

## 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

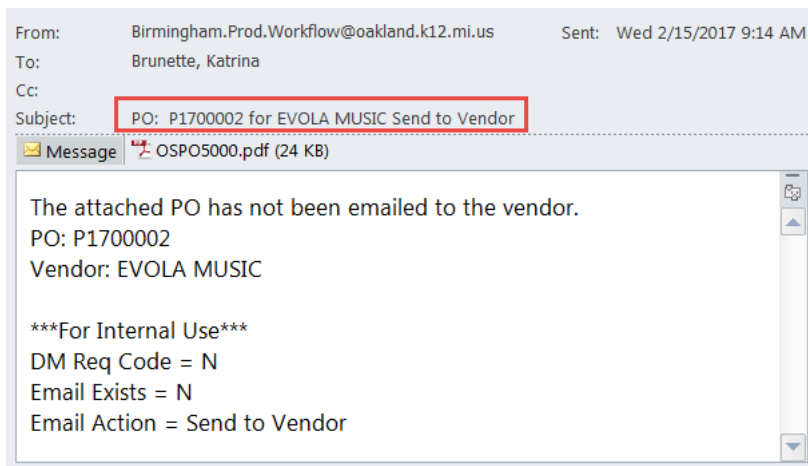
Emails will be sent after the final approval has been applied to the PR. The **emails must be closely reviewed as they identify whether the PO was emailed to the vendor.**

**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



## 2. PO Not Emailed to the 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            | 6 – Ship To                    |
| 2 – Details           | 7 – Bill To                    |
| 3 – Requisition Codes | 8 – Other Information          |
| 4 – Dates             | 9 – Items including GL Account |
| 5 – Blanket           | 10 – Notes                     |

The screenshot displays the Purchase Request Screen (POUPPR) with the following sections and fields:

- Section 1 (Header):** Includes fields for PR Number\*, PO Number, Status\*, Security Code, Approval Code, Requested By, Date Requested, PO Total (0.00), and PR Total (0.00).
- Section 2 (Details):** Includes fields for Vendor ID, Vendor Name, Vendor Addr Code, Phone Cd, Remit To ID, Remit To Addr Code, and Phone Cd.
- Section 3 (Requisition Codes):** Includes fields for Change #, Bid Number, Ship ATTN To, Discount Terms, Vend Account, Contract Number, Buyer, and PO Type\*.
- Section 4 (Dates):** Includes fields for Req Code 1 through 10, Required Dt, Expiration Dt, Entry Dt, Board Aprv Dt, and Delivery Dt.

Blanket

5

Blanket No:

Blanket Amt:

Rmt:

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:

Vendor Item No:

Product Code:

Quantity:

Units:

Unit Price:

Extended Amt:

Catalog Number:

Item Description

Switch to: 

Amount

Total: 100.00% Remaining: 100.00%

Account

Percent

KEY:

OBJ:

...

Pct Discount:

Discount:

Charge Code:

Charge Amt:

## 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 1

- **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.

The screenshot shows a form with fields for 'PR Number\*', 'Approval Code:', and 'PO Total:'. A red box highlights a lightning bolt icon and the text 'PR.2022' in a dropdown menu.

- **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 screenshot shows a form with fields for 'Vendor ID:', 'Vendor Name:', 'Vendor Addr Code:', and 'Phone Cd:'. A red box highlights a small icon next to the 'Vendor ID:' field.

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

The screenshot shows a 'Data Lookup' window with a search bar and a table of results. A dropdown menu is open, showing operators like 'Is equal to', 'Is not equal to', 'Starts with', 'Contains', 'Ends with', 'Is null', and 'Is not null'. The table has columns for PE ID, Name, Security CD, and Pedb Code. The first row is highlighted in blue.

| PE ID    | Name                                   | Security CD | Pedb Code |
|----------|--|-------------|-----------|
| 00006839 | SCHOOL COUNSELOR RESOURCES             |             | P         |
| 00010754 | SCHOOL DATEBOOKS                       |             | P         |
| 00005864 | SCHOOL DISTRICT OF MONROE COUNTY       |             | P         |
| 00006340 | SCHOOL DISTRICT OF THE CITY OF WYOMING |             | P         |
| 00002167 | SCHOOL EXEC CONNECT                    |             | P         |
| 00009143 | SCHOOL HEALTH CORPORATION              | VENDOR      | P         |

Below the table, there are fields for 'Code', 'Address Line 1', 'Address Line 2', 'Address Line 3', 'Address Line 4', and 'City'. The first row of this section is highlighted in blue.



