20.11 BusinessPlus
Purchasing Entry

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Purchasing Overview

Purchase Order Types

There are two types of Purchase Orders that can be created through the POUPPR screen.

1. **Standard PO** – A Standard PO is one where its items are itemized including the description, quantity, and price for each item. These PO's are *quantity driven* and require receiving as BusinessPlus uses three-way matching (PO item, received item and AP invoice item). When the quantity paid equals the PO quantity and equals the quantity received for ALL LINE ITEMS, *the PO will be automatically closed when posting the last AP invoice*. Invoices against a Standard PO do not route for approval.
2. **Blanket PO** - Blanket PO's are used when the order is *not itemized* and is based on *dollar amounts*. The most common type of Blanket is used to encumber money for services or supplies to be procured from the vendor throughout the school year (e.g. supplies needed by Maintenance Dept.). These PO's are *dollar driven* and multiple payments can be made throughout the year. Receiving is NOT entered for blanket POs; instead invoices are routed for approval (usually same routing as the initial PO). Even when paid in full, a Blanket PO will have to be manually closed to change its Status from PP (Partially Paid) to FP (Fully Paid).

Purchase Record Status

The status of a record changes through its life as follows:

PR – Purchase Request

PO – Purchase Order has been created and no payments have been made to date

PP – Partially Paid PO through Accounts Payable

FP – Fully Paid PO through Accounts Payable (also known as closed)

DE – Disencumbered through the PO close utility; commonly used for PO that had partial delivery but all items will not be delivered

CA – Canceled through the PO close utility; commonly used for a PO with no activity

Purchase Request to Purchase Order Conversion

MiPEER school districts are set up to automatically approve, convert, and email the PDF image of the PO when the final approver (usually the Purchasing department) approves a Purchase Request (PR). The encumbrance database and general ledger are also updated at this time.

Upon final approval of a PR, the system will automatically:

1) Update the status from PR to PO
2) Assign a Purchase Order (PO) number to the PR

3) Update the encumbrance database and general ledger
4) Create a PDF image of the PO
5) Email a copy of the PO to:
    a. The Vendor *if an email has been set up in the vendor file with an Email Code of PO (Purchase Order Email) and the Do Not Mail (DM) Req Code was not entered on the PR*
    b. The Creator of the PR
    c. The Purchasing department
6) Attach a PDF copy of the PO to the record in the POUPPR screen

Emails will be sent after the final approval has been applied to the PR. The **emails must be closely reviewed as they *identify whether the PO was emailed to the vendor***.

Note: If a vendor is set up with a **PO** Type Email Address and the user does NOT want the PO to be sent to the vendor, Req Code **DM** (Don't Mail PO) can be entered and the PO will not be emailed to the vendor. Additionally, a message 'Do Not Mail to Vendor' will print on the PO. The PO will be emailed to the Creator and the district generic purchasing email address.

1. PO Emailed to the Vendor

Subject: Purchase Order P1600001

Attached: OSPO5000.pdf (25 KB)

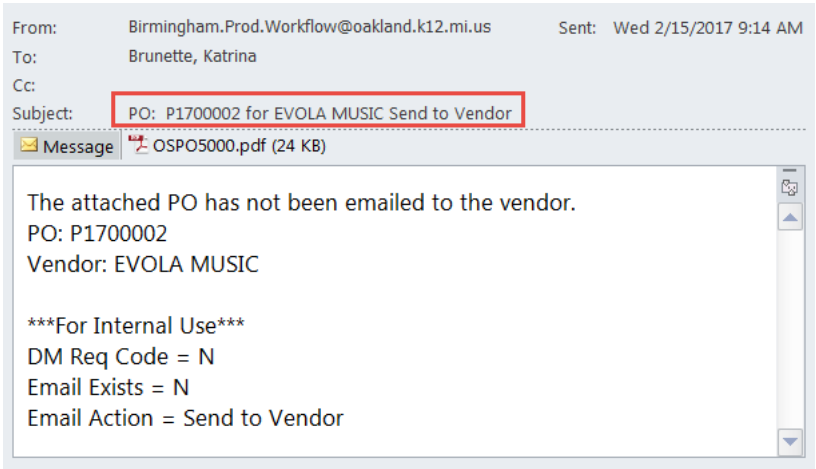
From: Bloomfield.Prod.Workflow@oakland.k12.mi.us <DoNotReply@oakland.k12.mi.us>
Date: Mon, Jun 22, 2015 at 4:10 PM
Subject: Purchase Order P1600001
To: Kylemaes@gmail.com, khildebrandt@bloomfield.org, Pmailbox@bloomfield.org

Attached please find purchase order # . If you have any questions, please reference the contact information on the purchase order.

This email was generated automatically. Please do not reply to sender.

Bloomfield Hills Schools

2. PO Not Emailed to the Vendor


From: Birmingham.Prod.Workflow@oakland.k12.mi.us Sent: Wed 2/15/2017 9:14 AM
To: Brunette, Katrina
Cc:
Subject: PO: P1700002 for EVOLA MUSIC Send to Vendor
Message OSPO5000.pdf (24 KB)

The attached PO has not been emailed to the vendor.
PO: P1700002
Vendor: EVOLA MUSIC

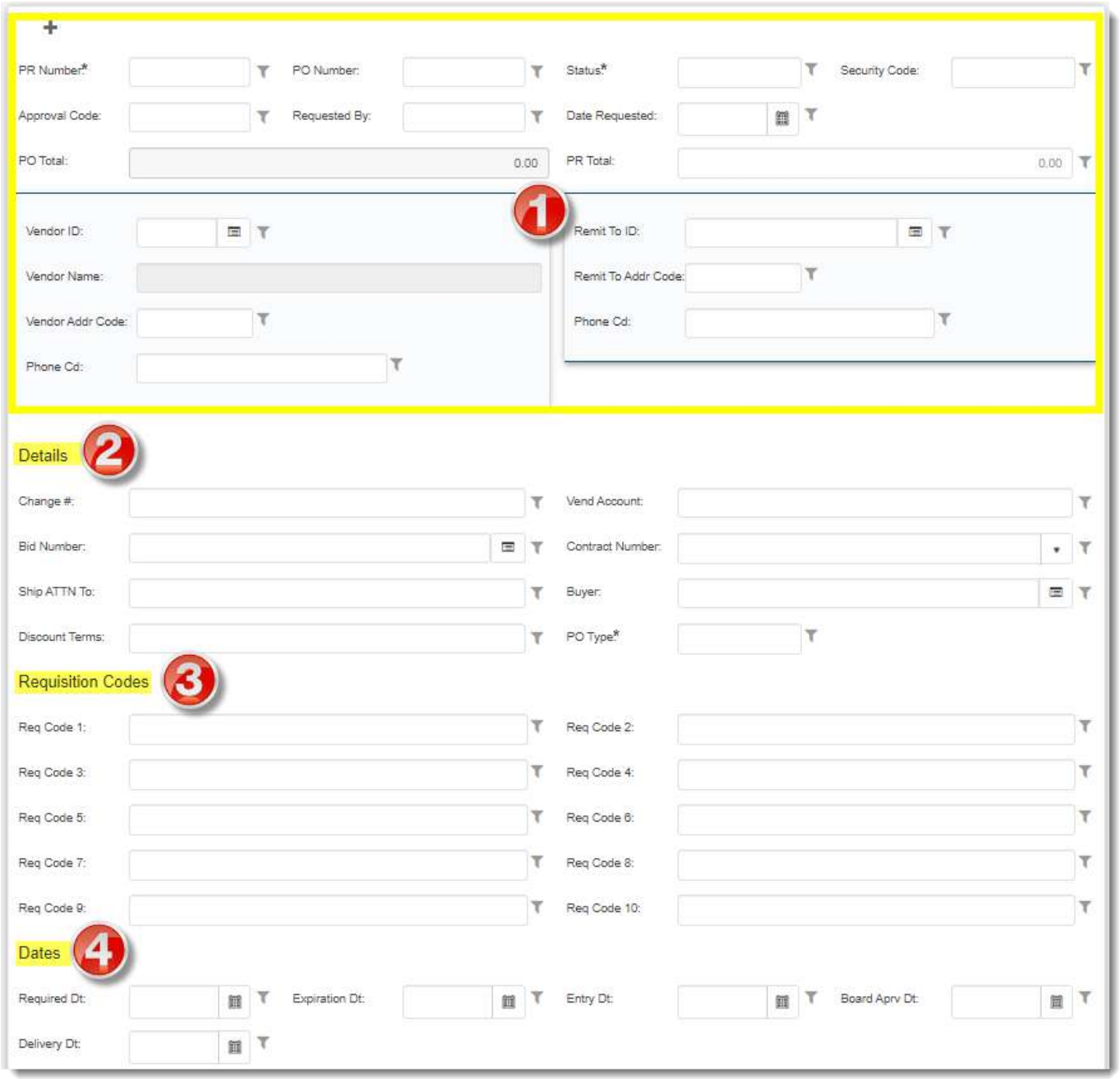
For Internal Use
DM Req Code = N
Email Exists = N
Email Action = Send to Vendor

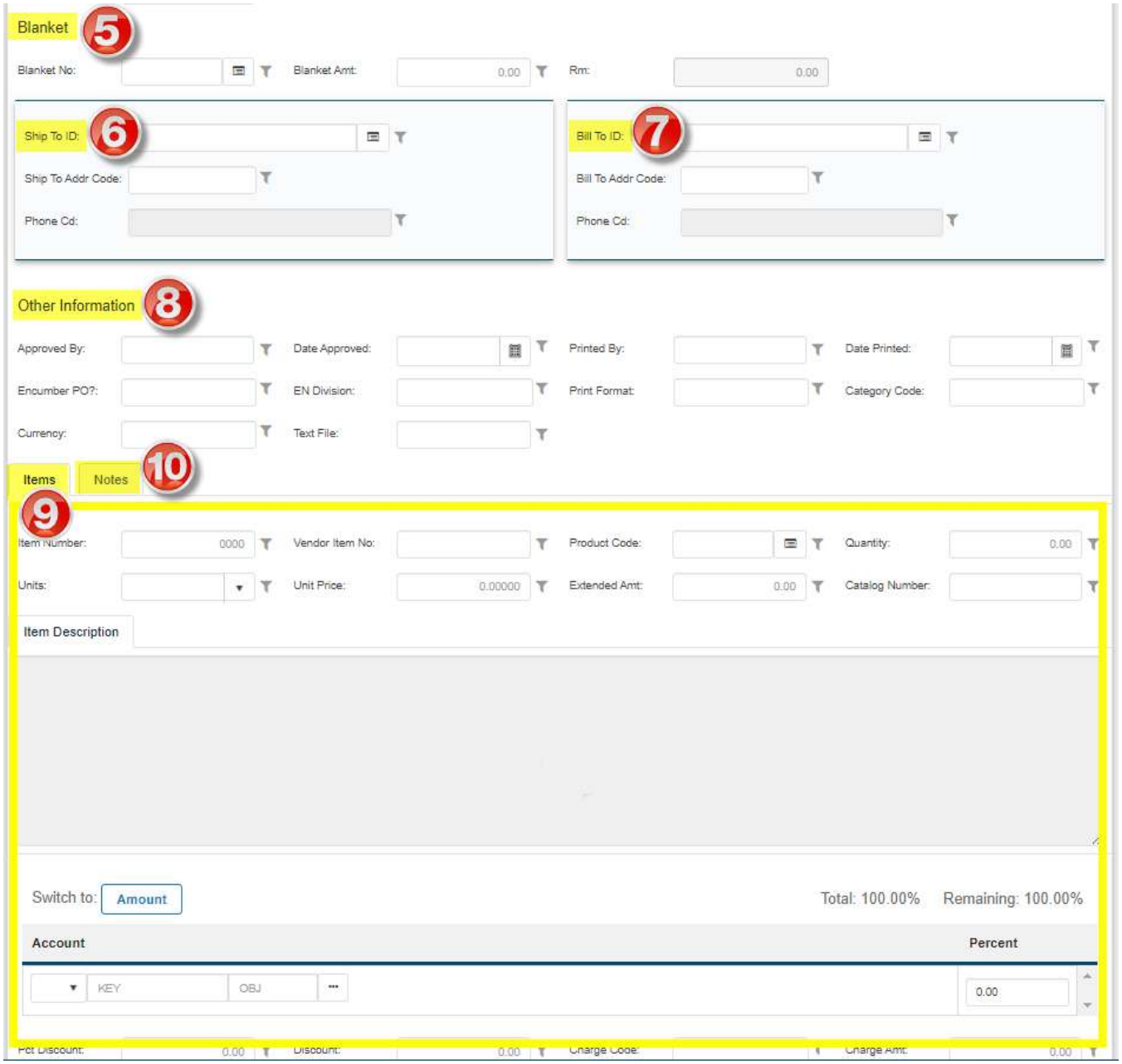
NOTE: ***If the PO is not emailed to the vendor, the Purchasing Department must print the PO and send to the vendor.***

Purchase Request Screen Overview - POUPPR

The Purchase Request screen is broken into the following sections (see the screen shots that follow):

