum of the credit limit for all purchase order accounts.
Total Available Balance	The sum of the available balance for all purchase order accounts.

The tiles that make up this dashboard are:

Name	Description
Purchase Order Account Balance	Table displaying the account id, name, email, available balance, credit limit, amount due, and overdraft allowance for each purchase order account. <b>Note:</b> This report is generated at the tenant level and will ignore the selected site. The date range has no effect.
Purchase Order Usage	The total amount due and the total available balance for all purchase order accounts. <b>Note:</b> This report is generated at the tenant level and will ignore the selected site. The date range has no effect.
Top Ten Accounts By Amount Due	The ten purchase order accounts with the highest amount due. <b>Note:</b> This report is generated at the tenant level and will ignore the selected site. The date range has no effect.
Paid vs. Unpaid Purchase Orders	Paid orders are the count of unique purchase order numbers where the order payment type is purchase order, the order payment status is paid or collected, and the order status is not abandoned. Unpaid orders are the count of unique purchase order numbers where the order payment type is purchase order, the order payment status is unpaid or pending, and the order status is not abandoned.
Unpaid Purchase Order Count By Age	The count of distinct purchase order numbers where the order payment status is unpaid or pending, the order payment type is purchase order, and the order status is not abandoned. The count is grouped by age, which is the number of elapsed days from the order payment created date to today's date.

<b>Name</b>	<b>Description</b>
Unpaid Purchase Order Amount Due By Age	The total amount due grouped by age, which is the number of elapsed days from the order payment created date to today's date.
Purchase Order Summary	A table displaying the order payment created date, purchase order number, order status, payment status, amount requested, and amount collected for all order payments where the order payment type is purchase order.