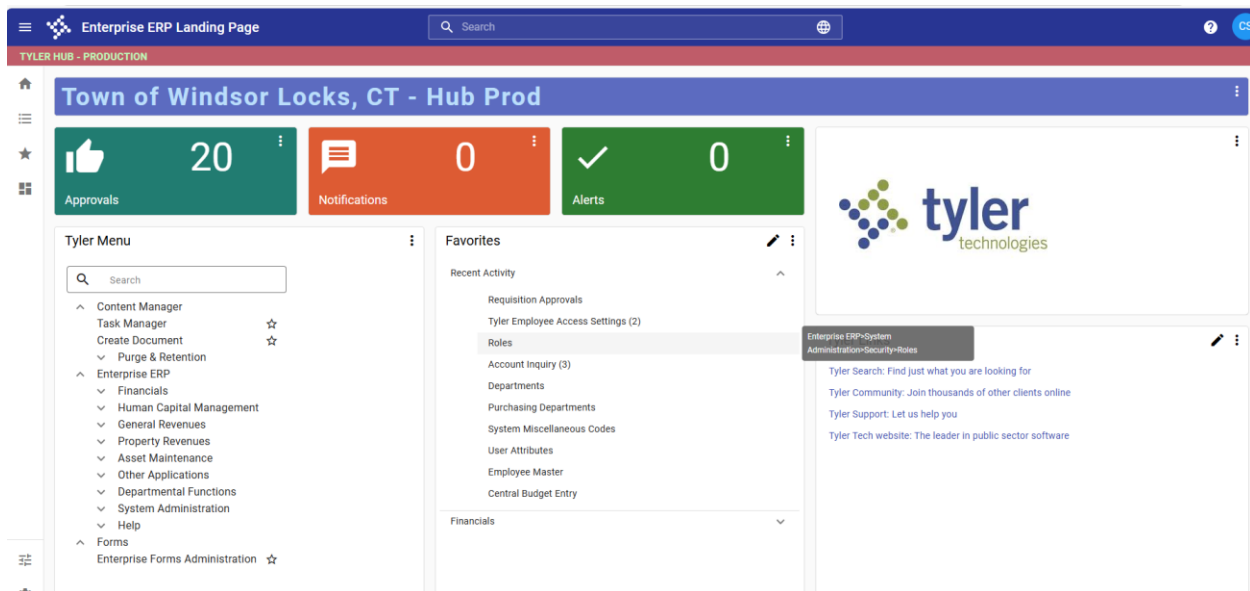


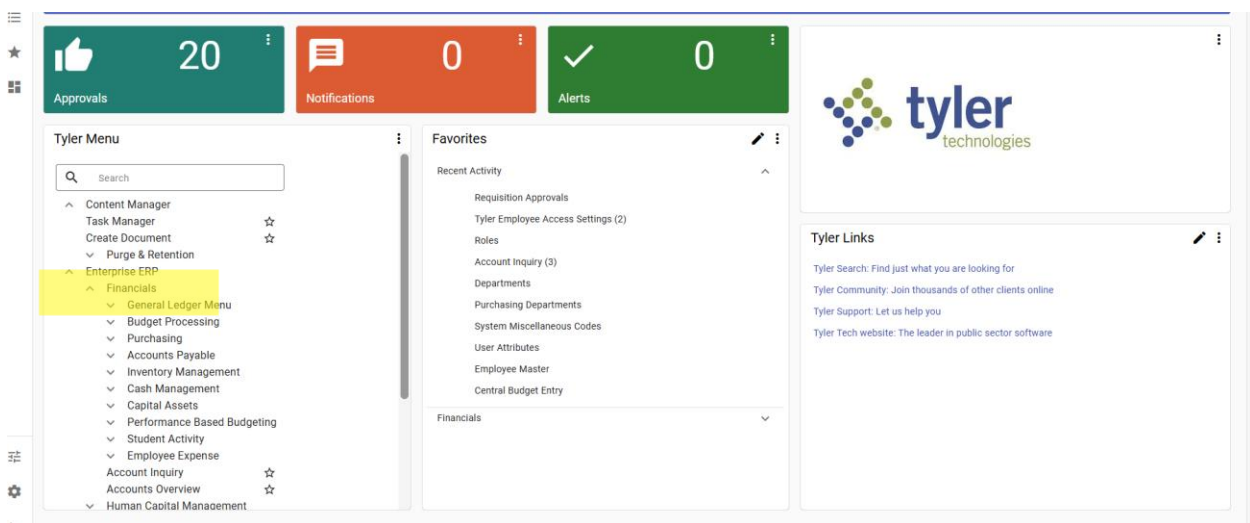
Standard Open PO Report in Munis

10/7/2025

Navigate to your Landing page on the Hub



Select Financials



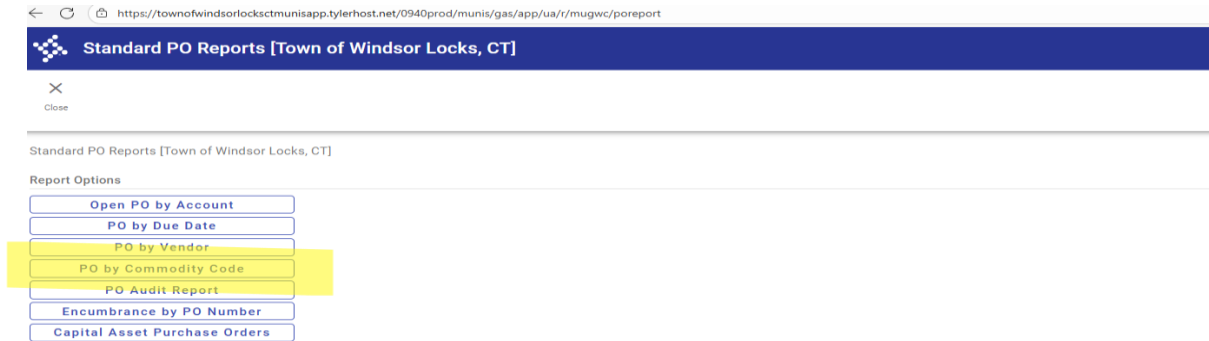
Select Purchase Order Inquiry and Reports

The screenshot shows the 'Enterprise ERP Landing Page' for 'TYLER HUB - PRODUCTION'. The header includes a search bar and the page title. Below the header, there's a section for 'Town of Windsor Locks, CT - Hub Prod' with three status boxes: Approvals (20), Notifications (0), and Alerts (0). The main content area features a 'Tyler Menu' on the left and a 'Favorites' section on the right. In the 'Tyler Menu', the 'Purchase Order Inquiry and Reports' item is highlighted. The 'Favorites' section lists various activities like 'Requisition Approvals', 'Tyler Employee Access Settings (2)', 'Roles', 'Account Inquiry (3)', 'Departments', 'Purchasing Departments', 'System Miscellaneous Codes', 'User Attributes', 'Employee Master', and 'Central Budget Entry'. The Tyler Technologies logo is visible in the top right corner.


Then select Standard PO Reports

This screenshot shows the same Tyler ERP Landing Page, but with the 'Standard PO Reports' item highlighted in the 'Tyler Menu'. The 'Purchase Order Inquiry and Reports' item is still highlighted, and 'Standard PO Reports' is now the selected item. The 'Favorites' section and the rest of the page layout remain the same as in the previous screenshot.