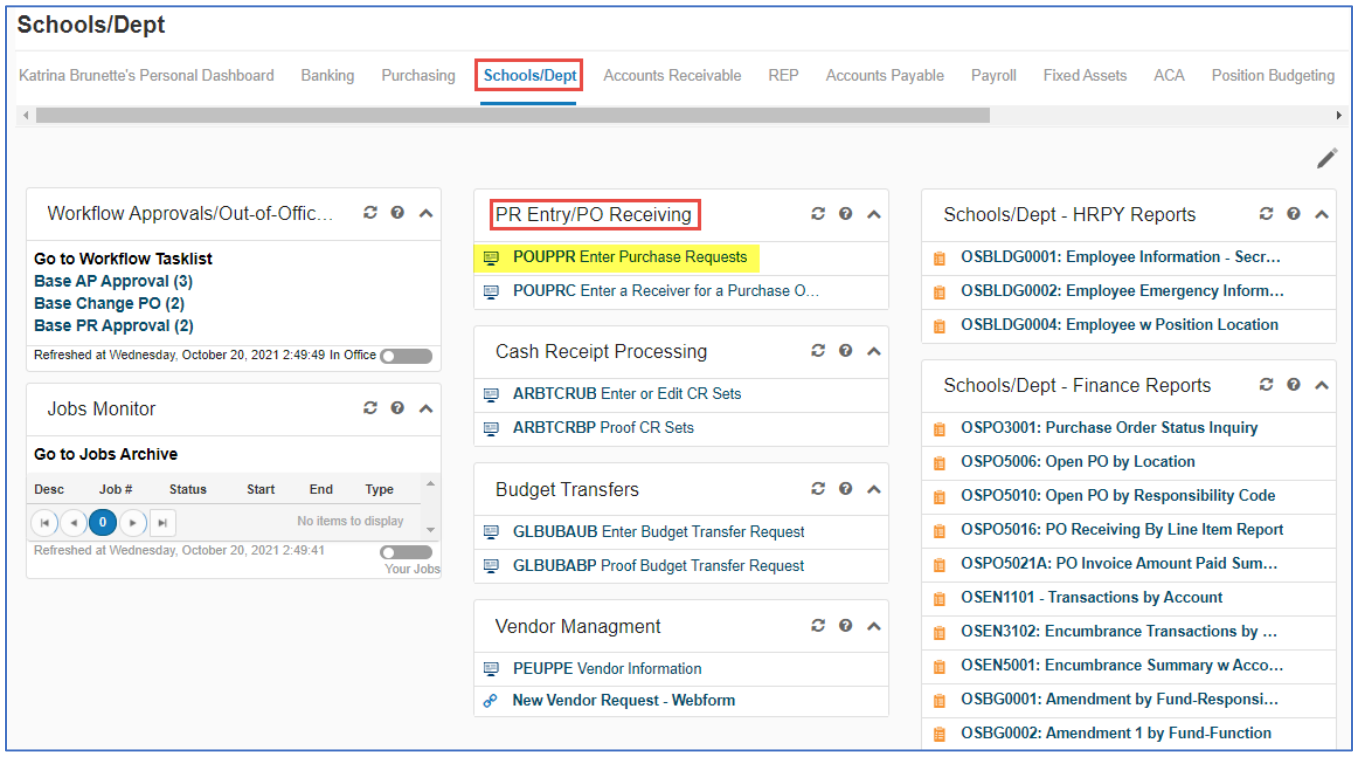
1 – Header
2 – Details
3 – Requisition Codes
4 – Dates
5 – Blanket
6 – Ship To
7 – Bill To
8 – Other Information
9 – Items including GL Account
10 – Notes



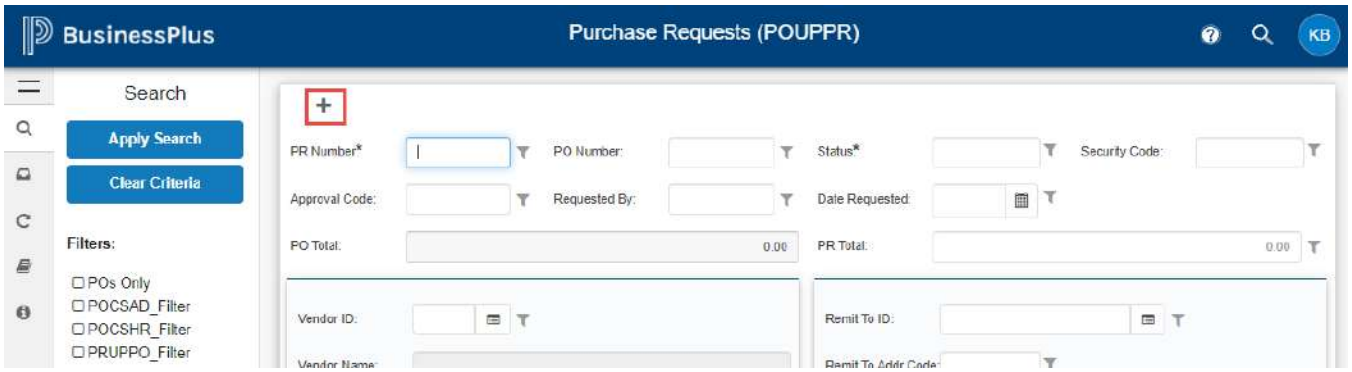

Blanket
5
Blanket No:
Blanket Amt:
0.00
Rm:
0.00
Ship To ID:
6
Ship To Addr Code:
Phone Cd:
Bill To ID:
7
Bill To Addr Code:
Phone Cd:
Other Information
8
Approved By:
Date Approved:
Printed By:
Date Printed:
Encumber PO?:
EN Division:
Print Format:
Category Code:
Currency:
Text File:
Items
Notes
10
9
Item Number:
0000
Vendor Item No:
Product Code:
Quantity:
0.00
Units:
Unit Price:
0.00000
Extended Amt:
0.00
Catalog Number:
Item Description
Switch to:
Amount
Total: 100.00%
Remaining: 100.00%
Account
Percent
KEY
OBJ
0.00
Pct Discount:
0.00
Discount:
0.00
Charge Code:
Charge Amt:
0.00

Entering a Purchase Request

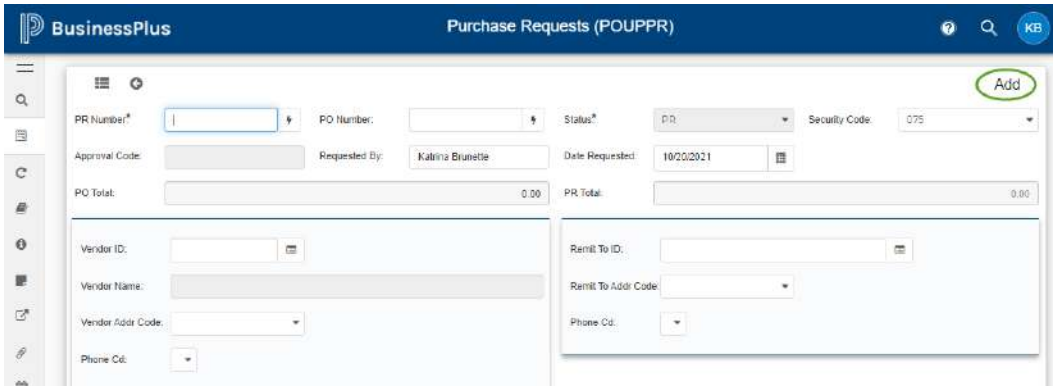
From the **Schools/Dept** dashboard, click the **Enter Purchase Requests** link.



The screen will open in Search Mode. Click the **Add** icon **(** +) to change to Add mode in the screen.

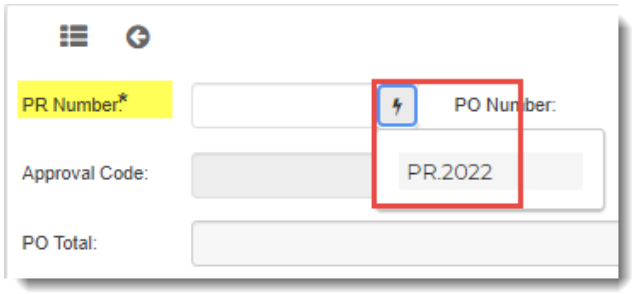


Note that the screen says **Add** in upper right corner.

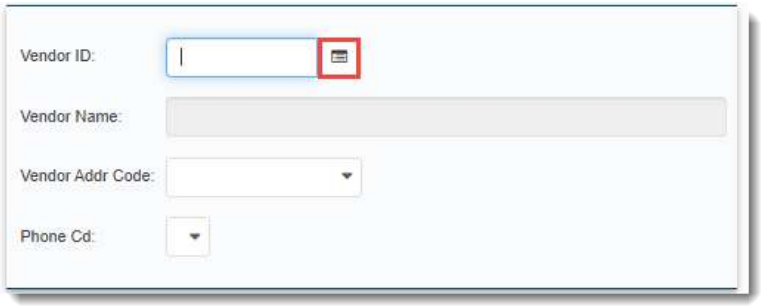


Header section

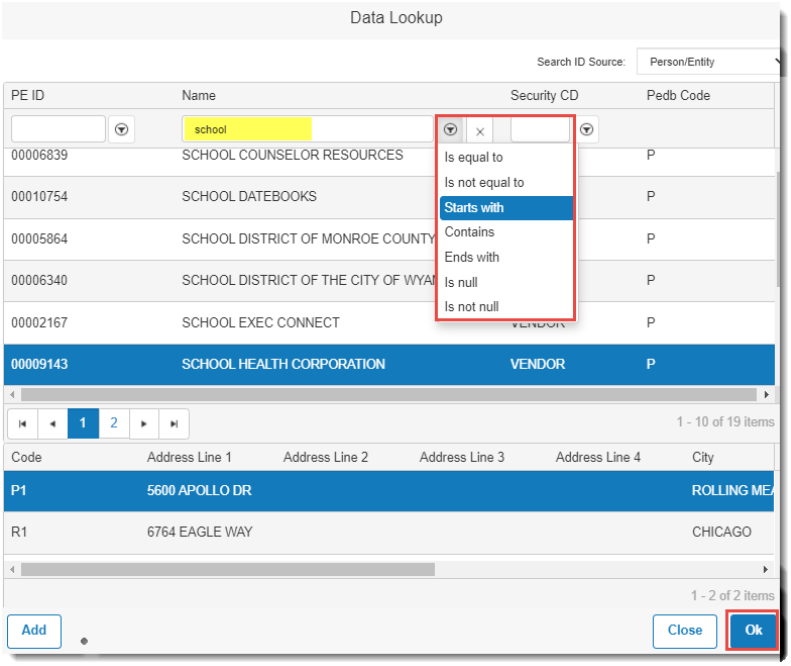
- **PR Number** – The system will assign the next available number. Click on the lightning bolt to view a listing of available seeds. Select the appropriate fiscal year seed (PR.2022 for example) and note the number assigned for future reference.



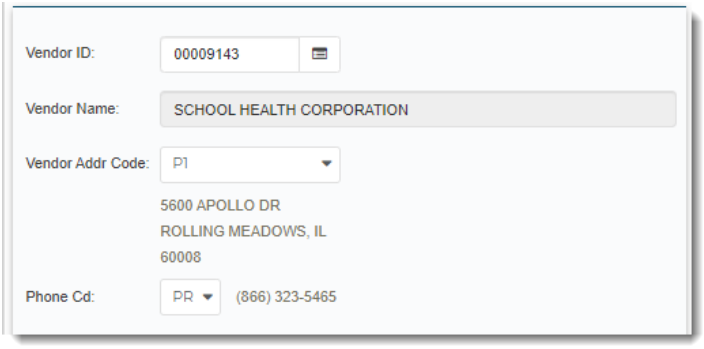
- **PO Number** (Informational only) – The PO number will be populated once all approvals are completed.
- **Security Code -** This will automatically default based on user security; it controls which PR/PO's a user can view. If a user has multiple security codes or is entering a purchase request for another user, the security code should be entered or selected from the dropdown.
- **Vendor ID** – To access the lookup feature, click on the lookup button.



The search can be initiated by PE ID, Name or Security Code. There is a dropdown list of operators to select by.



Select the appropriate ID by highlighting it and clicking OK. Double clicking will also pull the vendor information into the record.



Note that all addresses defined for a vendor will be listed in the lower portion of this screen. The highlighted address is the one that will be brought into the record. Click to highlight the appropriate address. If necessary, a different Address Code can be selected once the vendor has populated the record.

- **Remit To ID** – *No action is required*. The system will automatically pull the vendor remittance address (R1, R2, etc.) from the vendor record when the record is saved (Enter is pressed).

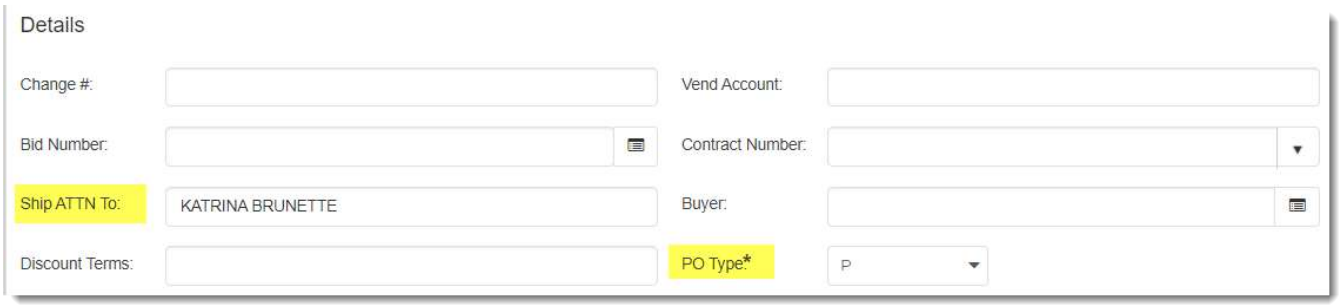
Details Section

The Details Section includes the following optional fields:

- **Change #** - *Display only field*. As Purchase Order changes are processed, the system updates this field to indicate how many changes have been made to the PO.
- **Bid Number** – Enter the reference *bid number* for the purchase order (prints on the PO in the Reference # field)
- **Ship ATTN To** – Enter the name of the person or department the goods are to be shipped to (prints on the PO)

  Do NOT enter any special characters such as **& , ‘** or **“** in the **Ship ATTN To** field

- **Discount Terms** – *Information only field*
- **Vend Account** – Enter the (district or school) customer account number for that vendor.
- **Contract Number**– Enter the reference *contract number* for the purchase order (prints on the PO in the Reference # field if the Bid Number field is blank)
- **Buyer** – *Field is not used*
- **PO Type** – The default type is P for an itemized PO. Select B for Blanket in this field for orders based on dollar amounts.

