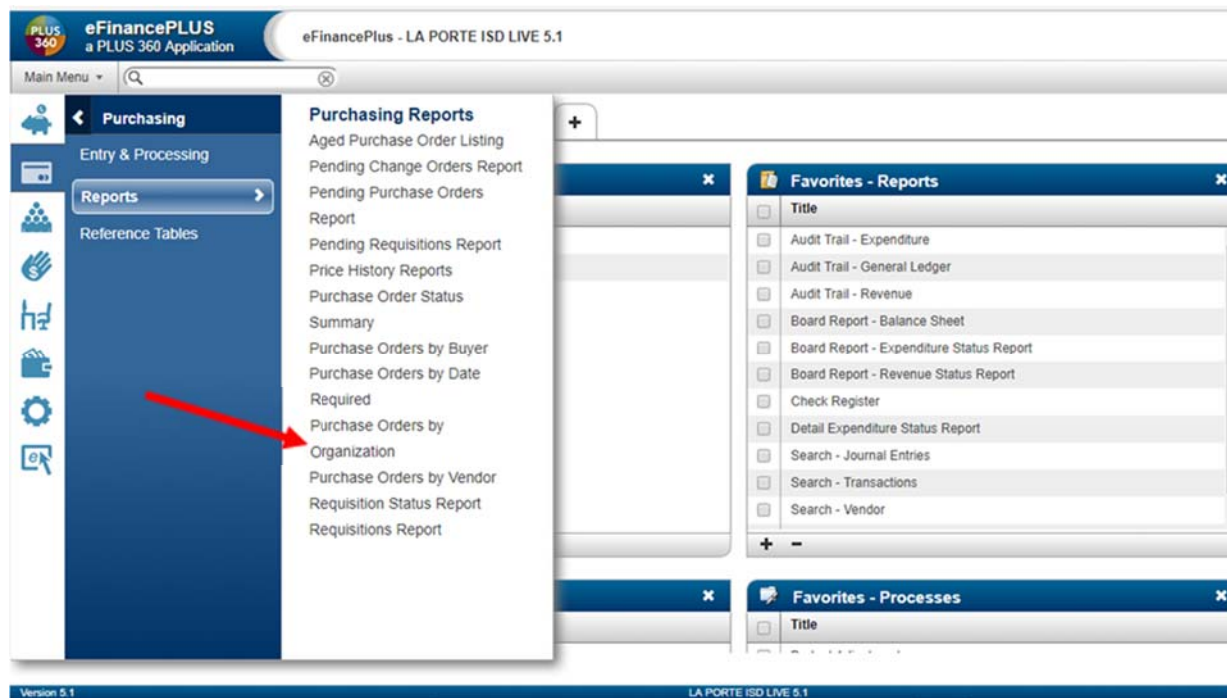
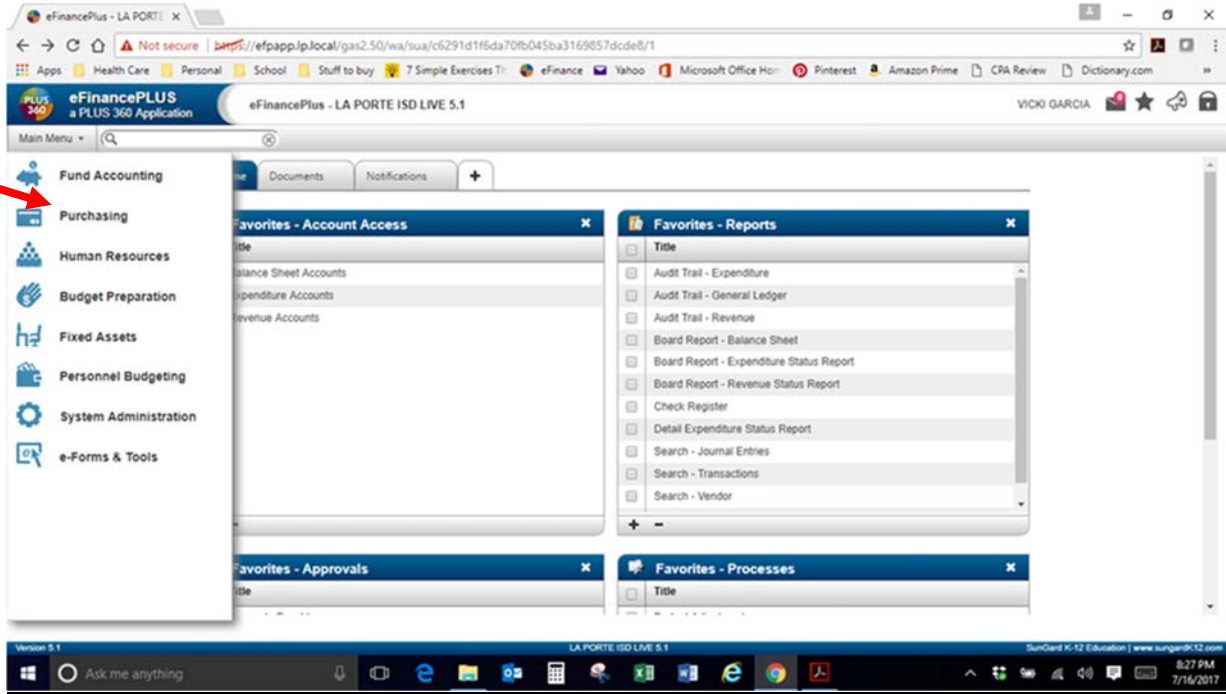