The next screen allows you to further customize the report. If you select the first option, Open PO by Account



← ↻ 🔒 https://townofwindsorlocksctmunisapp.tylerhost.net/0940prod/munis/gas/app/ua/r/mugwc/poreport

 **Standard PO Reports [Town of Windsor Locks, CT]**

✕
Close

Standard PO Reports [Town of Windsor Locks, CT]

Report Options

- Open PO by Account
- PO by Due Date
- PO by Vendor
- PO by Commodity Code
- PO Audit Report
- Encumbrance by PO Number
- Capital Asset Purchase Orders

Then you get this:

OPEN POs BY ACCOUNT

Back | Output | Print | Display | PDF | Save | Excel | **Define** | Schedule Export

Standard PO Reports [Town of Windsor Locks, CT] > OPEN POs BY ACCOUNT

General

☐ Initially sort by Dept/Loc

Sort by ☒ Fund ☐ **Organization** ☐ Account

Inclusion options

PO fiscal year: Current | 2026

PO entered: 07/01/2024 to 06/30/2025

Dept/Loc: to ZZZZ

Fund: to ZZZZ

Location: to ZZZZZZZZZZ

ACFR: to ZZZZZZZZZZ

Subdepartment: to ZZZZZZZZZZ

Department: to ZZZZZZZZZZ

BOEFunction: to ZZZZZZZZZZ

Grant: to ZZZZZZZZZZ

Program: to ZZZZZZZZZZ

Org: to ZZZZZZZZ

Object: to ZZZZZZ

Project: to ZZZZZ

Accounts: ☒ Expense ☐ Revenue

Change report options

This screen will allow you to drill down to your specific department, location, org, or object
OR, if you want a report with all open Pos:

Choose the Define button and check box to sort by Department. Click on Accept.

Then click on PDF for the report you have just completed.

←

Output

Print

Display

PDF

Save

Excel

Define

Schedule Export

Standard PO Reports [Town of Windsor Locks, CT] > OPEN POs BY ACCOUNT

General

☒ Initially sort by Dept/Loc

Sort by ☒ Fund ☐ Organization ☐ Account

Inclusion options

PO fiscal year

Current

2025

PO entered

07/01/2024

to

06/30/2025

Dept/Loc

to

ZZZZ

Fund

to

ZZZZ

Location

to

ZZZZZZZZZZ

ACFR

to

ZZZZZZZZZZ

Subdepartmen

to

ZZZZZZZZZZ

Department

to

ZZZZZZZZZZ

BOEFunction

to

ZZZZZZZZZZ

Grant

to

ZZZZZZZZZZ

Program

to

ZZZZZZZZZZ

Org

to

ZZZZZZZZ

Object

to

ZZZZZZ

Project

to

ZZZZ

Accounts: ☒ Expense ☐ Revenue

Change report options
105 Record(s) Found.