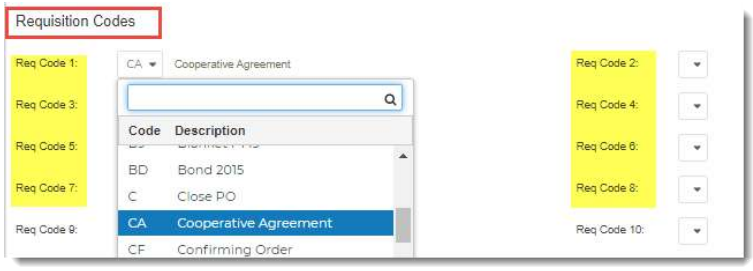


Requisition Codes Section 3

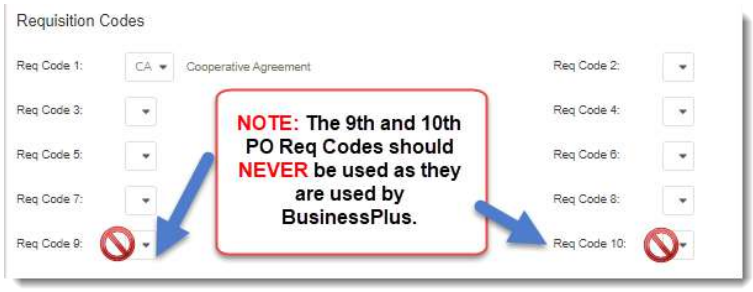
Requisition codes have multiple uses and are assigned on the Requisition Codes section of the POUPPR screen. While there are ten boxes, ONLY eight PO Req Codes can be used per record purchase request. Req Codes are used to:

- Print messages on the PO (Rush Order, No Backorders, Cooperative bid references, etc.)
- Provide Purchasing, AP and/or the Business Office with PO information (Blanket PO)
- Process various functions such as to Close a PO (**C**) or *prevent a PO from being emailed to a vendor* (**DM**)

(Contact Oakland Schools if a Req Code needs to be re-defined or added to the defaulted list)



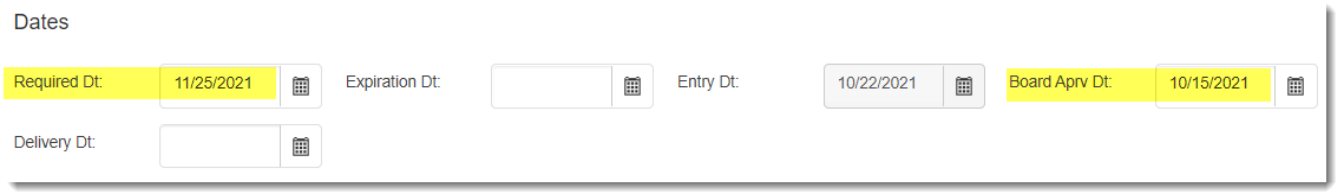
***Do NOT use PO Req Codes #9** or **10** as these are used by BusinessPlus (see below).*



The AP staff can see Requisition Codes on the PO Extract screen that displays when they are entering invoices into APOHININ so these codes can be used as a form of communication between requisitioners, Purchasing and the AP Departments.

Dates Section 4

- **Required Dt** – The date the good should be delivered to the district (prints on the PO)
- **Board Aprv Dt** – If applicable, the date the Board of Education approved this purchase (prints on the PO)



Blanket Section 5

- **Blanket Amount** – This field is only required if the PO Type is B (blanket). Enter the full amount of the Blanket PO.

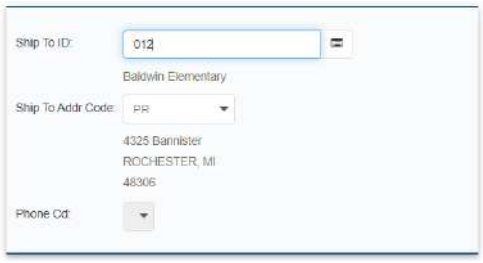
NOTE: The Blanket Amt field can be *higher* than the amount that will be encumbered on the line items, but *cannot be less*.

At this time pressing Enter will save the header portion of the requisition, however, nothing will be encumbered until the Line Item section is completed including entering the GL account to be charged.

Ship To Section 6

- **Ship To ID** – In most districts the three-digit Ship To Location ID is defaulted based on the Security Code the user selects. If the order is to ship to another district location, enter the three-digit Ship to Location ID or use the lookup feature by clicking the dropdown button (see below for best search).

NOTE: All Ship To Location IDs should have a PR Address Code (not P1, R1 or B1)



Bill To Section 7

- **Bill To ID** – *No action is required*. The system will automatically populate the district's default billing address when the record is saved (Enter is pressed). This should NOT be changed.

Other Information Section 8

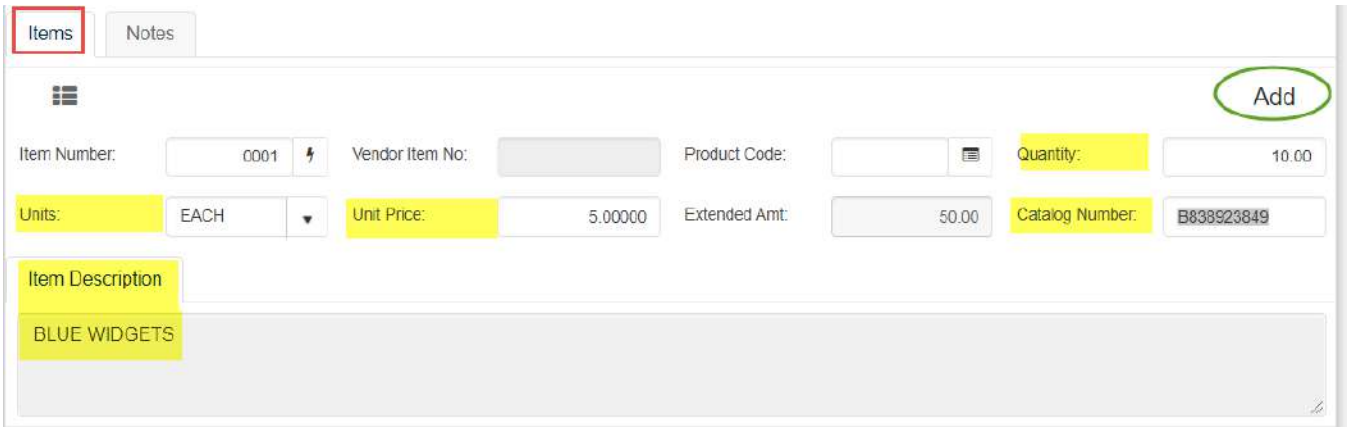
This section is for reference only.

Item Information 9

To add items, click the plus sign in the Items section (the mode will change to Add).

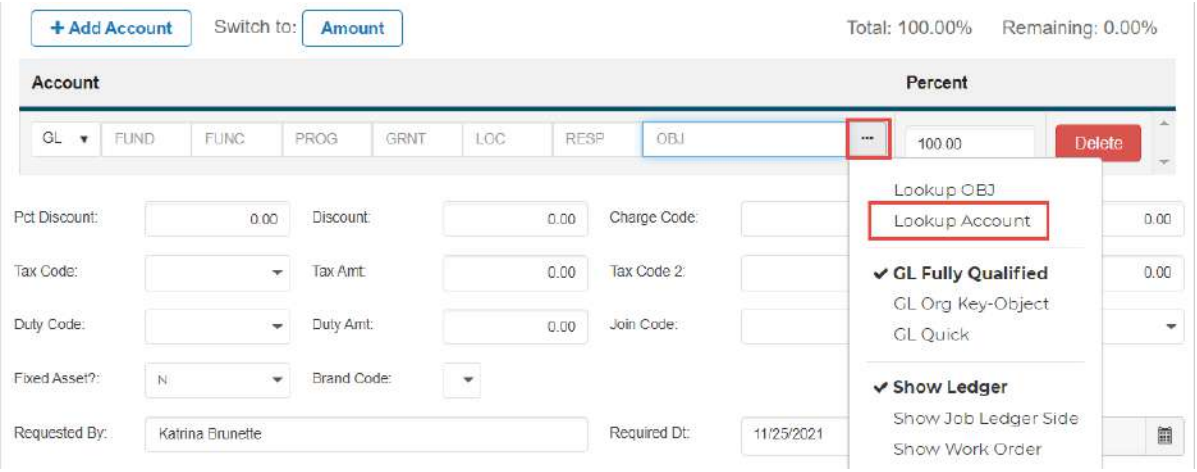
- **Quantity** – If Purchase Requisition is being itemized, enter the exact quantity for the item being purchased. If the Requisition is a Blanket, then enter a 1 as the quantity (Blanket PO line items should NEVER be a quantity other than 1).
- **Unit** – Enter or select the appropriate Unit of Measure from the drop-down list. Access the list by clicking on the down arrow.
- **Unit Price** – Enter the unit price for the item. The extended amount is the amount that will be encumbered. If entering a number with no cents, it is not necessary to enter a decimal and zero cents; when you tab out of the field, the decimal and 00 will automatically be updated.
- **Catalog Number** – If entered, this will print as the first line of the description for the line item.
- **Description** – Enter description of item being purchased. If creating a blanket, enter general description of items being purchased (for example, Office Supplies).

NOTE: Only the first 30 characters of the description entered will be available in Accounts Payable and on GL CDD reports.

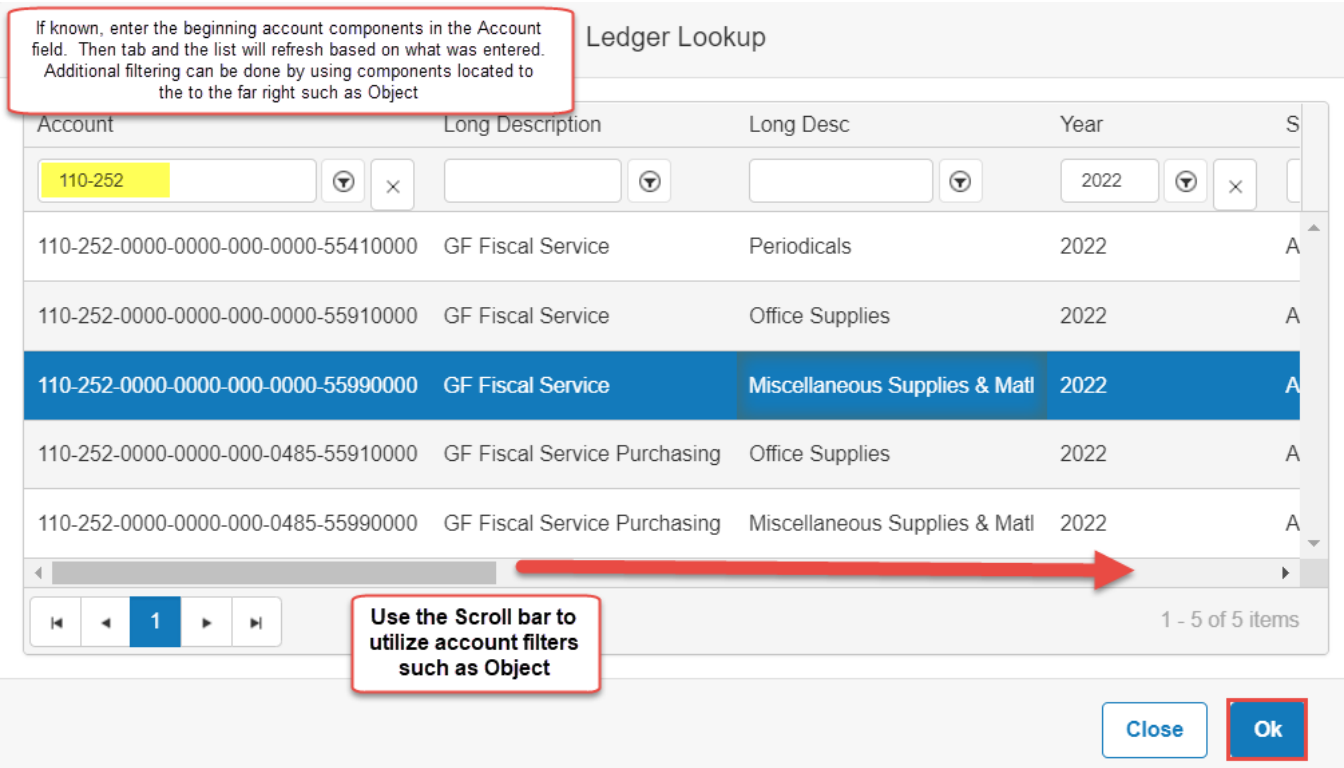


- **Account** – Enter the GL Account Number to be encumbered for the purchase. If the numbers are known, simply type them into the appropriate field.