Instructions to Print Open P.O. Report

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



Click the "Advanced" button

eFinancePLUS
a PLUS 300 Application

Purchase Orders By Organization - LA PORTE ISD LIVE 5.1

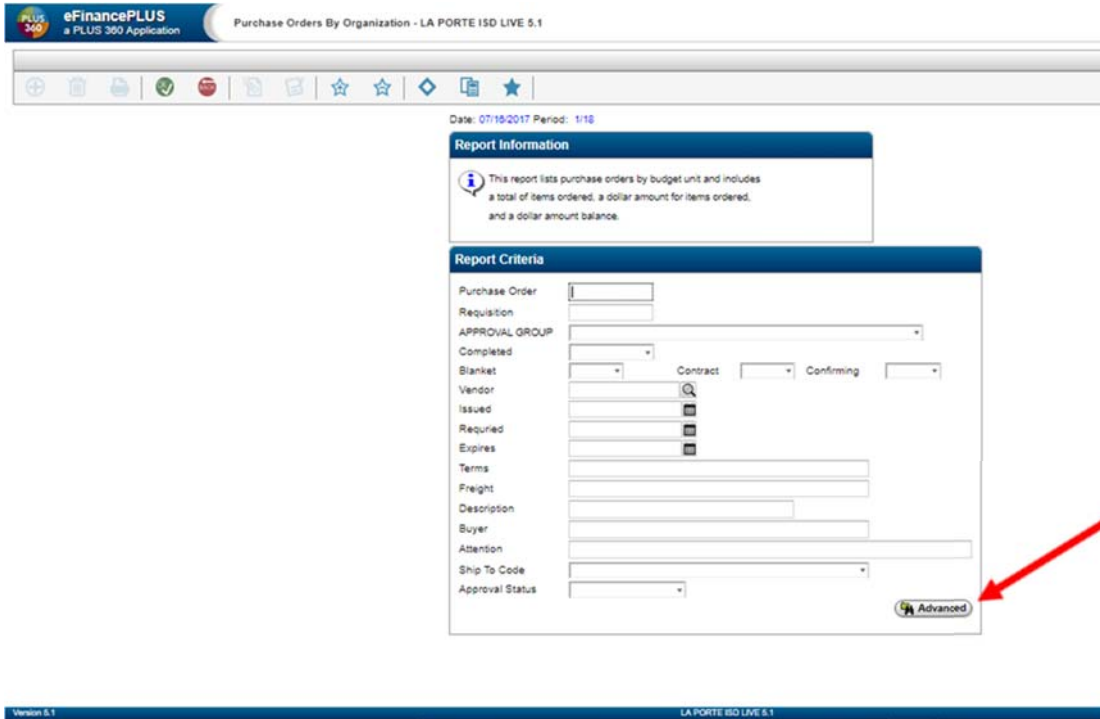
Date: 07/19/2017 Period: 1/16

Report Information

This report lists purchase orders by budget unit and includes a total of items ordered, a dollar amount for items ordered, and a dollar amount balance.