Your report should have the number of records listed in the lower left corner

Town of Windsor Locks, CT



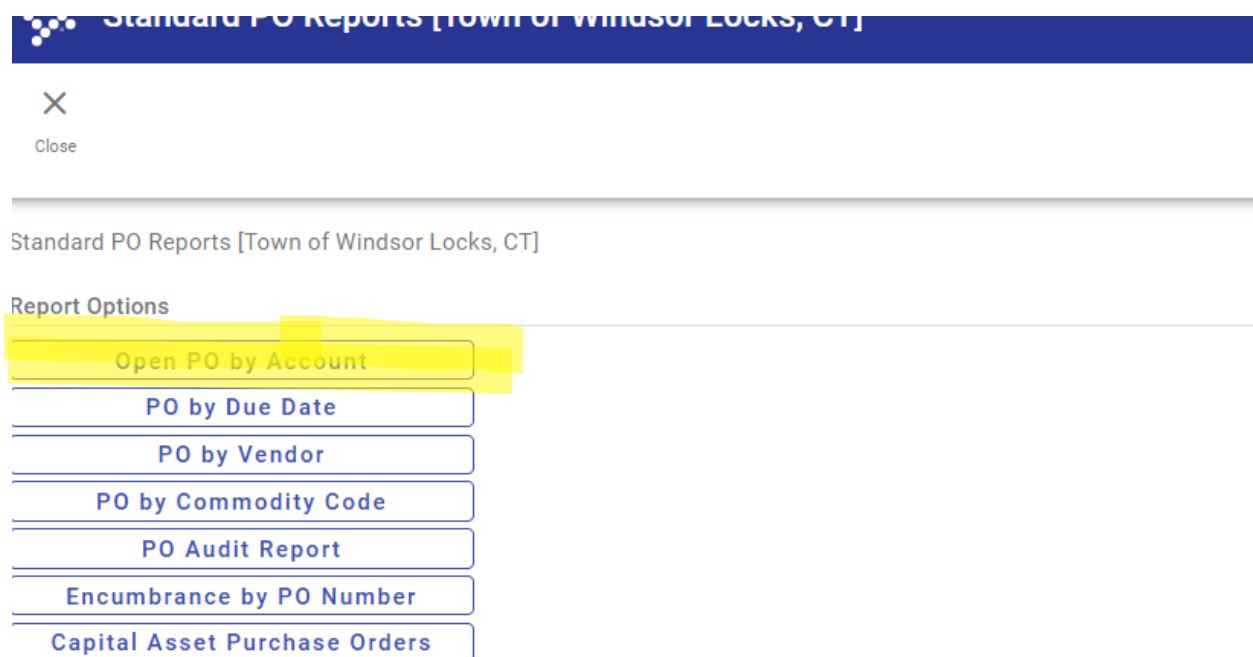
OPEN PURCHASE ORDERS BY ACCOUNT

GROUPED BY FUND

DATE RANGE: 07/01/2024 TO 06/30/2025 CURRENT YEAR POS'

PO #	LN	Vendor	Vendor Name	PO Date	Ordered Amount	Open Amount	Line Description
DETAILS FOR ACCOUNT: 1005.41.4111.0000.411100.7000.000.55400.00000000. ADVERTISING							
25000026	001	002473	HEARST COMMUNICATIONS	06/30/25	1,306.42	1,070.32	Advertising-Client 360239
					1,306.42	1,070.32	
DETAILS FOR ACCOUNT: 1005.41.4139.0000.413900.7000.000.53025.00000000. PROF & TECH SERV-LEGAL							
25411178	001	002183	MCGANN BARTLETT & BROWN LLC	06/30/25	1,494.00	1,494.00	Legal Services
					1,494.00	1,494.00	
DETAILS FOR ACCOUNT: 1005.41.4139.0000.413900.7000.000.53027.00000000. PROF & TECH SERV-LEGAL							
25411176	001	002321	FAHEY & LANDOLINA ATTORNEYS L	06/30/25	1,160.00	1,060.00	Legal Services
					1,160.00	1,060.00	
TOTALS FOR FUND: 1005 GENERAL FUND					3,960.42	3,624.32	
DETAILS FOR ACCOUNT: 2800.41.4111.0000.411100.7000.000.58110.00000000.24001 DECD CIF 225 255 MAIN DEVEL							
25411179	001	002234	KRONENBERGER & SONS RESTORATI	06/30/25	1,163,388.41	544,691.40	DECD CIF 225 255 Main Development
25411183	001	002546	G.L. CAPASSO INC	06/30/25	99,507.55	51,057.55	DECD CIF 225 255 Main Development
					1,262,895.96	595,748.95	
TOTALS FOR FUND: 2800 FUND 40-GRANTS					1,262,895.96	595,748.95	
DETAILS FOR ACCOUNT: 2880.60.4177.0000.417700.7000.000.53401.00000000. PROF & TECH SERV-ENGINEERING							
25411154	001	002670	JR RUSSO	06/30/25	20,171.10	17,961.20	Engineering Services
					20,171.10	17,961.20	
TOTALS FOR FUND: 2880 TIF					20,171.10	17,961.20	
DETAILS FOR ACCOUNT: 3000.42.4340.0000.434000.7500.000.57200.00000000. 22 NEW POLICE STATION							
25411143	001	002766	JH ARCHITECTS LLC	06/30/25	28,500.00	14,250.00	Architect Services for Police Sta
25411144	002	002766	JH ARCHITECTS LLC	06/30/25	28,500.00	28,500.00	Police Station
					57,000.00	42,750.00	
DETAILS FOR ACCOUNT: 3000.42.4340.0000.434000.7500.000.57200.00000000. 22 NEW POLICE STATION							
25419970	001	002303	CONSULTING ENGINEERING SERVIC	06/30/25	19,596.80	10,810.00	PO Construction Fee Proposal
					19,596.80	10,810.00	
DETAILS FOR ACCOUNT: 3000.44.4340.0000.434000.7200.000.57200.00000000. 22 NEW SENIOR CENTER							
25411144	001	002766	JH ARCHITECTS LLC	06/30/25	23,400.00	11,700.00	Senior Center
					23,400.00	11,700.00	
DETAILS FOR ACCOUNT: 3000.44.4340.0000.434000.7200.000.57200.00000000. 22 NEW SENIOR CENTER							
25419970	002	002303	CONSULTING ENGINEERING SERVIC	06/30/25	19,596.80	10,810.00	SC Construction Fee Proposal
					19,596.80	10,810.00	