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

Vendor ID: 00009143

Vendor Name: SCHOOL HEALTH CORPORATION

Vendor Addr Code: P1

5600 APOLLO DR  
ROLLING MEADOWS, IL  
60008

Phone Cd: PR (866) 323-5465

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 2

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.

Details

Change #:

Bid Number:

Ship ATTN To: KATRINA BRUNETTE

Discount Terms:

Vend Account:

Contract Number:

Buyer:

PO Type\*: P



## 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)*

The screenshot shows the 'Requisition Codes' section. On the left, there are ten boxes for Req Code 1 through Req Code 10. A dropdown menu is open for Req Code 1, showing a search bar and a list of codes with descriptions: CA Cooperative Agreement, BD Bond 2015, C Close PO, CA Cooperative Agreement (highlighted), and CF Confirming Order.



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

The screenshot shows the 'Requisition Codes' section. A red box with the text 'NOTE: The 9th and 10th PO Req Codes should NEVER be used as they are used by BusinessPlus.' is overlaid on the screen. Blue arrows point from this note to the dropdown menus for Req Code 9 and Req Code 10, which are marked with red 'X' icons.

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)

The screenshot shows the 'Dates' section. It contains five date fields: Required Dt (11/25/2021), Expiration Dt (empty), Entry Dt (10/22/2021), Board Aprv Dt (10/15/2021), and Delivery Dt (empty). Each field has a calendar icon next to it.

## 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*.

Blanket

Blanket No:   Blanket Amt:  Rm:

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)

**Data Lookup**

To look up Ship To Location codes, enter "LOCATION" in the Security Cd field

Search ID Source: Person/Entity

| PE ID                | Name                  | Security CD                           | Peidb Code           |
|----------------------|-----------------------|---------------------------------------|----------------------|
| <input type="text"/> | <input type="text"/>  | <input type="text" value="LOCATION"/> | <input type="text"/> |
| 051                  | Adams High School     | LOCATION                              | P                    |
| 075                  | Administration Center | LOCATION                              | P                    |
| 012                  | Baldwin Elementary    | LOCATION                              | P                    |

Ship To ID:

Ship To Addr Code:

4325 Bannister  
ROCHESTER, MI  
48306

Phone Cdt:

## 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.

Bill To ID:

Administration Center

Bill To Addr Code:

Accounts Payable  
501 W University Dr  
ROCHESTER, MI  
48307

Phone Cdt:

## 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.

Items

Notes

Add

Item Number:

Vendor Item No:

Product Code:

Quantity:

Units:

Unit Price:

Extended Amt:

Catalog Number:

Item Description

BLUE WIDGETS

- **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.

**+ Add Account** Switch to: **Amount** Total: 100.00% Remaining: 0.00%

| Account |      |      |      |      |     |      |     | Percent |
|---------|------|------|------|------|-----|------|-----|---------|
| GL      | FUND | FUNC | PROG | GRNT | LOC | RESP | OBJ |         |
|         |      |      |      |      |     |      |     | 100.00  |

Pct Discount: 0.00 Discount: 0.00 Charge Code:   
 Tax Code: Tax Amt: 0.00 Tax Code 2:   
 Duty Code: Duty Amt: 0.00 Join Code:   
 Fixed Asset?: N Brand Code:   
 Requested By: Katrina Brunette Required Dt: 11/25/2021

...  
 Lookup OBJ  
 Lookup Account  
 ✓ GL Fully Qualified  
 GL Org Key-Object  
 GL Quick  
 ✓ Show Ledger  
 Show Job Ledger Side  
 Show Work Order

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.