Report Criteria

Purchase Order:
Requisition:
APPROVAL GROUP:
Completed:
Blanket: Contract: Confirming:
Vendor:
Issued:
Required:
Expires:
Terms:
Freight:
Description:
Buyer:
Attention:
Ship To Code:
Approval Status:



Click the "Load" button.

Advanced Search: Purchase

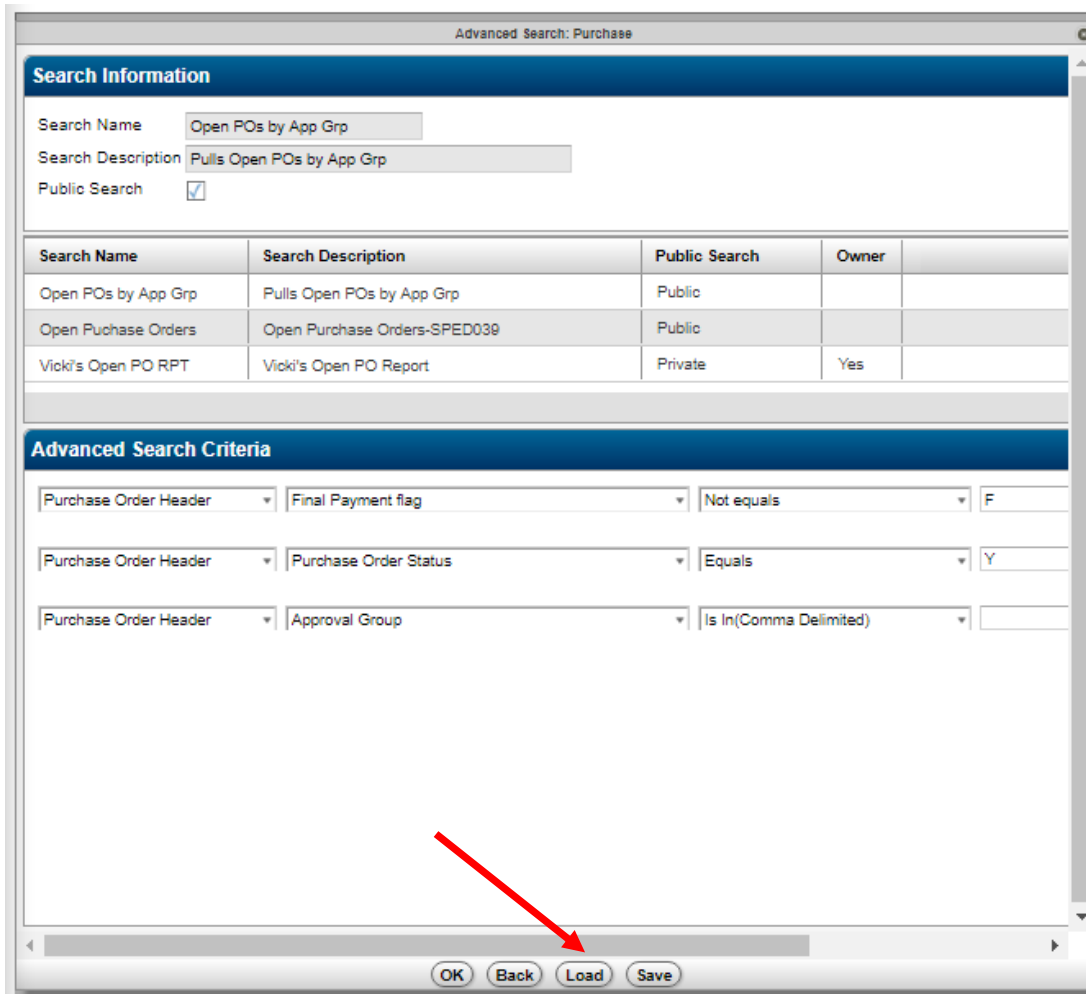
Search Information

Search Name:
Search Description:
Public Search:

