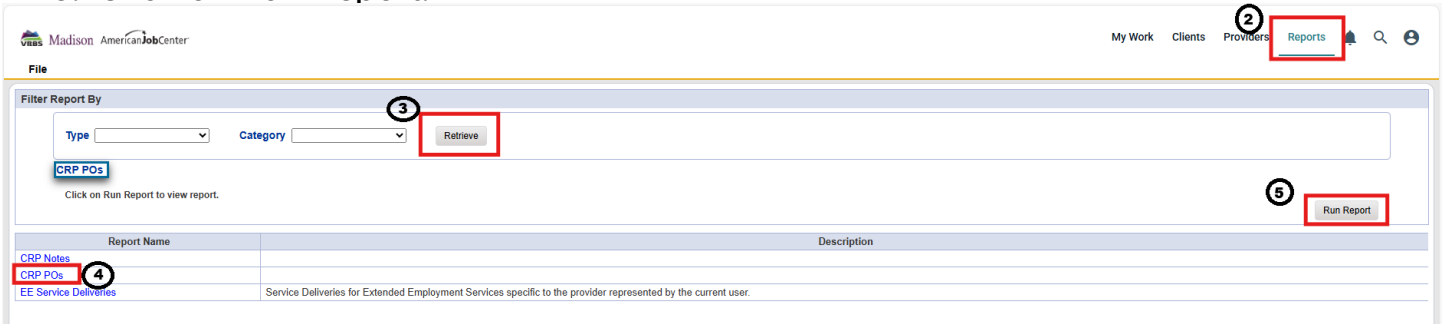


Accessing the CRP Pos report

1. Login to Madison.
2. Click on Reports Chapter.
3. Click on Retrieve.
4. Click on "CRP POs"
5. Click on Run Report.

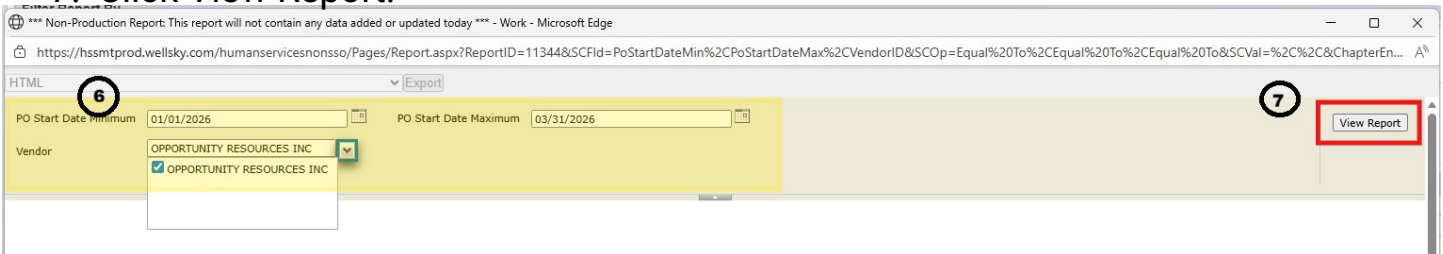


6. Set relevant parameters.

- 1) Start Date Min
- 2) Start Date Max
- 3) Vendor, only option will be your provider agency.

Ex. if looking for Jan-March 2026 POs towards the end of December 2025, input 01/01/2026 for "PO Start Date Minimum" and 03/31/2026 for "PO Start Date Maximum"

7. Click View Report.



8. Export report to Excel for sorting:

- 1) Click the Export button
- 2) Click Excel