If known, enter the beginning account components in the Account field. Then tab and the list will refresh based on what was entered. Additional filtering can be done by using components located to the to the far right such as Object

### Ledger Lookup

| Account                             | Long Description             | Long Desc                     | Year | S |
|-------------------------------------|------------------------------|-------------------------------|------|---|
| 110-252                             |                              |                               | 2022 |   |
| 110-252-0000-0000-000-0000-55410000 | GF Fiscal Service            | Periodicals                   | 2022 | A |
| 110-252-0000-0000-000-0000-55910000 | GF Fiscal Service            | Office Supplies               | 2022 | A |
| 110-252-0000-0000-000-0000-55990000 | GF Fiscal Service            | Miscellaneous Supplies & Matl | 2022 | A |
| 110-252-0000-0000-000-0485-55910000 | GF Fiscal Service Purchasing | Office Supplies               | 2022 | A |
| 110-252-0000-0000-000-0485-55990000 | GF Fiscal Service Purchasing | Miscellaneous Supplies & Matl | 2022 | A |

1 - 5 of 5 items

Use the Scroll bar to utilize account filters such as Object

Close Ok

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

| Account |      |      |      |      |     |      |          | Percent |
|---------|------|------|------|------|-----|------|----------|---------|
| GL      | FUND | FUNC | PROG | GRNT | LOC | RESP | OBJ      |         |
|         | 110  | 252  | 0000 | 0000 | 000 | 0000 | 55990000 | 100.00  |

Delete

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.

Total account split amount must equal 100.00

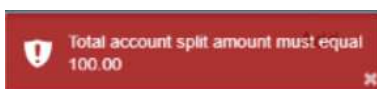
+ Add Account Switch to: Amount Total: 100.00% Remaining: 50.00%

| Account |     |     |      |      |     |      |          | Percent |        |
|---------|-----|-----|------|------|-----|------|----------|---------|--------|
| GL      | 110 | 252 | 0000 | 0000 | 000 | 0485 | 55910000 | 50.00   | Delete |

+ Add Account Switch to: Amount Total: 100.00% Remaining: 0.00%

| Account |      |      |          |      |      |      |          | Percent |        |
|---------|------|------|----------|------|------|------|----------|---------|--------|
| GL      | 00   | 100  | 73005100 | 0111 | 9901 | 0000 | 00000000 | 50.00   | Delete |
| GL      | ALYR | FUND | GLFD     | CCTR | PROJ | SUBP | PROG     | 50.00   | Delete |

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.

The screenshot shows the account splitting interface. At the top, there is a '+ Add Account' button and a 'Switch to:' dropdown menu with 'Amount' selected, highlighted by a red box. To the right, it displays 'Total: 100.00%' and 'Remaining: 0.00%'. Below this is a table with columns 'Account' and 'Percent'. The table contains one row with account details and a '100.00' value in the 'Percent' column. A 'Delete' button is visible next to the row.

Enter the amount for each account line.

The screenshot shows the account splitting interface with the 'Switch to:' dropdown set to 'Percent'. A yellow box highlights the 'Total: \$169.95' and 'Remaining: \$0.00' at the top right. Below, the 'Amount' column in the table is highlighted with a red box, showing values like '\$4.96' and '\$4.97' next to their respective account lines. 'Delete' buttons are present for each 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.

The screenshot shows a confirmation pop-up dialog with the text 'Are you sure you want to delete this account?'. It has 'No' and 'Yes' buttons. In the background, the account splitting interface is visible, showing the 'Total: \$169.95' and 'Remaining: \$0.00'.

## Notes Section 10

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.

The screenshot shows the 'Notes' tab selected in the POUPPR interface. Below the tab, there are three buttons: 'PR Notes', 'Print Before', and 'Print After'. The 'Print Before' button is highlighted with a red box. Below these buttons is a large text area for entering notes.