Alternatively, you can opt to run your Open PO report by your General Ledger (GL) account:



Standard PO Reports [Town of Windsor Locks, CT]


Close

Standard PO Reports [Town of Windsor Locks, CT]

Report Options

- Open PO by Account
- PO by Due Date
- PO by Vendor
- PO by Commodity Code
- PO Audit Report
- Encumbrance by PO Number
- Capital Asset Purchase Orders

Click on Open PO by Account



OPEN POs BY ACCOUNT

Back
 Output
 Print
 Display
 PDF
 Save
 Excel
 Define
 Schedule Export

Standard PO Reports [Town of Windsor Locks, CT] > OPEN POs BY ACCOUNT

General

☐ Initially sort by Dept/Loc

Sort by
 ☒ Fund
 ☐ Organization
 ☐ Account

Inclusion options

PO fiscal year	Current	2026
PO entered	07/01/2024	06/30/2025
Dept/Loc		ZZZZZ
Fund		ZZZZ
Location		ZZZZZZZZZZ
ACFR		ZZZZZZZZZZ
Subdepartmen		ZZZZZZZZZZ
Department		ZZZZZZZZZZ
BOEFunction		ZZZZZZZZZZ
Grant		ZZZZZZZZZZ
Program		ZZZZZZZZZZ
Org		ZZZZZZZZ
Object		ZZZZZZ
Project		ZZZZZ

Accounts:
 ☒ Expense
 ☐ Revenue

Change report options

You can use the three horizontal dots to give you a list from which to select more specific information

Back

Accept

Cancel

Output

Print

Display

PDF

Save

Excel

Word

[Standard PO Reports \[Town of Windsor Locks, CT\]](#) > [OPEN POs BY ACCOUNT](#) > Department Help

Department	Description
4101	BOARD OF FINANCE
4111	SELECTMAN
4117	FINANCE DEPT
4131	ASSESSOR
4132	BOARD OF ASSESSMENT APPEALS
4135	TAX COLLECTOR
4137	TOWN TREASURER
4139	LEGAL
4141	PERSONNEL
4143	INFORMATION TECH
4147	TOWN CLERK
4149	REGISTRAR OF VOTERS
4153	PLANNING & ZONING
4155	ZONING BOARD OF APPEALS
4157	BUILDING OFFICIAL