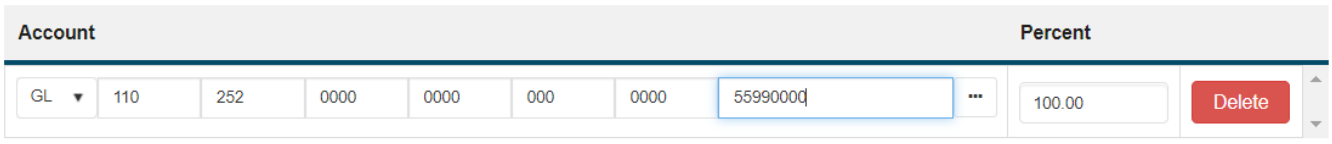
  To see a list of available Accounts, make sure your cursor is in one of the account fields and then click on the ellipses icon to access the Lookup Account.



A list of available account numbers will display based on the user's security profile. A search can be initiated by typing the known account components in the Account field (must include the – between each account component). Tab out of the Account field and the displayed accounts will refresh based on what was entered. The bottom scroll bar can be accessed to filter on other account components such as Object.



Double-click on the desired account number or highlight it and click **Ok** to bring it into the Purchase Request record.



Press **Enter** to save the first line item on the Purchase Request. A "**Record Accepted**" will display on the upper right portion of the screen if all required fields are complete and there are not any budget

warnings or blocks. Until the "Record Accepted" message is received the record is not saved in the database.

There will be times when a **budget warning** or **budget block error** appears.

- **Budget warnings** can be overridden and the record saved **by simply pressing the Enter key again** until the "Record Accepted" message is received.
- **Budget Blocks** cannot be overridden. The budget issue will have to be resolved or another account number will need to be selected to expense the purchase.

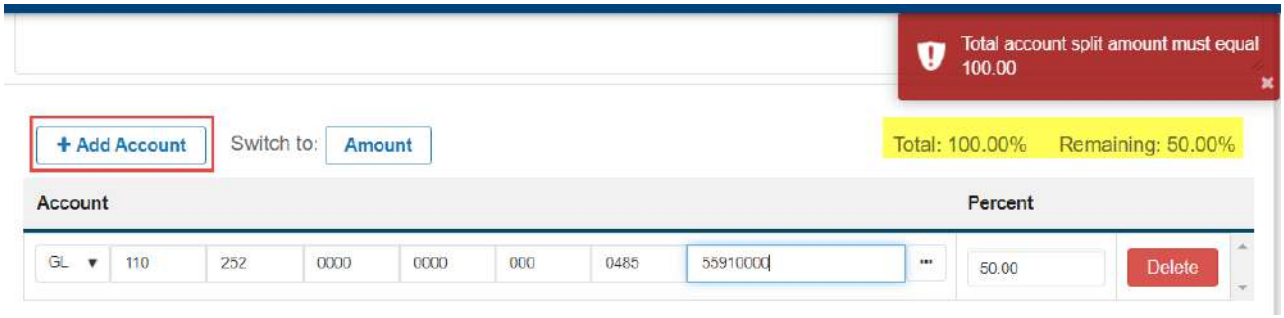
The system automatically numbers the next line item in anticipation of additional records.

Splits - Charging multiple accounts for items

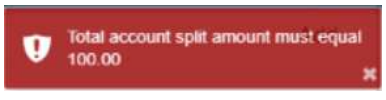
Each PO line item may be charged to multiple account numbers. Account splits default to split by percentage but can be split by dollar amounts (see below).

To add an additional account to a PO line, change the Percent of the first line entered. If the record is saved, an error will occur indicating that the account split must equal 100.00.

Click the **Add Account** button to add additional account lines. As additional accounts are added, the Remaining percent is updated. Once 0 is remaining, press Enter to save the record.



When splitting by percent the total must equal 100%.



Splitting accounts by amount

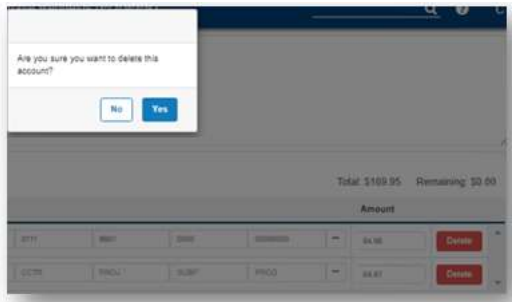
Click the Switch to toggle (Amount) to change to split accounts from Percent to Amount.

Enter the amount for each account line.

When splitting an account by amount, the split amount must equal the extended amount that may include tax, shipping and duty charges.

To delete an account from split:

Use the Delete button to remove a line from the split. A pop-up is used to confirm the delete.



Notes Section

PR Notes and Text are entered under the Notes tab on POUPPR. The tab indicates which option is being utilized. **PR Notes** are internal and do not print, while **Print Before** and **Print After** are options that allow text to print on the Purchase Order document.

Text entered on the **Print Before** tab will print before the items section of the PO.

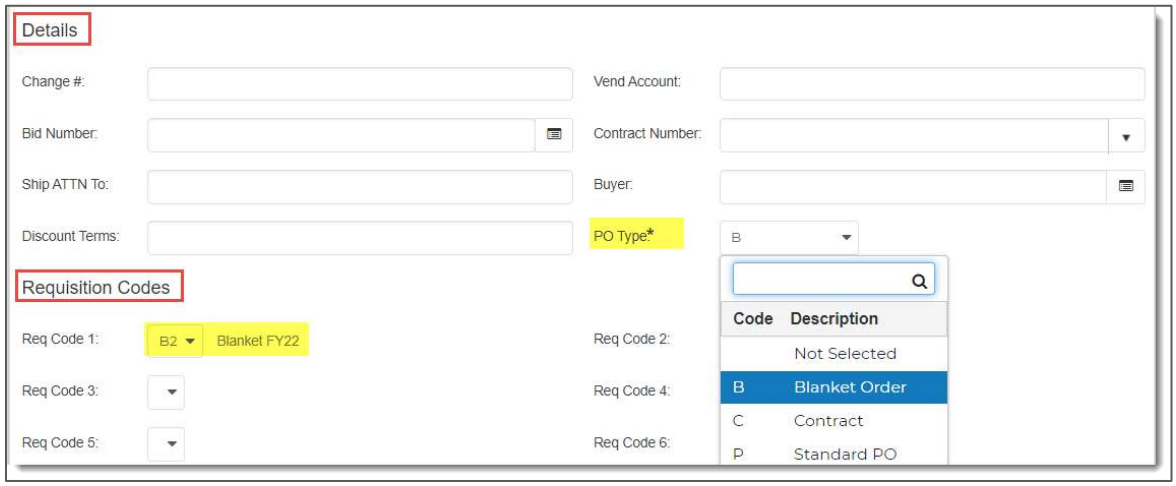
Text entered on the **Print After** tab will print after the items section of the PO.

Blanket PO's

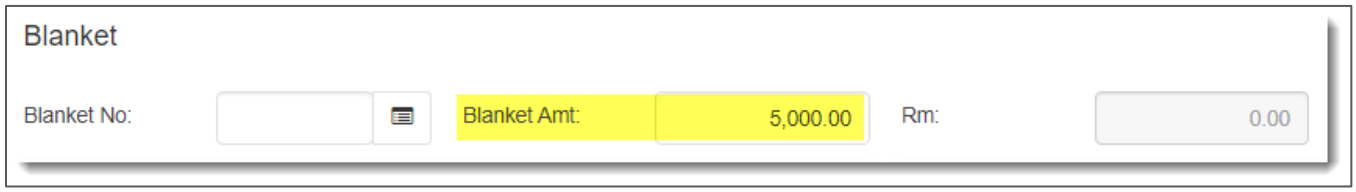
Blanket PO's are used when an order is not itemized and is based on dollar amounts (e.g. services, supplies needed by Maintenance department, etc.). Multiple payments can be made against a blanket PO. The following should be noted for Blanket POs:

- PO type must be changed to B
- The Blanket Amount must be entered prior to the entry of the line item
- Blanket PO Quantity MUST be a quantity of 1
- A blanket PO may have multiple line items (each line item's quantity = 1)
- Multiple payments can be made against the blanket PO since they are based on amounts
- Recommend to enter Requisition Code of BX (where X = last digit of FY) so message prints; this will also be a flag for AP that the PO will be paid by Amount (for example, B2 is FY22)

It should be noted that once a purchase request has been converted to a purchase order (Status = PO), the PO Type should NOT be changed. Otherwise, the PO may have encumbrance problems.



The Blanket Amount must be entered.



Enter the item record with the appropriate amount and GL account number. The amount may be split between multiple GL account numbers.

Attachments for Purchase Request/Orders

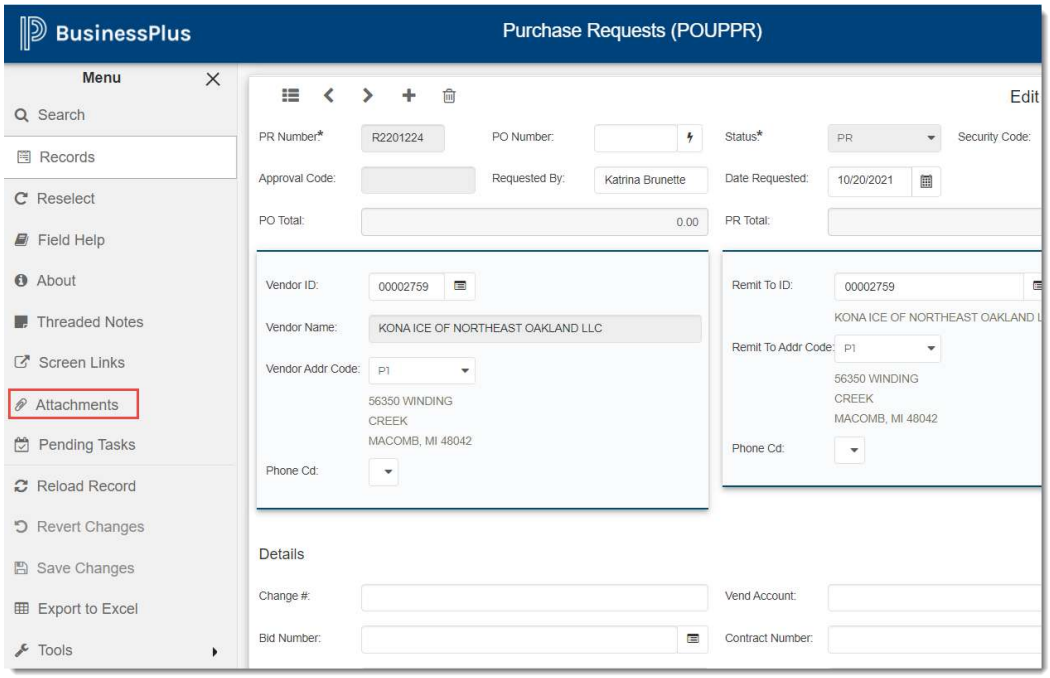
NOTE: There are two types of attachments for a PR/PO:

External – An external attachment **will be sent to the vendor** as part of the PO

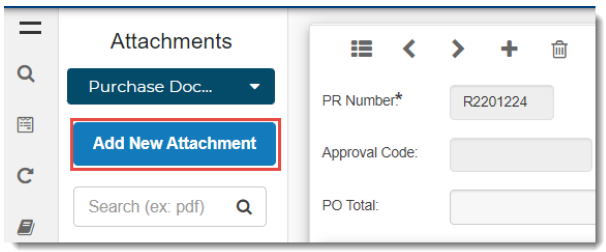
Internal – An internal attachment will **NOT** be sent to the vendor as part of the PO

Adding Attachments

To add an attachment to a Purchase Request, click on the paperclip icon on the left menu.



Click **Add New Attachment**



Enter a description in the **Description** field. Suggested description formatting is shown below:

Internal - Start the description with an "I-RXXXXXXX" followed by a detailed description (i.e. I-R1600062 - Quote)

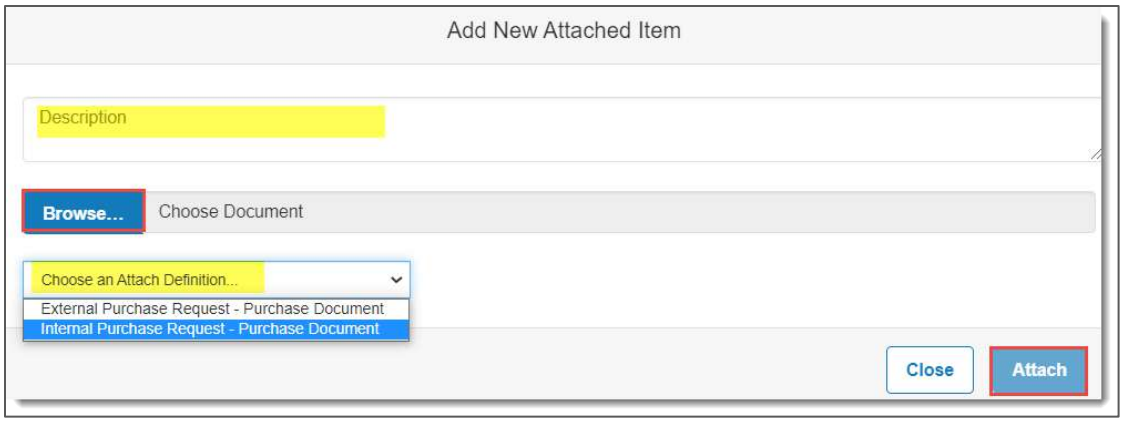
External – "E-RXXXXXXX" followed by a detailed description (i.e. E-R1600062 – April Bid)

Click **Browse** to select the attachment.