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.*

Details

Change #:

Vend Account:

Bid Number:

Contract Number:

Ship ATTN To:

Buyer:

Discount Terms:

PO Type\*

B

Requisition Codes

Req Code 1:

B2

Blanket FY22

Req Code 2:

Req Code 3:

Req Code 4:

Req Code 5:

Req Code 6:

Code

Description

Not Selected

B

Blanket Order

C

Contract

P

Standard PO

The Blanket Amount must be entered.

Blanket

Blanket No:

Blanket Amt:

5,000.00

Rm:

0.00

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

- Search for the PR to be deleted. **NOTE:** The record must be in **PR** Status.
- Click the garbage can to delete the record.

The screenshot shows the 'BusinessPlus' interface for 'Purchase Requests (POUPPR)'. The status is 'PR'. A red box highlights the delete icon (garbage can) in the top toolbar. The form includes fields for PR Number (R2200372), PO Number, Approval Code, Requested By (Kelly DeWitt), Date Requested (12/10/2021), PO Total (0.00), and PR Total.

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

The dialog box titled 'Confirm Delete?' asks 'Are you sure you want to delete the current record?'. It has two buttons: 'No' and 'Yes'. The 'Yes' button is highlighted with a red box.

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



- 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**.

The screenshot shows the BusinessPlus interface for Purchase Requests (POUPPR). The status is set to PR, which is highlighted with a red box. Other fields include PR Number: R2200379, PO Number: (empty), Approval Code: (empty), Requested By: Debra Haney, Date Requested: 12/14/2021, PO Total: 0.00, and PR Total: (empty).

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

The screenshot shows a table of line items. A red box highlights the delete icon (garbage can) in the top left corner. A red arrow points to line item 0002, which is highlighted in blue. The table has columns for Item Number, Quantity, Units, and Unit Price.

| Item Number | Quantity | Units | Unit Price |
|-------------|----------|-------|------------|
| 0001        | 4.00     | EA    | 25.49000   |
| 0002        | 2.00     | EA    | 99.95000   |

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

The screenshot shows a 'Confirm Delete?' dialog box. It asks 'Are you sure you want to delete the current record?' and has 'No' and 'Yes' buttons. The 'Yes' button is highlighted with a red box.

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.

The screenshot shows the BusinessPlus interface for Purchase Requests (POUPPR). On the left, a sidebar menu lists various options: Search, Records, Reselect, Field Help, About, Threaded Notes, Screen Links, Attachments, **Pending Tasks** (highlighted with a red box), Reload Record, Revert Changes, Save Changes, Export to Excel, and Tools. The main area displays details for a purchase request with PR Number R2201224, requested by Katrina Brunette, and a total of 0.00. Vendor information for KONA ICE OF NORTHEAST OAKLAND LLC is shown, including address and contact details.

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

This screenshot shows the same POUPPR screen, but the 'Approvals' dropdown menu is open. The options are 'Direct Task It...', 'Direct Task Items Awaiting ID Approval', and 'Purchase Document' (highlighted with a green box). Below the dropdown, a list of roles and documents is visible, including 'Role ID: Document: PRNumber R2201193-PONumber P2200968~'. The main area of the screen remains the same, showing the purchase request details.

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

**BusinessPlus**

**Approvals**

Purchase Doc...

**Pending**  
Katrina Brunette  
Group:  
Since: 10/25/21 23:45:37  
On: 12/31/50 00:00:00

Link to Task List

Approve  
Reject  
Hold  
Forward

PR Number\*: R2201224

Approval Code:

PO Total:

Vendor ID: 00002759

Vendor Name: KONA ICE OF NOR

Vendor Addr Code: P1

56350 WINDING CREEK  
MACOMB, MI 48042

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**.

**Approve**

Add Comment

Cancel Submit

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

**Approvals**

Purchase Doc...

Accepted  
Katrina Brunette  
Group:  
On: 10/26/21 00:23:55

## 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.

**Schools/Dept**

Katrina Brunette's Personal Dashboard Banking Purchasing

Workflow Approvals/Out-of-Office ..