Search / Filter

You would click on the appropriate department and then Accept

From there, you can PDF your report or download to Excel

Town of Windsor Locks, CT



OPEN PURCHASE ORDERS BY ACCOUNT

GROUPED BY FUND
DATE RANGE: 07/01/2024 TO 06/30/2025 CURRENT YEAR POS*

REF #	VEN NUMBER	VEN CODE	VEN	PO DATE	ORDERED AMOUNT	CURR AMOUNT	LINE DESCRIPTION
DETAILS FOR ACCOUNT:	1005.41.4125.0000.412500.7000.000.53310.00000000.				PROP & TECH SERV-ACCOUNTING		
25411701 001 002438	MARCUM LLP			06/30/25	1,561.00	1,561.00	Auditing Services
DETAILS FOR ACCOUNT:	1005.41.4340.0000.434000.0000.000.56200.00000000.				TEMPORARY UTILITIES		
25419942 005 002005	EVERSOURCE ELECTRIC			06/30/25	186.94	134.06	45 Chestnut St. Acct # 0136
25419963 001 003041	CONNECTICUT WATER COMPANY			06/30/25	192.82	192.82	Quarterly Service at 43 Chestnut
DETAILS FOR ACCOUNT:	1005.41.4340.0000.434000.7000.000.54411.00000000.				WATER TOWN HALL		
25419963 003 002041	CONNECTICUT WATER COMPANY			06/30/25	253.47	253.47	Quarterly Private Fire Protection
25419963 004 002041	CONNECTICUT WATER COMPANY			06/30/25	613.68	115.34	Quarterly Service at 50 Church St
DETAILS FOR ACCOUNT:	1005.41.4340.0000.434000.7000.000.54420.00000000.				EQUIPMENT CONTRACTS TOWN HALL		
25419907 001 002204	CONNECTICUT BUSINESS SYSTEMS			06/30/25	619.49	619.49	Town Equipment Contracts
DETAILS FOR ACCOUNT:	1005.41.4340.0000.434000.7000.000.56210.00000000.				NATURAL GAS TOWN HALL		
25419937 003 003956	EVERSOURCE GAS			06/30/25	6,337.54	6,337.54	Monthly Gas Service at 50 Church
DETAILS FOR ACCOUNT:	1005.41.4340.0000.434000.7000.000.56220.00000000.				ELECTRICITY TOWN HALL		
25419942 008 002005	EVERSOURCE ELECTRIC			06/30/25	7,293.39	117.56	50 Church St. Town Hall Acct # 40
DETAILS FOR ACCOUNT:	1005.41.4340.0000.434000.7100.000.56210.00000000.				NATURAL GAS SENIOR CENTER		
25419937 006 003956	EVERSOURCE GAS			06/30/25	3,800.41	3,800.41	Monthly Gas Service at 41 Oak St.
DETAILS FOR ACCOUNT:	1005.41.4340.0000.434000.7100.000.56220.00000000.				ELECTRICITY SENIOR CENTER		
25419942 013 002005	EVERSOURCE ELECTRIC			06/30/25	5,143.14	2,939.00	41 Oak St. Senior Center Acct # 4
DETAILS FOR ACCOUNT:	1005.42.4340.0000.434000.7400.000.56210.00000000.				NATURAL GAS SAFETY COMPLEX		
25419937 005 003956	EVERSOURCE GAS			06/30/25	1,379.82	1,379.82	Monthly Gas Service at 4 Volunteer
DETAILS FOR ACCOUNT:	1005.42.4340.0000.434000.7600.000.56210.00000000.				NATURAL GAS ANIMAL FACILITY		
25419937 001 003956	EVERSOURCE GAS			06/30/25	755.10	657.99	Monthly Gas Service at 8 Stanton
DETAILS FOR ACCOUNT:	1005.42.4340.0000.434000.7600.000.56220.00000000.				ELECTRICITY ANIMAL FACILITY		
25419942 006 002005	EVERSOURCE ELECTRIC			06/30/25	1,191.47	820.86	1 Stanton Rd. Acct # 4015
DETAILS FOR ACCOUNT:	1005.42.4340.0000.434000.7700.000.56220.00000000.				ELECTRICITY 9 BAY GARAGE		
25419942 009 002005	EVERSOURCE ELECTRIC			06/30/25	86.13	32.49	2 Volunteer Dr. Safety Complex Ac