Purchase order tracker

PDF: calculate and review totals manually. Use Excel for calculations. Use one currency and a consistent tax basis. Enter cumulative invoices applied, including 0 if none. Negative balances need review.

Project / production		**Currency code**	
As of		**Prepared / reviewed by**	

PO / ref	Vendor / scope	Department	Approved total	Invoices applied	Remaining balance	Status	Approval / date	Notes / next action

This is a commitment tracker. It does not create purchase orders, authorize spending, or determine payment status. Use consistent tax and currency treatment.

Purchase order tracker

Track approved commitments, invoices applied, and the remaining balance with department and approval references in view.

For production accountants and purchase approvers

WHEN TO USE

Reviewing project commitments or reconciling purchase orders against received invoices.

HOW TO USE

01 Use one workbook per project and currency. Record the currency before entering amounts.

02 Use one row per purchase order, with the approved total including approved revisions. Enter cumulative invoices applied on the same tax basis.

03 Review negative balances and open commitments before closing a purchase order. A balance is not evidence that an invoice has been paid.

Fill the PDF fields, save, and reopen to check your entries. Calculate every total manually and have a reviewer verify it. Use the protected Excel file for calculations. Use another copy or a referenced attachment for more rows.

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Explore vendor finance

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