Go to Workflow Tasklist

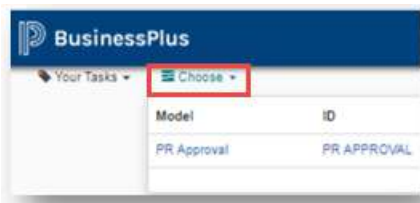
Base AP Approval (3)  
Base Change PO (2)  
Base PR Approval (3)

Refreshed at Monday, October 25, 2021 5:22:03 In Office

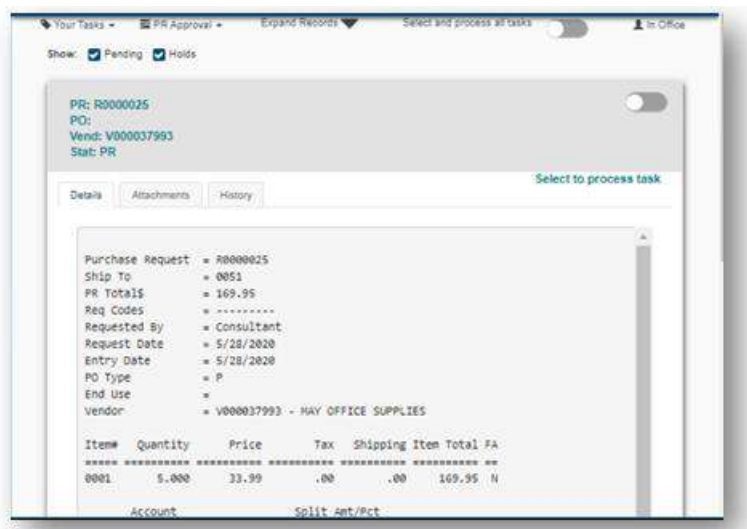
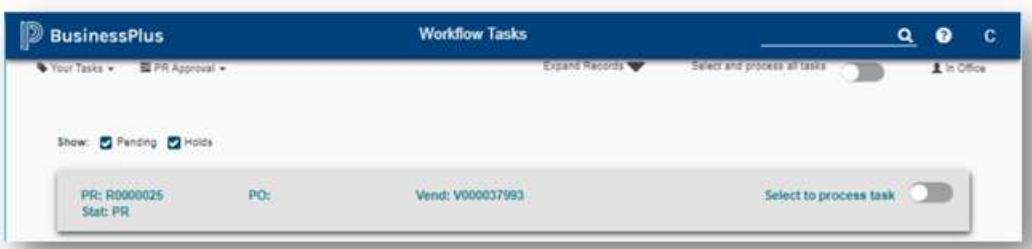
Once on the Workflow Tasklist, the user can see a list of tasks awaiting their approval by **User** or **Group**. The default is by User – Your Tasks.



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**

The screenshot shows the BusinessPLUS 'Purchase Requests' interface. On the left, a sidebar contains various tools, with the 'Tools' menu expanded and 'Copy PR' highlighted. The main content area displays details for a specific Purchase Request. Key fields include PR Number\* (R2201219), PO Number (P2200986), Approval Code (APRV), and Requested By (Katrina Brunette). Below this, vendor information is shown: Vendor ID (00001133), Vendor Name (INTEGRITY TEST & SAFETY ADMIN), and Vendor Address (6015 19 MILE ROAD, STERLING HEIGHTS, MI 48314-0000). The 'Details' section shows Change # (2) and Ship ATTN To (KATRINA TEST PO).