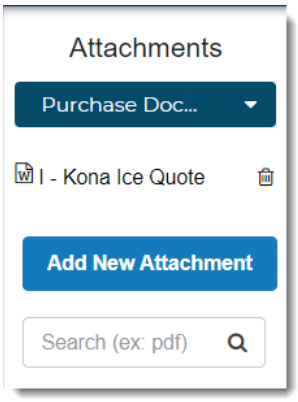
Select the **Attachment ID** from the drop down: ***External Purchase Request*** or ***Internal Purchase Request***:

External– Attachments *will be included* on the PO email along with the PO and will be sent to the PR Creator, purchasing department and the vendor (if set up to receive PO emails). An example of an external attachment is a vendor specific quote.

Internal– Attachments *will NOT be included* on the PO email that will be sent to the PR Creator, purchasing department and the vendor (if set up to receive PO emails). An example of an internal attachment is a bid summary.



Click **Attach**



Deleting Attachments

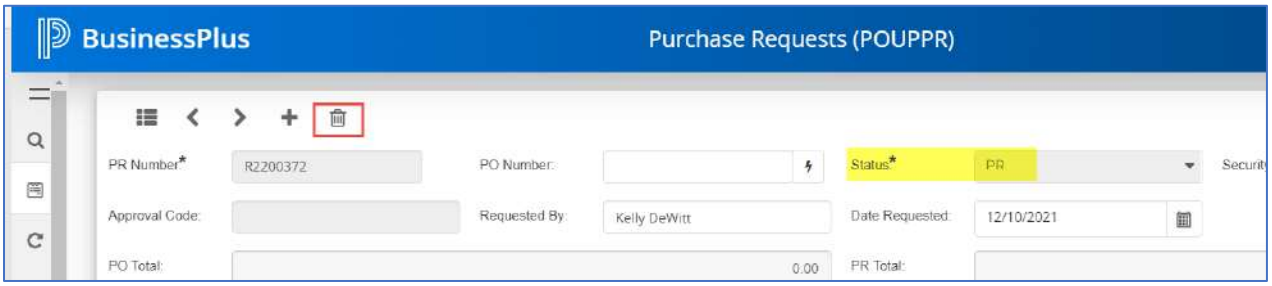
Attachments can only be deleted by the Purchasing department. If an attachment must be deleted or replaced, contact your Purchasing department.

Purchase Request Options (before PR becomes a PO)

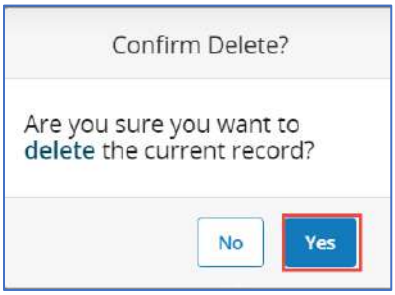
Deleting a Purchase Request (not PO)

In the event a PR should be deleted after it has been saved, it can be deleted two different ways.

1. **Delete the PR from the POUPPR screen**
   a. Search for the PR to be deleted. **NOTE:** The record must be in **PR** Status.
   b. Click the garbage can to delete the record.



   c. A box will appear asking to confirm deleting the record. Click **Yes** to delete or No to cancel.



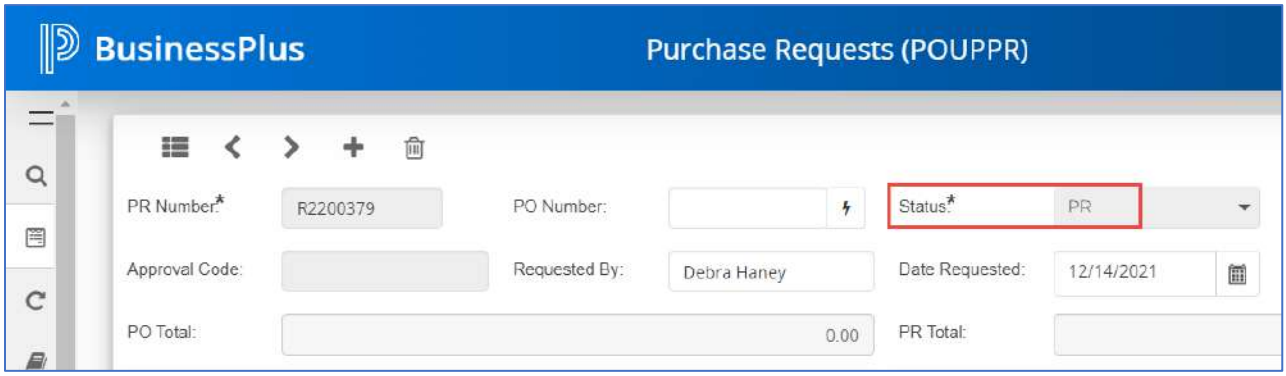
   d. A Record Deleted message will briefly display in the top right corner of the screen.

2. **The purchasing department can use the purchase order close utility.** Instructions are located in the Purchasing Admin Processes Guide.

Deleting Purchase Request (not PO) Line Items

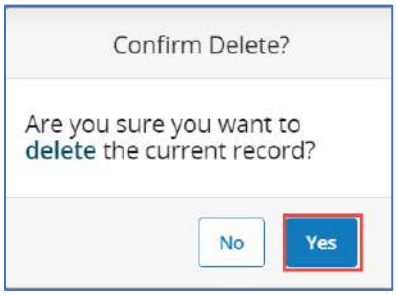
Line items may be deleted so long as the record is in **PR Status**.

1. In the POUPPR screen, search for the PR to be deleted. **NOTE:** The record must be in **PR** Status.



2. Click to highlight the line item to be deleted.
3. Click the garbage can located above the items to delete the record.

4. A box will appear asking to confirm deleting the record. Click **Yes** to delete or No to cancel.



5. A Record Deleted message will briefly display in the top right corner of the screen.

NOTE: It is recommended NOT to delete line items once the PR has become a PO.

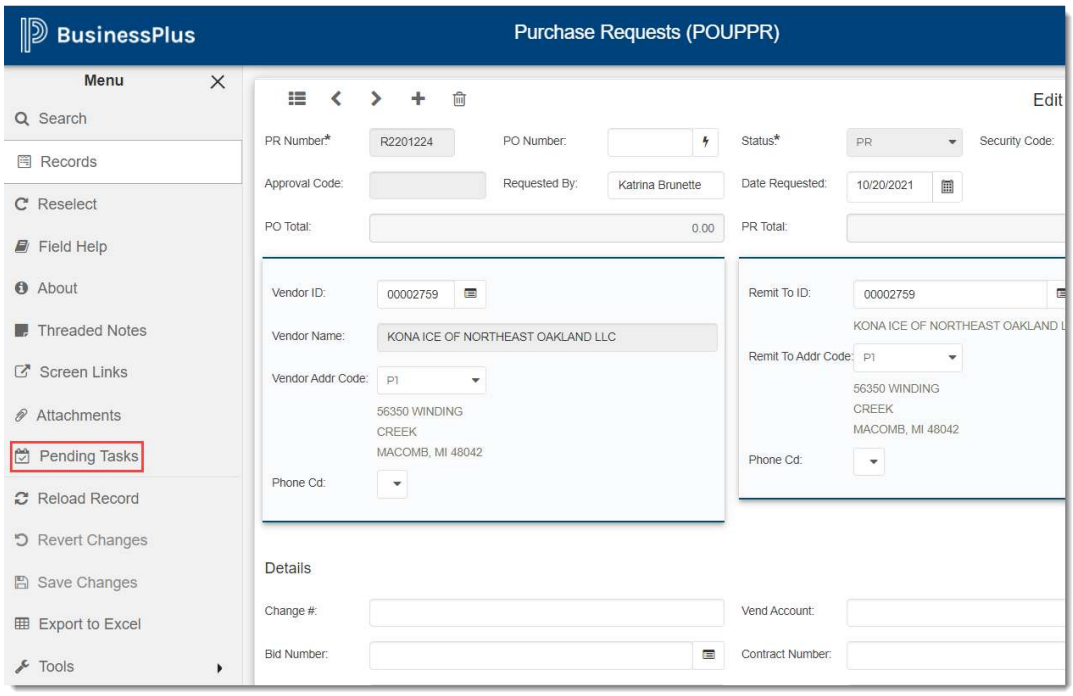
See the Purchase Order Changes document for details on how to delete a line item on a Purchase Order.

Purchase Request / PO Modification Approvals

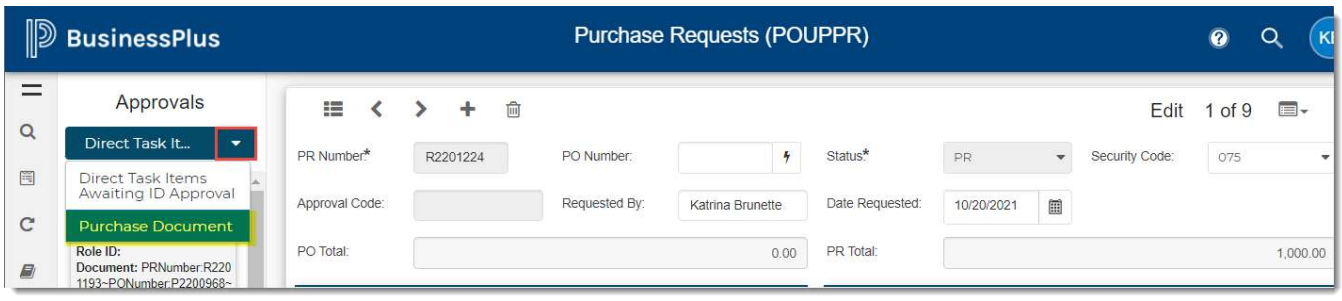
There are three methods that may be used to approve a purchase request or a purchase order modification. The approvals may be applied from the POUPPR entry screen, the Workflow Tasklist on the Schools/Depts Dashboard or via email (for budget approvers).

1. POUPPR Entry Screen approval

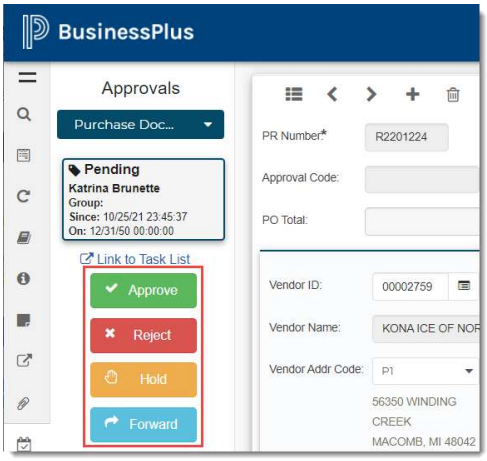
While in the purchase record in the POUPPR screen, click on the **Pending Tasks** link on the side menu.



Click the drop down and select **Purchase Document**.

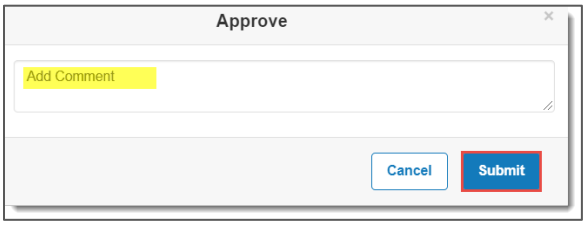


The screen approval options (**Approve**, **Reject**, **Hold**, **Forward**) will display on the screen. Click the appropriate action.

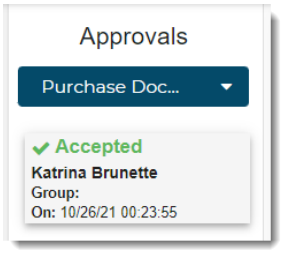


A box will display providing an option to add an optional comment. This is useful to provide purchase details to other approvers or to explain why a purchase request has been rejected.

Click **Submit**.

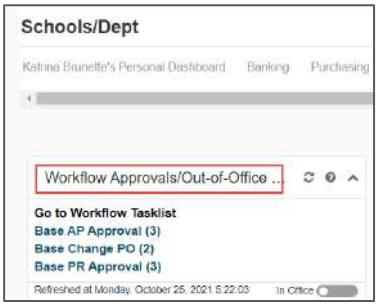


Approval history, including pending approvals, can be viewed on the screen.



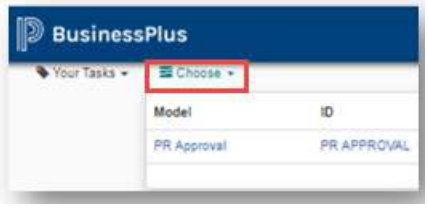
2. Workflow Task list

Click the **Go To Workflow Tasklist** link located in the **Workflow Approvals** section on the **Schools/Dept** Dashboard. You can also click on specific workflow models that are pending approval. Purchase requests will typically be listed under PR_APRV_DistrictName or PO_Change for PO modifications.