Search Name	Search Description	Public Search	Owner
Open POs by App Grp	Pulls Open POs by App Grp	Public	
Open Purchase Orders	Open Purchase Orders-SPED039	Public	
Vicki's Open PO RPT	Vicki's Open PO Report	Private	Yes

Advanced Search Criteria

Purchase Order Header | Final Payment flag | Not equals | F
Purchase Order Header | Purchase Order Status | Equals | Y
Purchase Order Header | Approval Group | Is In(Comma Delimited) |



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

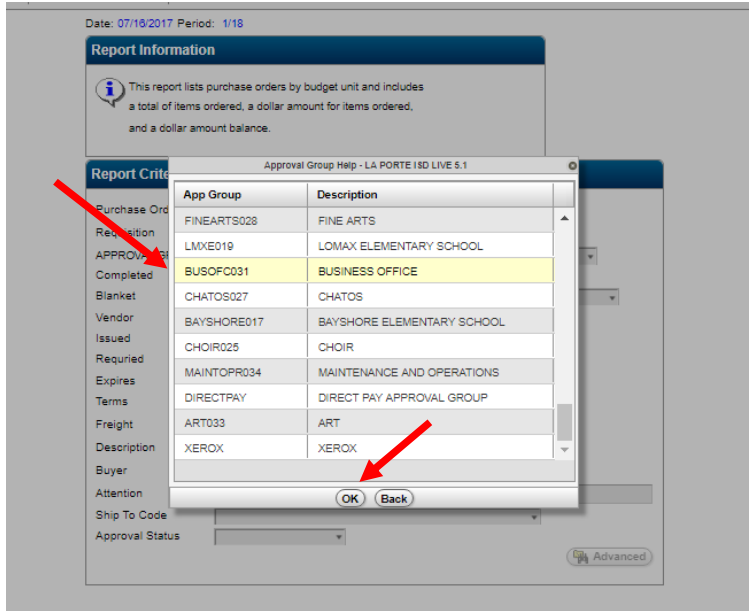
Search Name	Search Description	Public Search	Owner
Open POs by App Grp	Pulls Open POs by App Grp	Public	
Open Purchase Orders	Open Purchase Orders-SPED039	Public	
Vicki's Open PO RPT	Vicki's Open PO Report	Private	Yes