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

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

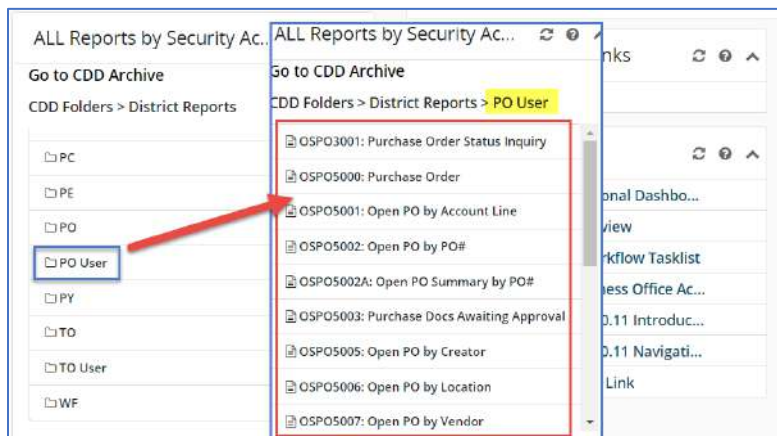
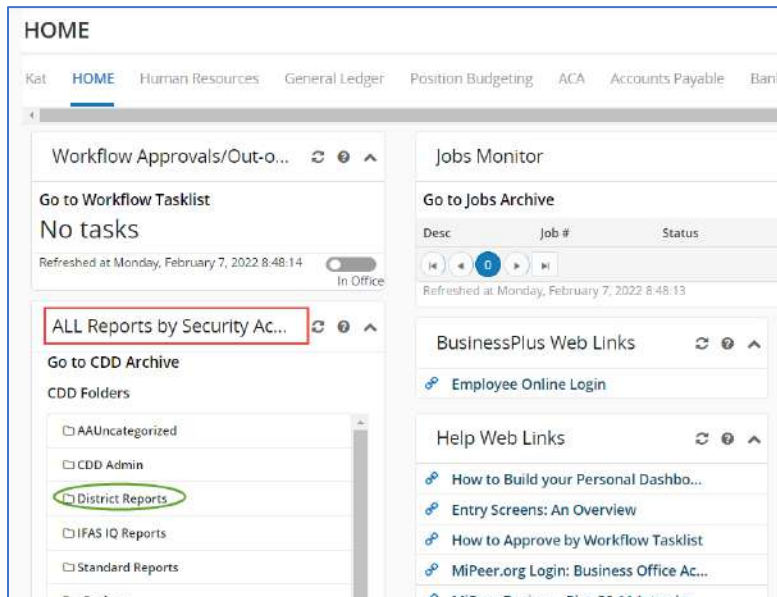
The screenshot shows the 'Copy PR' dialog box. It has a title bar 'Copy PR'. Inside, there are four main fields: 'From PR' (R2201219), 'To PR' (FROM SEED), 'PR Seed' (PR.2022), and 'New Date' (10/26/2021). The 'PR Seed' field has a dropdown arrow. At the bottom right, there are two buttons: 'Close' and 'Copy'. The 'Copy' button is highlighted with a red box.

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          |
| <b>PR Number</b>  | <b>PO Number</b>                     | <b>Vendor ID</b>   | <b>Vendor Name</b>               |                         |
| R1600414  | P1600329                             | 00002878   | TEAMCAST LLC                     |                         |
| <b>Address:</b> P1 12066 STARCREST DR<br>STE 100<br>SAN ANTONIO, TX 78247 |                                      |  | <b>PO Total Amount:</b> 2,345.30 |                         |
| <b>Confirm:</b>   | <b>Requested by:</b> Elizabeth Cross | <b>Blanket Number:</b>   | <b>Req. Dt:</b> 08/05/2015       |                         |
| <b>Account:</b>   | <b>Approved by:</b> Jacob Stolicker  | <b>Blanket Amount:</b>   | <b>Apr Dt:</b> 08/06/2015        |                         |
| <b>Bid:</b>   | <b>Printed by:</b> BSI               | <b>Blanket Remaining:</b>  | <b>Print Dt:</b> 08/06/2015      |                         |
| <b>Contract:</b>  | <b>PO Type:</b> P                    | <b>Req. Codes</b>  | <b>Entry Dt:</b> 08/05/2015      |                         |
| <b>Ship To:</b> 052   | <b>EN Flag:</b> Y                    | <input type="checkbox"/> OT <input type="checkbox"/> AT <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <b>Expr Dt:</b>                  |                         |
| <b>Bill To:</b> 075   | <b>Sec Cd:</b> 075                   | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>                                | <b>Buyer:</b>                    |                         |
| <b>End Use:</b> Adam Bican  |                                      |  |                                  |                         |