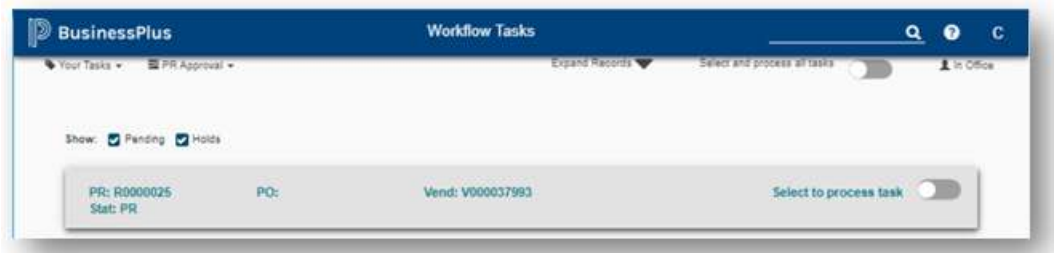


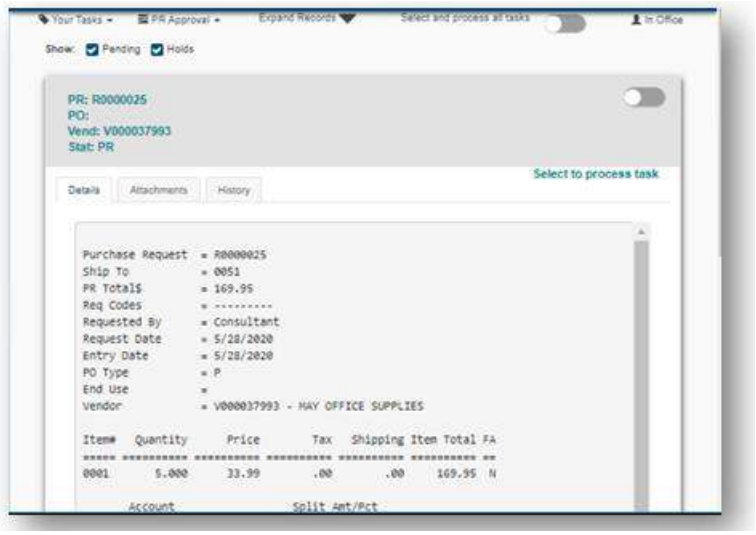
Once on the Workflow Tasklist, the user can see a list of tasks awaiting their approval by **User** or **Group**. The default is by User – Your Tasks.

Select the **Choose** icon to display the dropdown and select PR Approval from the list. If the user is responsible for other types of approvals, they can access those lists from this page.

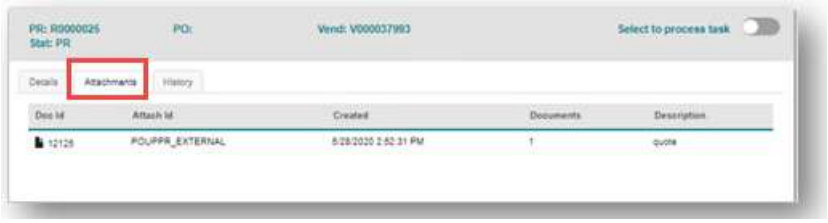


Click on the **PR number** on the list to view Details about the request.





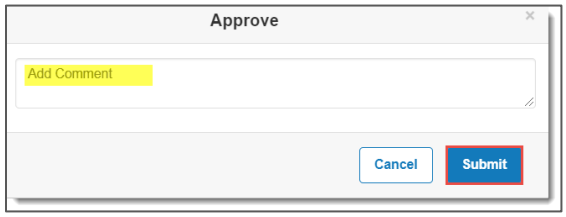
There are also tabs to access Attachments and view approval History.



The user may then select the record(s) to Approve, Reject, Hold or Forward.

Comments may be added when approving or rejecting a requisition.

Click **Submit**.



Once the workflow action has been submitted, a **Task successfully Approved** message displays.

3. Email Approvals

Emails can be sent to approvers who can reply with a Y (yes) to approve or N (no) to reject the purchase request. Email approvals also supports the entry of comments, if desired; specific instructions for how to include a comment is included in the email notification.

Workflow Considerations

Rejected PR's

When a PR is rejected, an email is sent to the creator of the PR. It is necessary for the creator to make the appropriate changes to the PR in the POUPPR screen and re-submit through the workflow process.

Things to Avoid

- **Changes made to PR while routing for approval:** Only approvers for a specific PR can make a change to it while it is routing for approval. If a change is made (for example, by the final Purchasing approver) while the PR is routing for approvals, the PR will go back to the Creator for approval. It should be noted that an email will not be sent. It is best to avoid making changes to a PR while it is routing for approvals.
- **PO's with $0 amount or line with 0 quantity:** The PR Workflow checks to insure the PO total is greater than $0 AND that there are no line items with a quantity of 0. If either of these occur, an email will be sent to the Creator indicating a change is required and the PO will not move forward in workflow.

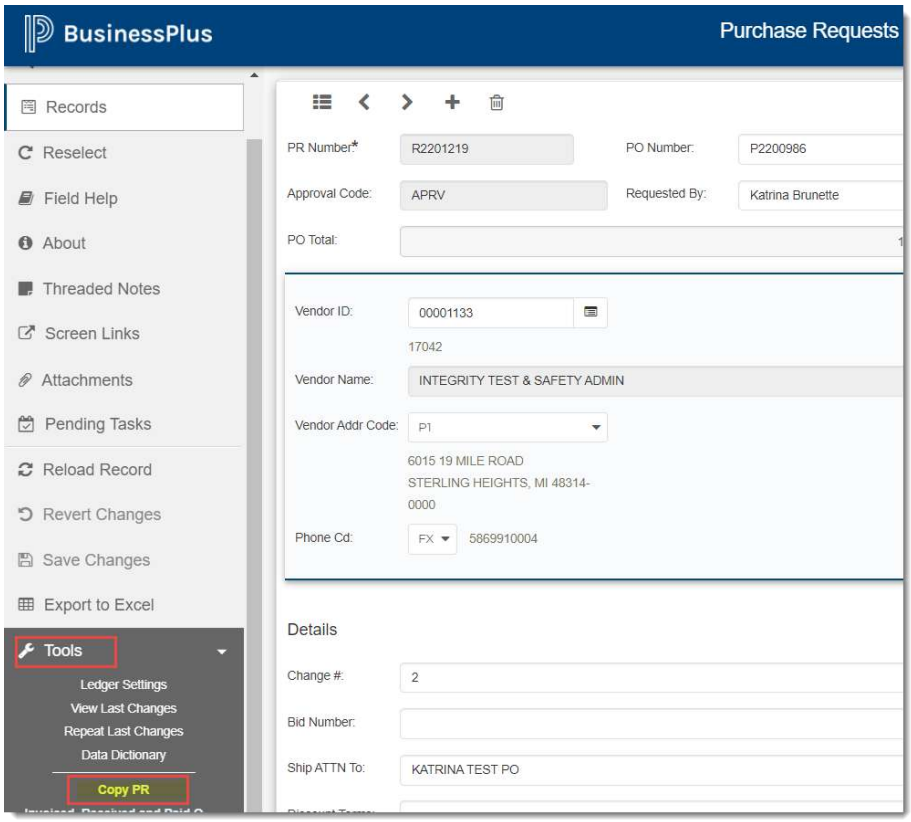
Copying a Purchase Request/Order

BusinessPLUS allows for Purchase Requests to be copied. This can be useful to create purchase orders that are issued every year or if ordering the same supplies for multiple schools.

NOTE: It is not recommended to copy a PO if it has a Change Order Number as the field is protected and cannot be deleted. Also, be sure to clear out any Req Codes that were on the original PO.

To copy a PR, search for the PR that will be copied.

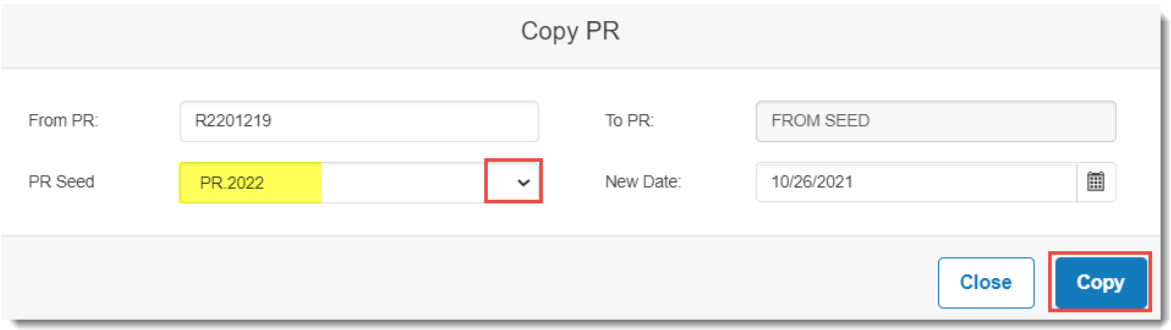
Click the **Tools Tab** on the left of the screen and click **Copy PR**



.

A **Copy PR** dialog box will display.

From the **PR Seed** dropdown box, click the correct **PR Seed** and click **Copy**.

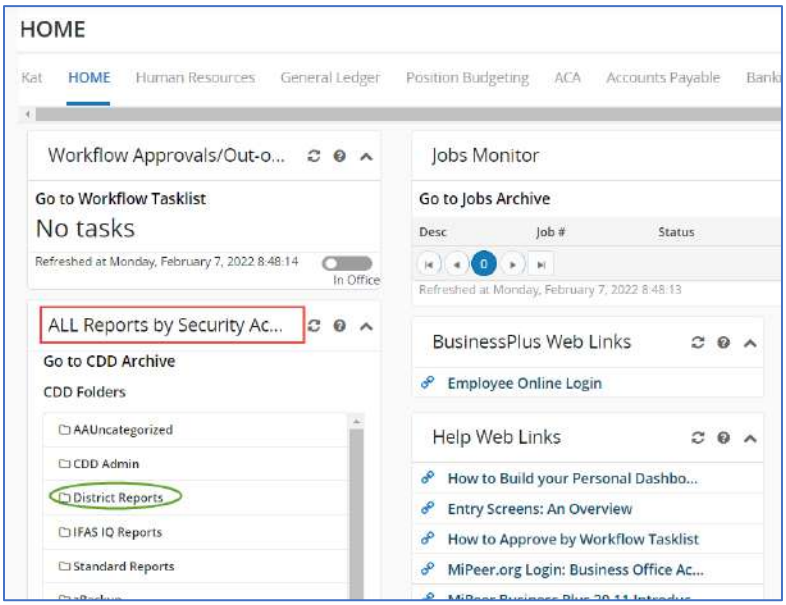


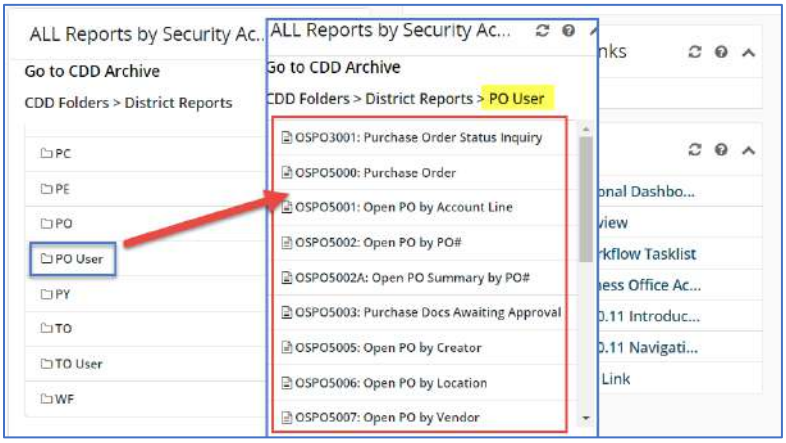
A message will display at the top right indicating the PR has been copied and the new PR is open and ready for any necessary changes to be made.

Reports

This section highlights the recommended 'go to' reports for users.

Commonly used reports have been placed on the Schools/Depts dashboard, however, users can access additional reports from the **HOME dashboard**. In the **ALL Reports by Security Access section**, click on **District Reports**. Click on **PO User** to view other purchasing reports.





Some reports have the option to **Export to Excel**. To export the report, click the yellow highlighted paperclip and then click Excel Output. The report will download; you may have to click the downloaded file at the bottom of the page to open it.