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

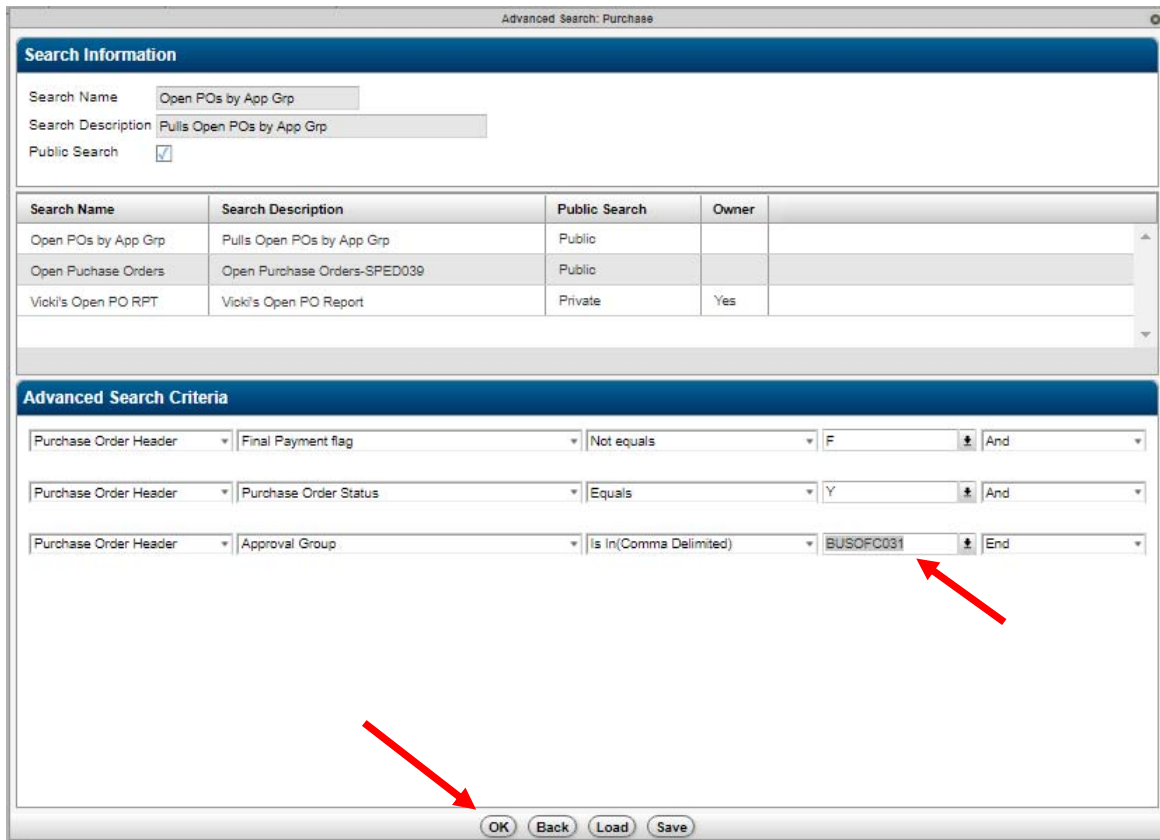
Search Name	Search Description	Public Search	Owner
Open POs by App Grp	Pulls Open POs by App Grp	Public	
Open Purchase Orders	Open Purchase Orders-SPED039	Public	
Vicki's Open PO RPT	Vicki's Open PO Report	Private	Yes

Field	Value	Operator	Value	Logic
Purchase Order Header	Final Payment flag	Not equals	F	And
Purchase Order Header	Purchase Order Status	Equals	Y	And
Purchase Order Header	Approval Group	Is In(Comma Delimited)		End

Select your approval group then click "OK".



Check to see that your approval group is displayed. Then click "OK".



Click "OK".

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

Report Criteria

Purchase Order []

Requisition []

APPROVAL []

Complete []

Blanket []

Vendor []

Issued []

Required []

Expires []

Terms []

Freight []

Description []

Buyer []

Attention []

Print - LA PORTE ISD LIVE 5.1

PURCHASE ORDERS BY ORGANIZATION

Destination

File

Screen

Excel

File Options

File Name H:/rpt/polist1.rpt

Excel Options

Data Option All Information

Run in the Background

OK Back

Example Report

SUNGARD PUBLIC SECTOR
DATE: 04/17/2015
TIME: 09:59:49

LA PORTE ISD
PURCHASE ORDERS BY ORGANIZATION

PAGE NUMBER: 1
PURCHA31
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 NUMBER	# OF CHGS	BUDGET CODE	VENDOR	ACCOUNT	PROJECT	PO.TYPE	P/A	REQ.REF	DATE	CODE	DAYS
153022	000	1995	1006159 - LIBERTY PAPER	1310.19		REGULAR	N	R1503671	04/10/15	ENTERED	7
			BUYER- SHELLI MCINTOSH	SHIP CD- 999					04/08/15	REQUIRE	9
			TERMS- NET 30 DAYS	FREIGHT- PFA						EXPIRES	

ITEM	COMMODITY---	STOCK NUMBER	STATUS	UNIT PRICE	MEASURE	ORDERED	TAX AMOUNT	AMOUNT	BALANCE
01	645		OPEN	27.5000		400.00	.00	11000.00	
		SOL PAPER, 8 1/2 X 11, 20LBS, 96 BRIGHT, 10 PALLETS (400 CASES)					.00		
						PURCHASE ORDER TOTAL	.00	11000.00	11000.00
							.00		
						BUDGET CODE TOTALS	.00	11000.00	11000.00
							.00		

Things to consider when reviewing all open purchase orders:

1. You should know the status 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.?
 - a. 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.