### 2. Items

| ITEMS  |            |  |        |          |            |         |      |       |  |
|--|------------|--|--------|----------|------------|---------|------|-------|--|
| Item   | Unit Price | Account                                | Tax1   | Discount | Extended   | Catalog | F/A  | Print |  |
| Qty Ordered  | UN         |  | Tax2   | Charges  | Work Order | Ship To | Whse | 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   | Type |  |
| 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 | 610-000-0000-0000-052-0315-2431C | 00300523 | 08/21/2015 40597 | 08/05/2015 | 773.46       |            |  |
| 0002                            | PD  | 00002878 | OH000981 | 610-000-0000-0000-052-0315-2431C | 00300523 | 08/21/2015 40597 | 08/05/2015 | 452.98       |            |  |
| 0003                            | PD  | 00002878 | OH000982 | 210-293-0000-0000-052-0468-5599E | 00300523 | 08/21/2015 39304 | 07/01/2015 | 665.88       |            |  |
| 0004                            | PD  | 00002878 | OH000982 | 210-293-0000-0000-052-0468-5599E | 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 |           |
| PR_PURCH          | ECROSS     | Accepted  | 2015/08/05 16:39:5 | 2015/08/05 16:43:46 |           |
|                   | 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.

**BusinessPlus** OSAP3000: Payables by Vendor

Selection Criteria: Default

Post Start Date: 01/01/2022

Post End Date: 02/07/2022

Vendor ID: 063680

Vendor Name: \*

Bank ID: \*

Status (DS, WP, PD, RV, H0-H9): \*

Invoice Number: \*

Item Description: \*

Check #: \*

Division: \*

Enter the value for 'Check ID': \*

Export to Excel? Y

Cancel Submit

| Payables by Vendor  |              |            |            |                                |          |          |         |          |            |        |              |            |
|---|--------------|------------|------------|--------------------------------|----------|----------|---------|----------|------------|--------|--------------|------------|
| Post Dates: 1/1/2022 - 2/7/2022                           |              |            |            |                                |          |          |         |          |            |        |              |            |
| Invoice Number  | Invoice Date | Due Date   | Post Date  | Description                    | PR #     | PO #     | Bank ID | Check #  | Check Date | Status | Dist. Amount | Inv. Total |
| Vendor ID: 063680 Vendor Name: STAPLES BUSINESS ADVANTAGE |              |            |            |                                |          |          |         |          |            |        |              |            |
| 3497087302  | 01/06/2022   | 01/06/2022 | 01/28/2022 | Pilot G2 Retractable Gel Pens, | R2201030 | P2200873 | EP      | 00001742 | 02/04/2022 | PD     | 101.90       | 101.90     |
| 3497592856  | 01/15/2022   | 01/15/2022 | 01/19/2022 | 2022 AT-A-GLANCE 8.5" x 11" Mo | R2201060 | P2200884 | EP      | 00001683 | 01/20/2022 | PD     | 53.22        | 53.22      |
| 3497592858  | 01/15/2022   | 01/15/2022 | 01/24/2022 | TRU RED File Folder, 1/3 Cut T | R2201112 | P2200920 | EP      | 00001719 | 01/27/2022 | PD     | 18.50        | 18.50      |
| 3498758693  | 01/29/2022   | 01/29/2022 | 02/07/2022 | Westcott Titanium Bonded 8" Ti | R2201104 | P2200954 | AP      |          |            | DS     | 141.28       | 141.28     |
| Vendor Total: STAPLES BUSINESS ADVANTAGE                  |              |            |            |                                |          |          |         |          |            |        |              | 314.90     |
| Report Total:   |              |            |            |                                |          |          |         |          |            |        |              | 314.90     |



## 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.

BusinessPlus

OSPO5010

?

Selection Criteria

Default

as of Date:

02/07/2022

Responsibility Code:

\*

Export to Excel?