OSPO3001: Purchase Order Status Inquiry

The OSPO3001 report can be used as a detailed status of a Purchase Order and is broken into seven sections:

1. Master Information

PURCHASE ORDER STATUS INQUIRY

Report Date: 11/23/2015

MASTER INFORMATION

Partially Paid

PR Number	PO Number	Vendor ID	Vendor Name
R1600414	P1600329	00002878	TEAMCAST LLC

Address: P1 12066 STARCREST DR
STE 100
SAN ANTONIO, TX 78247

PO Total Amount: 2,345.30

Confirm:
Account:
Bid:
Contract:
Ship To: 052
Bill To: 075
End Use: Adam Bican

Requested by: Elizabeth Cross
Approved by: Jacob Stolicker
Printed by: BSI
PO Type: P
EN Flag: Y
Sec Cd: 075

Blanket Number:
Blanket Amount:
Blanket Remaining:

Req. Codes OT AT

Req. Dt: 08/05/2015
Apr Dt: 08/06/2015
Print Dt: 08/06/2015
Entry Dt: 08/05/2015
Expr Dt:
Buyer:

2. Items

ITEMS

Item / Qty Ordered	Unit Price / UN	Account	Tax1 / Tax2	Discount / Charges	Extended / Work Order	Catalog / Ship To	F/A / Whse	Print / Chg
Adult Squandra 13 L/S Jersey Style X57977 Navy Sizes 12 AM, 15 AL, 2 AXL- Good								
0001	$24.85	GL 610-000-0000-0000-052-0315-24310773	$0.00	$0.00	$720.65			N
29			$0.00	$0.00				
Adult Squandra 13 Short Style W53407 Navy Sizes 12 AM, 15 AL, 2 AXL- AM B/o till 9/6								
0002	$15.62	GL 610-000-0000-0000-052-0315-24310773	$0.00	$0.00	$452.98			N
29			$0.00	$0.00				
Adult Squandra 13 Jersey Style Z20623 White Sizes 12 AM, 15 AL, 2 AXL -Good								
0003	$21.30	GL 210-293-0000-0000-052-0468-55998000	$0.00	$0.00	$617.70			N
29			$0.00	$0.00				
Adult Squandra 13 Short Style Z21564 White 12 AM, 15 AL, 2 AXL-Good								
0004	$15.62	GL 210-293-0000-0000-052-0468-55998000	$0.00	$0.00	$452.98			N
29			$0.00	$0.00				
Ground Shipping								
0005	$100.99	GL 210-293-0000-0000-052-0468-55998000	$0.00	$0.00	$100.99			N
1			$0.00	$0.00				
					$2,345.30			

3. Encumbrances

ENCUMBRANCES

Item #	PR Number	Batch ID	Account	Post Date	EN Amount	PD Amount	Balance	Tp
Adult Squandra 13 L/S Jersey								
0001	R1600414	PO	GL 610-000-0000-0000-052-0315-24310773	08/06/15	$720.65	$0.00	$720.65	EN
0001	R1600414	OH000981	GL 610-000-0000-0000-052-0315-24310773	08/19/15	$0.00	$773.46	($52.81)	PP
Adult Squandra 13 Short								
0002	R1600414	PO	GL 610-000-0000-0000-052-0315-24310773	08/06/15	$452.98	$0.00	$452.98	EN
0002	R1600414	OH000981	GL 610-000-0000-0000-052-0315-24310773	08/19/15	$0.00	$452.98	$0.00	PP
Adult Squandra 13 Jersey								
0003	R1600414	PO	GL 210-293-0000-0000-052-0468-55998000	08/06/15	$617.70	$0.00	$617.70	EN
0003	R1600414	OH000982	GL 210-293-0000-0000-052-0468-55998000	08/19/15	$0.00	$665.88	($48.18)	PP
Adult Squandra 13 Short								
0004	R1600414	PO	GL 210-293-0000-0000-052-0468-55998000	08/06/15	$452.98	$0.00	$452.98	EN
0004	R1600414	OH000982	GL 210-293-0000-0000-052-0468-55998000	08/19/15	$0.00	$452.98	$0.00	PP
Ground Shipping								
0005	R1600414	PO	GL 210-293-0000-0000-052-0468-55998000	08/06/15	$100.99	$0.00	$100.99	EN
			PO Balance:		$2,345.30	$2,345.30	$0.00	

4. Receiving Detail

RECEIVING DETAIL

Item #	Date Received	Quantity Received	Quantity Paid	Quantity Damaged	User	Entry Date	Warehouse	Fixed Asset ID
0001	08/19/2015	29.00	0.00	0.00	JSTOLICKER	08/19/2015		
		29.00	0.00	0.00				
0002	08/19/2015	29.00	0.00	0.00	JSTOLICKER	08/19/2015		
		29.00	0.00	0.00				
0003	08/19/2015	29.00	0.00	0.00	JSTOLICKER	08/19/2015		
		29.00	0.00	0.00				
0004	08/19/2015	29.00	0.00	0.00	JSTOLICKER	08/19/2015		
		29.00	0.00	0.00				
0005	08/19/2015	1.00	0.00	0.00	JSTOLICKER	08/19/2015		
		1.00	0.00	0.00				

5. Open Hold Activity

OPEN HOLD ACTIVITY

Item #	Sts	Vend.ID	Set ID	Account	Check #	Check Date	Invoice #	Invoice Date	Amount
0001	PD	00002878	OH000981	610-000-0000-0000-052-0315-2431(	00300523	08/21/2015	40597	08/05/2015	773.46
0002	PD	00002878	OH000981	610-000-0000-0000-052-0315-2431(	00300523	08/21/2015	40597	08/05/2015	452.98
0003	PD	00002878	OH000982	210-293-0000-0000-052-0468-5599(	00300523	08/21/2015	39304	07/01/2015	665.88
0004	PD	00002878	OH000982	210-293-0000-0000-052-0468-5599(	00300523	08/21/2015	39304	07/01/2015	452.98
						TOTAL AMOUNT CHECK AP 00300523:			$2,345.30
						TOTAL PAYMENTS FOR PO P1600329:			$2,345.30

6. Workflow Activity

WORKFLOW ACTIVITY

WF Role	Approver	Approved?	Assigned	Responded	Delegatee
	ECROSS	Obsolete	2015/08/05 16:06:1	2015/08/05 16:19:20	
	ECROSS	Obsolete	2015/08/05 16:19:2	2015/08/05 16:22:24	
	ECROSS	Obsolete	2015/08/05 16:22:2	2015/08/05 16:29:29	
	ECROSS	Obsolete	2015/08/05 16:29:2	2015/08/05 16:30:47	
	ECROSS	Obsolete	2015/08/05 16:30:4	2015/08/05 16:32:49	
	ECROSS	Obsolete	2015/08/05 16:32:4	2015/08/05 16:39:55	
	ECROSS	Accepted	2015/08/05 16:39:5	2015/08/05 16:43:46	
PR_PURCH	PCALVIN	Obsolete	2015/08/05 16:43:5	2015/08/05 16:56:08	
	ECROSS	Accepted	2015/08/05 16:56:0	2015/08/06 8:35:14	
PR_PURCH	JSTOLICKER	Accepted	2015/08/06 8:35:1	2015/08/06 8:36:36	
PR_PURCH	PCALVIN	Obsolete	2015/08/06 8:35:1	2015/08/06 8:36:36	

7. PO Log Data (Changes)

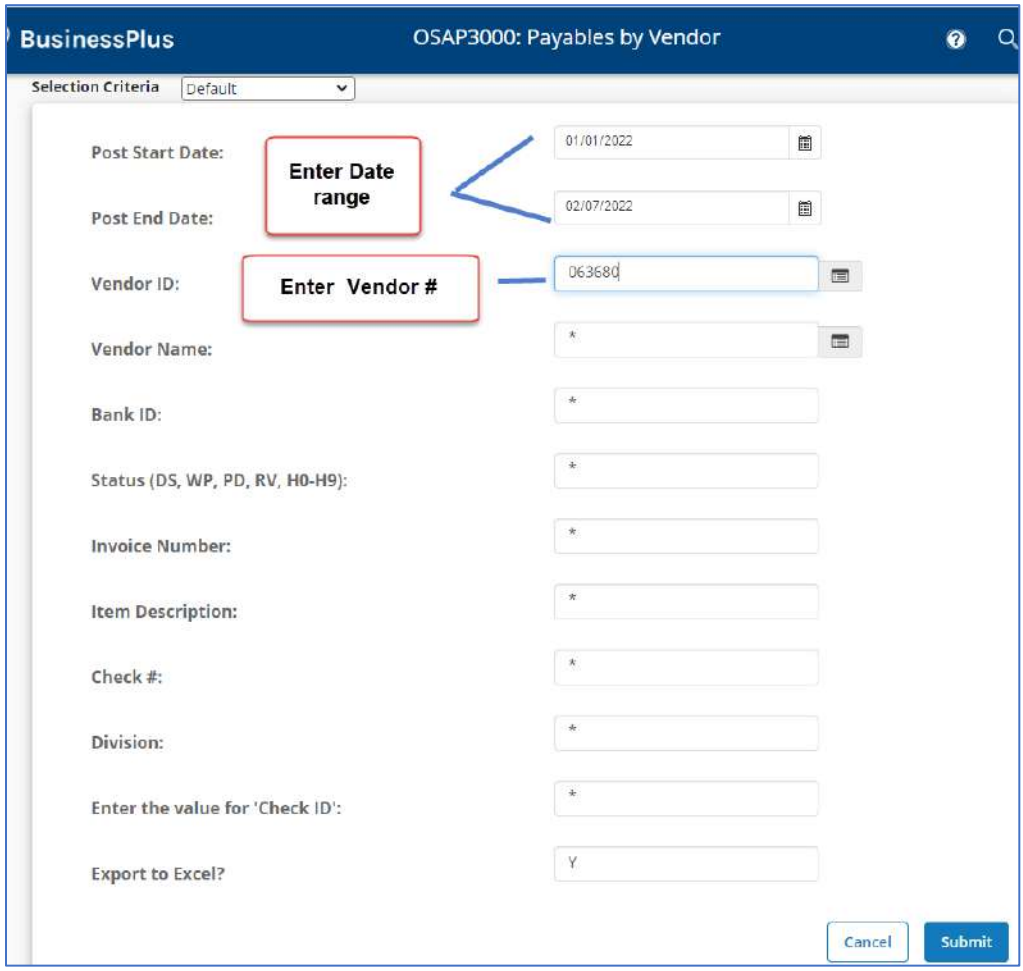
PO LOG DATA

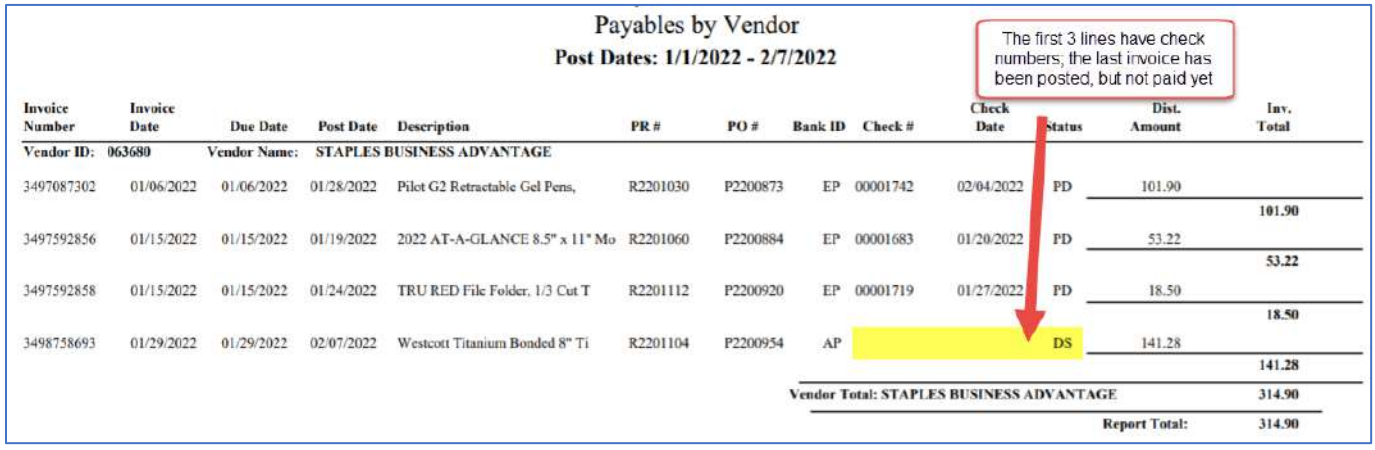
PO	BSI	2015/08/06 0:00:00	P1600329

OSAP3000: Payables by Vendor

This report can be run for a specific Vendor and date range and will show checks cut and invoices posted for payment. It is recommended to run the report by the Vendor number (PE ID).

NOTE: This report can *also* be run to *see outstanding invoices or credits* that have been posted, but not printed/paid. Enter **DS,WP** (no spaces) in the **Status prompt**. If run without a Vendor ID, it will display all distributed/posted (DS) and WP (waiting payment) records for ALL vendors, if any.

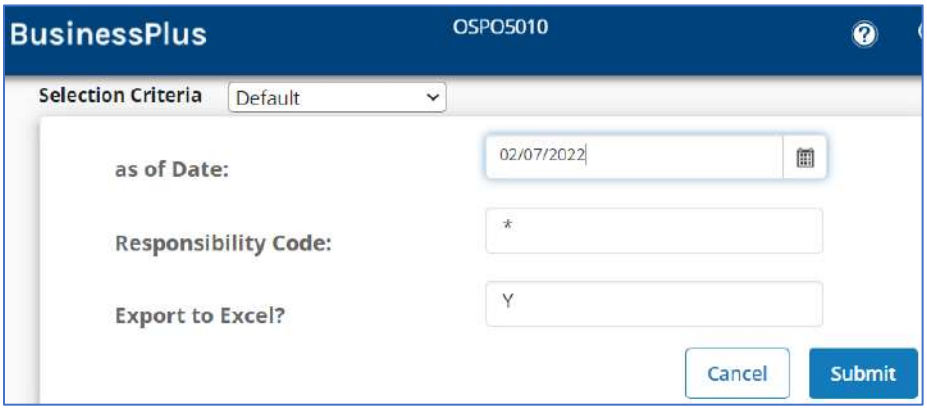




OSPO5010: Open PO by Responsibility Code

This report will show all open purchase orders by Responsibility Code. This report defaults to allow the user to export the data to Excel. If exporting to Excel is not desired, change the Y to N.

