Instructions to Print Open P.O. Report



Menu Path: Main Menu, Purchasing, Reports, Purchase Orders by Organization



Click the "Advanced" button

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Click the "Load" button.

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Select "Open POs by App Grp" then click "OK".

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Select your approval group by clicking the down arrow next to the empty box. (Third row, fourth box)

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Select your approval group then click "OK".

This rep a total or and a do	ort lists purchase orders f items ordered, a dollar i ollar amount balance.	by budget unit and includes amount for items ordered,		
Report Crite	Appro	oval Group Help - LA PORTE ISD LIVE 5.1	•	
пероп спа	App Group	Description		
Purchase Ord	FINEARTS028	FINE ARTS	-	
	LMXE019	LOMAX ELEMENTARY SCHOOL		
Completed	BUSOFC031	BUSINESS OFFICE		
Blanket	CHATOS027	CHATOS	×	
Vendor	BAYSHORE017	BAYSHORE ELEMENTARY SCHOOL		
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Expires	MAINTOPR034	MAINTENANCE AND OPERATIONS		
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Check to see that your approval group is displayed. Then click "OK".

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Click "OK".

Your report will generate and you will have to Save and Open to print to the screen.

Report Cr	iteria	
Purchas	e Order	
Requisi		Print - LA PORTE ISD LIVE 5.1
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A 44 - 14 1 - 11	-	

Example Report

SUNGARD FUBLIC SECTOR DATE: 04/17/2015 TIME: 09:59:49	LA PORTE ISD PURCHASE ORDERS BY ORGANIZATION	PAGE NUMBER: 1 PURCHAJ 1 BUDGET CODE TOTALS
SELECTION CRITERIA: (((purchase.final := *F*) OR	(purchase.final IS NULL)) AND ((purchase.issued = *Y*)) AND	((purchase.location = *
BUDGET CODE - 1995 - GENERAL FUND		
PO # OF NUMBER CHOS BUDGET CODE VENDOR 153022 000 1995 1006159 - LIBERTI BUYER- SHELLI MCINTOSH TERMS- NRT 30 DAYS	ACCOUNT PROJECT PO.TYPE P/A REQ.REF PAPER 1310.19 REGULAR N R150167 SHIP CD- 999 FREIGHT- FFA	STATUS
ITEM COMMODITY STOCK NUMBER STATUS	TAX AMOUNT NIT PRICE MEASURE ORDERED TRADE-IN/DISC	AMOUNT BALANCE
01 645 OPEN SOL PAPER, 8 1/2 X 11, 20LBS	27.5000 400.00 .00 , 96 BRIGHT, .00	11000.00
10 PALLETS (400 CASES)	URCHASE ORDER TOTAL 400.00 .00 .00	11000.00 11000.00
1	UDGET CODE TOTALS 400.00 .00	11000.00 11000.00

Things to consider when reviewing all open purchase orders:

- 1. You should know the <u>status</u> of every purchase order on your report.
- 2. Have the items been received?
 - a. Yes? Contact Accounts Payable
 - b. No? Contact Vendor to determine shipping status
- 3. Can the P.O. be closed?
 - a. Yes? Email Accounts Payable to let them know to "Close the Purchase Order"
- 4. Do you need to add additional funds to a Blanket P.O.?
 - Yes? Enter a change order to add funds.
 NOTE: The last day to enter fiscal year orders/requisitions using general funds (199) in eFinance is close of business mid-April, official date will be provided in the March and April newsletters. All budget amendments, budget managers/executive director approvals, correct coding and any supporting documentation (quotes, etc.) must be completed by this date.
- 5. Don't forget to review the report for your Federal Funds purchase orders. You will need to select your "FedFund" approval group code.