Y

Cancel

Submit

| 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  | 110-232-0000-0000-0100-53190000 | FIELD SERVICE CALL TRICASTER SOFTWARE UPDATE AND SERVICE   | PP            | B      | \$360.00   | \$360.00    | \$0.00      |
| 0100                           | P2200620 | 10/28/2021   | ADVANCED LIGHTING AND   | 0002  | 110-232-0000-0000-0100-53190000 | PARTS  | PP            | B      | \$70.00    | \$70.00     | \$0.00      |
| 0100                           | P2200620 | 10/28/2021   | ADVANCED LIGHTING AND   | 0003  | 110-232-0000-0000-0100-53190000 | QUOTE #16588   | PP            | B      | \$0.00     | \$0.00      | \$0.00      |
| 0100                           | P2200622 | 10/28/2021   | ADVANCED LIGHTING AND   | 0001  | 110-232-0000-0000-0100-53190000 | E1 HL264 HD SDI TO IP WIRED  | PP            | B      | \$390.00   | \$390.00    | \$0.00      |
| 0100                           | P2200622 | 10/28/2021   | ADVANCED LIGHTING AND   | 0002  | 110-232-0000-0000-0100-53190000 | 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  | 110-232-0000-0000-0100-53190000 | INSTALLATION LABOR - REPLACE AND INSTALL NEW ENCODER AND DECODER FOR SIGNAL FROM CHURCHILL TO WOAK   | PP            | B      | \$450.00   | \$450.00    | \$0.00      |
| 0100                           | P2200922 | 01/12/2022   | AMAZON.COM SERVICES LLC | 0001  | 110-282-0000-0000-0100-55910000 | 72" Artist Easel Stand, Ohuhu Extra Thick Easels for Display, Aluminum Metal Tripod Field Easel with Bag for Table-Top/Floor/Flip Charts, Black Art Easels W/Adjustable Height from 25" to 72" | PO            | P      | \$94.47    | \$0.00      | \$94.47     |
| Total # of PO: 3               |          |              |                         |       |                                 |  | End of Report |        |            |             |             |
|                                |          |              |                         |       |                                 |  | Resp. 0100    | Total: | \$1,749.47 | \$1,655.00  | \$94.47     |
|                                |          |              |                         |       |                                 |  | Grand Total:  |        |            |             |             |
|                                |          |              |                         |       |                                 |  |               |        |            |             |             |



## 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.

**BusinessPlus**
OSEN5001: Encumbrance Summary w Accounting Line by PO Number

Default

as of Date: 01/15/2022

PO Number: P224

PE ID:

Key:

Object:

Fund:

Function:

Program:

Grant:

Location:

Responsibility:

Export to Excel? (Y, N) Y

Add Prompt Cancel Submit

| Encumbrance Summary w Accounting Line by PO Number |                         |              |                                     |                              |           |             |
|--|-------------------------|--------------|-------------------------------------|------------------------------|-----------|-------------|
| As of Date: 01/15/2022                             |                         |              |                                     |                              |           |             |
| Item#  | Description             | EN Type      | Account Number                      | Encumbrance                  | Payment   | Balance     |
| <b>PO Number: P2200001</b>                         |                         | <b>PE ID</b> | 005761                              | <b>PE Name DELTA NETWORK</b> |           |             |
| 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)  |
| <b>P2200001 Total</b>                              |                         |              |                                     | 18,864.00                    | 18,864.00 | 0.00        |
| <b>PO Number: P2200002</b>                         |                         | <b>PE ID</b> | 005761                              | <b>PE Name DELTA NETWORK</b> |           |             |
| 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 ABOVEEN | 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 ABOVEEN | 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)  |
| <b>P2200002 Total</b>                              |                         |              |                                     | 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).

**BusinessPlus** OSGL6004: Budget to Actual by Fund-Responsibility

Current Date or a Prior Month End Date:

Ledger Code:

Budget Version:

Budget Control:

Fund:

Function:

Program:

Grant:

Location:

Responsibility:  Enter Responsibility Code and 55\* to limit to Supply Expense accounts

Key:

Object:

Including Line With All Zero's? (Y, N)

Download to Excel?

**Submit**

| 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 TEXTBOOKS | 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                           |                  |                        |           |             |           |          |                  |        |