Enter a Responsibility Code to run the report. This report can be exported to Excel.



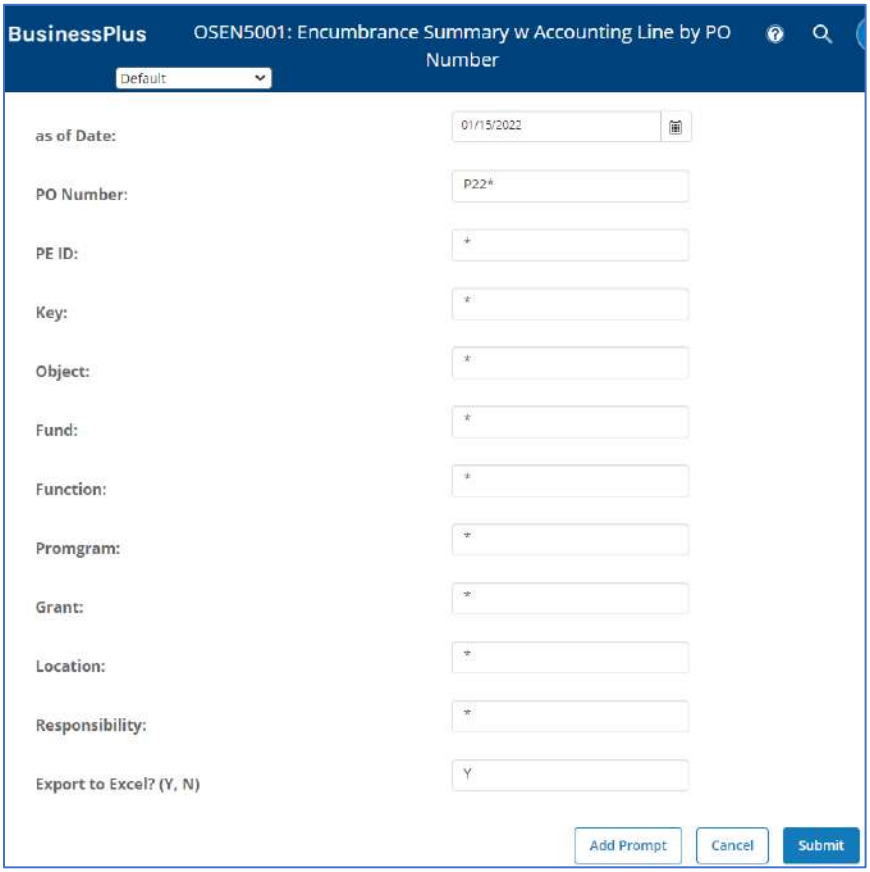
Open PO by Responsibility Code
As of 2/7/2022

Resp.	PO #	Date Entered	Vendor Name	Item#	Account #	Description	Status	Type	PO Amount	Liquidation	Encumbrance
0100	P2200620	10/28/2021	ADVANCED LIGHTING AND	0001	110-232-0000-0000-000-0100-53190000	FIELD SERVICE CALL TRICASTER SOFTWAREUPDATE AND SERVICE	PP	B	$360.00	$360.00	$0.00
0100	P2200620	10/28/2021	ADVANCED LIGHTING AND	0002	110-232-0000-0000-000-0100-53190000	PARTS	PP	B	$70.00	$70.00	$0.00
0100	P2200620	10/28/2021	ADVANCED LIGHTING AND	0003	110-232-0000-0000-000-0100-53190000	QUOTE #16588	PP	B	$0.00	$0.00	$0.00
0100	P2200622	10/28/2021	ADVANCED LIGHTING AND	0001	110-232-0000-0000-000-0100-53190000	E1 H.264 HD SDI TO IP WIRED	PP	B	$390.00	$390.00	$0.00
0100	P2200622	10/28/2021	ADVANCED LIGHTING AND	0002	110-232-0000-0000-000-0100-53190000	SRT, RTSP, RTMP OR RTP TO SDI/HDMI/DVIDECODER INTERLACED FORMATS	PP	B	$385.00	$385.00	$0.00
0100	P2200622	10/28/2021	ADVANCED LIGHTING AND	0003	110-232-0000-0000-000-0100-53190000	INSTALLATION LABOR - REPLACE AND INSTALLNEW ENCODER AND DECODER FOR SIGNAL FROMCHURCHILL TO WOAK	PP	B	$450.00	$450.00	$0.00
0100	P2200922	01/12/2022	AMAZON.COM SERVICES LLC	0001	110-282-0000-0000-000-0100-55910000	72" Artist Easel Stand, Ohuhu ExtraThick Easels for Display, AluminumMetal Tripod Field Easel with Bag forTable-Top/Floor/Flip Charts, Black ArtEasels W/Adjustable Height from 25" to72	PO	P	$94.47	$0.00	$94.47
							Resp.	0100	Total:	$1,749.47	$1,655.00	$94.47
Total # of PO:		3					Grand Total:			$1,749.47	$1,655.00	$94.47

End of Report

OSEN5001: Encumbrance Summary w Accounting Lines by PO Number

This report displays POs that have a balance greater than zero and shows the total encumbrances, payments and balance by PR Line Item.



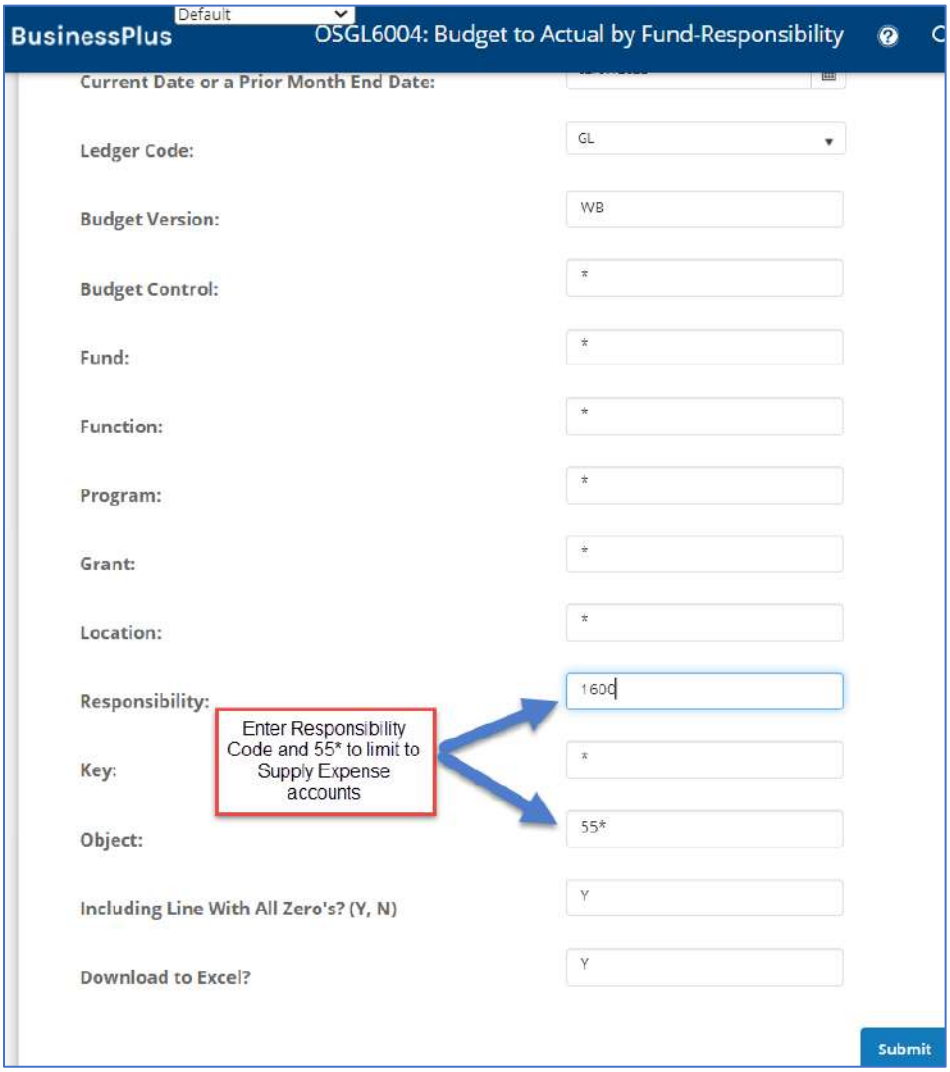
Encumbrance Summary w Accounting Line by PO Number

As of Date: 01/15/2022

Item#	Description	EN Type	Account Number	Encumbrance	Payment	Balance
PO Number: P2200001		**PE ID**	005761 **PE Name** DELTA NETWORK			
0002	FORTIGATE-601E	EN	110-284-0000-0000-000-1800-54270000	13,570.00	0.00	13,570.00
0002	FORTIGATE-601E	PP	110-284-0000-0000-000-1800-54270000	0.00	13,570.00	(13,570.00)
0003	AC POWER SUPPLY FOR	EN	110-284-0000-0000-000-1800-54270000	760.00	0.00	760.00
0003	AC POWER SUPPLY FOR	PP	110-284-0000-0000-000-1800-54270000	0.00	760.00	(760.00)
0004	10GE SFP+ TRANSCEIVER	EN	110-284-0000-0000-000-1800-54270000	200.00	0.00	200.00
0004	10GE SFP+ TRANSCEIVER	PP	110-284-0000-0000-000-1800-54270000	0.00	200.00	(200.00)
0005	OM4 LASER-OPTIMIZED,	EN	110-284-0000-0000-000-1800-54270000	84.00	0.00	84.00
0005	OM4 LASER-OPTIMIZED,	PP	110-284-0000-0000-000-1800-54270000	0.00	84.00	(84.00)
0006	FREIGHT	EN	110-284-0000-0000-000-1800-54270000	50.00	0.00	50.00
0006	FREIGHT	PP	110-284-0000-0000-000-1800-54270000	0.00	50.00	(50.00)
0007	ENGINEERING SERVICES	EN	110-284-0000-0000-000-1800-54270000	4,200.00	0.00	4,200.00
0007	ENGINEERING SERVICES	PP	110-284-0000-0000-000-1800-54270000	0.00	4,200.00	(4,200.00)
			P2200001 Total	18,864.00	18,864.00	0.00
PO Number: P2200002		**PE ID**	005761 **PE Name** DELTA NETWORK			
0002	1500VA/1500W LINE	EN	110-284-0000-0000-000-1800-54270000	36,288.00	0.00	36,288.00
0002	1500VA/1500W LINE	PP	110-284-0000-0000-000-1800-54270000	0.00	36,288.00	(36,288.00)
0003	INSTALLATION OF ABOVE	EN	110-284-0000-0000-000-1800-54270000	9,000.00	0.00	9,000.00
0005	2000VA/2000W LINE	EN	110-284-0000-0000-000-1800-54270000	3,739.20	0.00	3,739.20
0006	INSTALLATION OF ABOVE	EN	110-284-0000-0000-000-1800-54270000	800.00	0.00	800.00
0008	UPS FREIGHT COSTS IF	EN	110-284-0000-0000-000-1800-54270000	3,920.00	0.00	3,920.00
0008	UPS FREIGHT COSTS IF	PP	110-284-0000-0000-000-1800-54270000	0.00	3,920.00	(3,920.00)
			P2200002 Total	53,747.20	40,208.00	13,539.20

OSGL6004: Budget to Actual by Fund-Responsibility

This report displays account budget, encumbrances, actual expenses and the balance. Additional details can be accessed by drilling down in the report (look for a drill as the cursor moves across the report).



Budget to Actual by Fund-Responsibility
As of 2/7/2022

Org Key / Object	Key Description	Object Description		WB Budget	Encumbrance	Actual	Balance	% of Utilization
Type: 5 EXPENDITURE								
Fund: 110 GENERAL FUND								
Resp. Code: 1600								
110-111-0000-0000-160-1600-55110000	UPTON 16	TEACHING SUPPLIES		3,973.00	701.74	3,994.56	-723.30	118.20%
110-111-0000-0000-160-1600-55211000	UPTON 16	SUPPLEMENTAL TEXBOOKS		401.00	350.00	90.75	-39.75	109.91%
110-222-0000-0000-160-1600-55310000	UPTON LIBRARY 16	EDUCATIONAL MEDIA		1,043.00	0.00	0.00	1,043.00	0.00%
110-222-0000-0000-160-1600-55410000	UPTON LIBRARY 16	PERIODICALS		80.00	0.00	0.00	80.00	0.00%
110-241-0000-0000-160-1600-55910000	UPTON PRIN 16	OFFICE SUPPLIES		780.00	131.43	648.05	0.52	99.93%
Resp. Code: 1600		UPTON PRINCIPAL	**Total:**	**6,277.00**	**1,183.17**	**4,733.36**	**360.47**	**94.25%**
Fund: 110		**GENERAL FUND**	**Total:**	**6,277.00**	**1,183.17**	**4,733.36**	**360.47**	**94.25%**
Type: 5		**EXPENDITURE**	**Total:**	**6,277.00**	**1,183.17**	**4,733.36**	**360.47**	**94.25%**
			Grand Total:	**-6,277.00**		**-4,733.36**		

End of Report