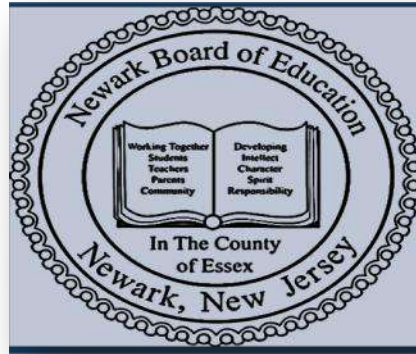


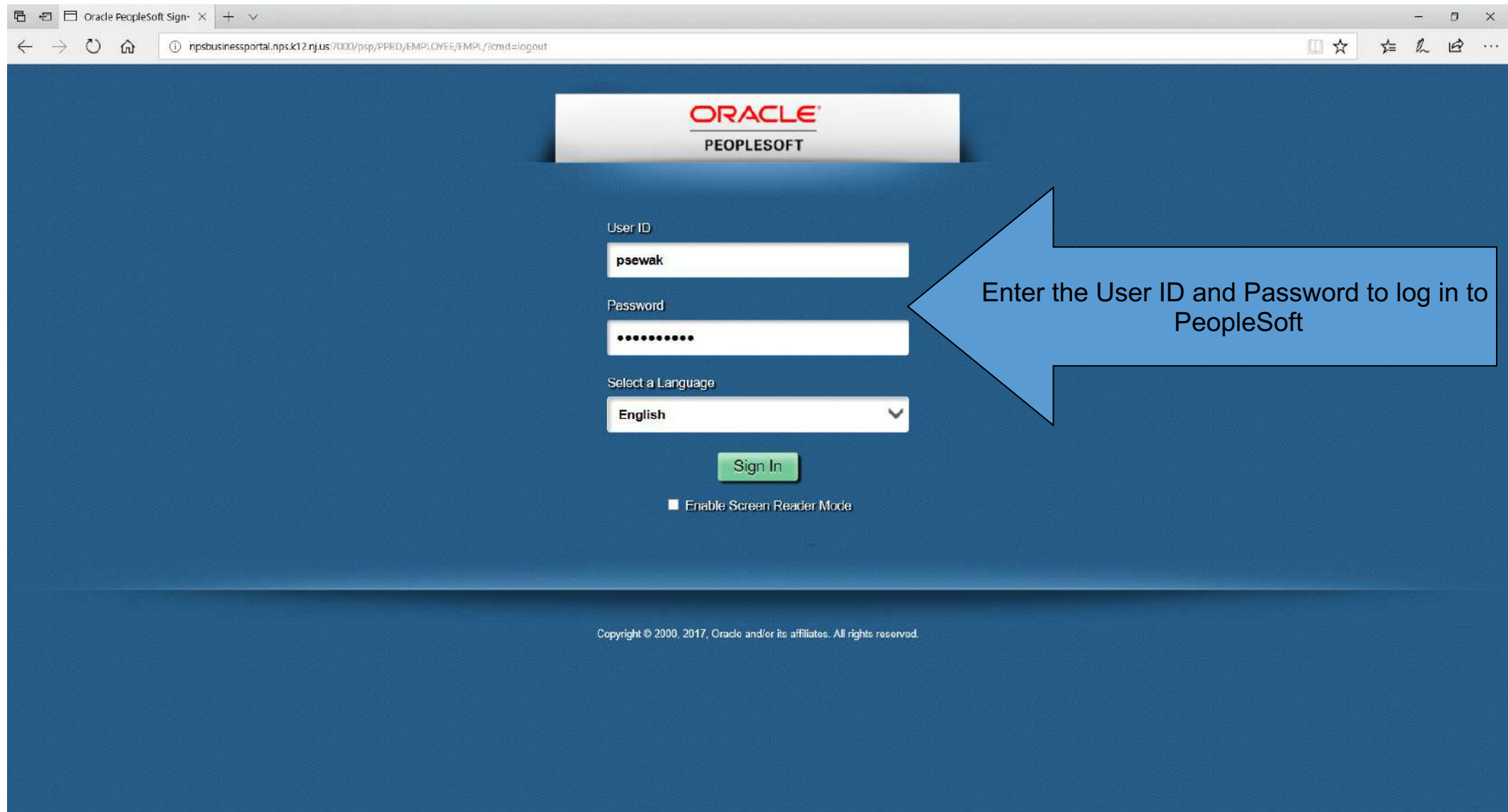


# **How to Print or View PeopleSoft Account Analysis Report**

Author: Budget Department

Revised March 2019

# To Print or View Reports



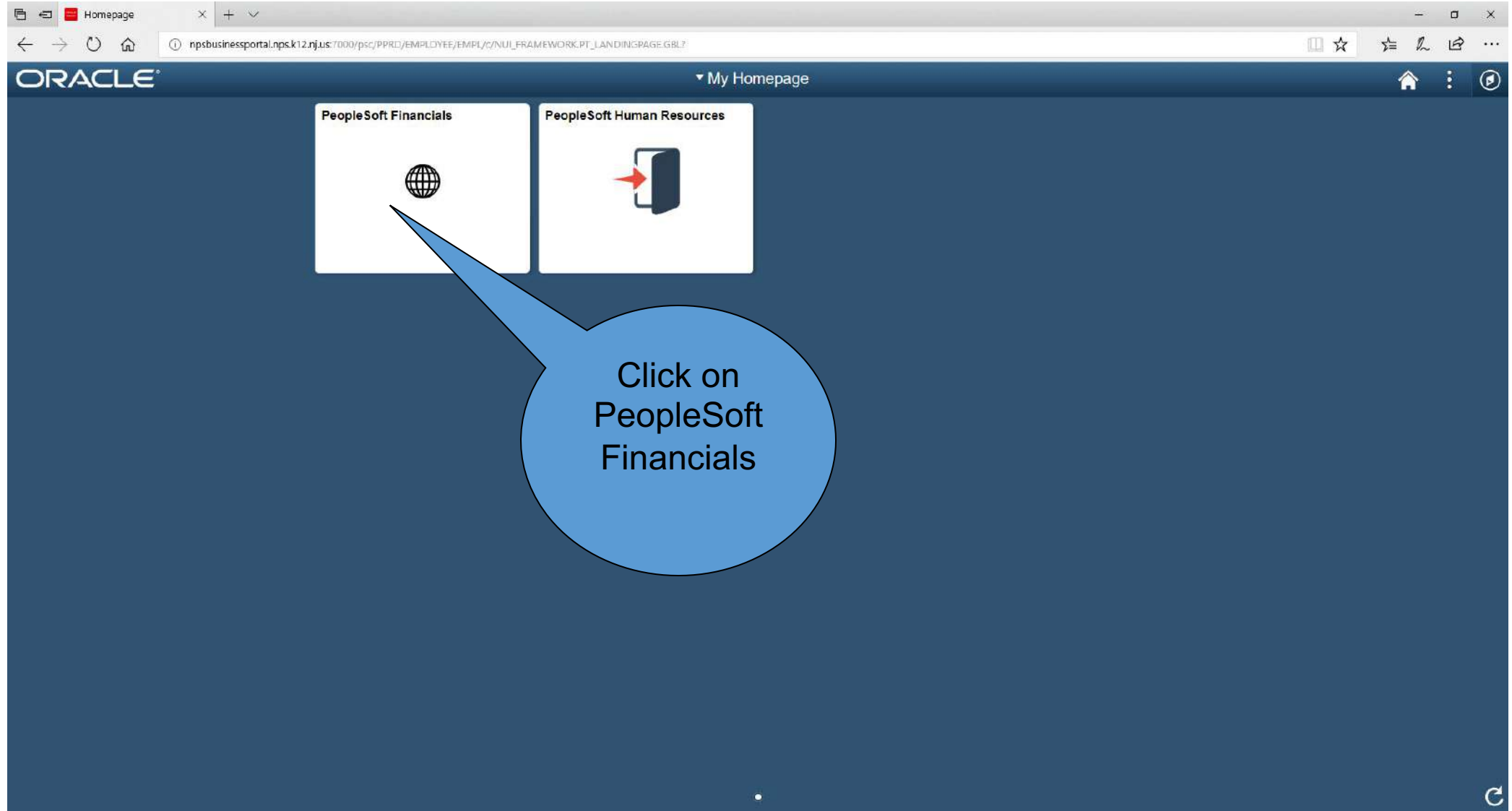
The screenshot shows a web browser window with the Oracle PeopleSoft Sign-in page. The browser's address bar displays the URL: `npsbusinessportal.nps.k12.nj.us:7000/psp/PPRD/EMPLOYEE/EMPL/?cmd=logout`. The page features the Oracle PeopleSoft logo at the top center. Below the logo is a sign-in form with the following fields:

- User ID:** A text input field containing the value `psewak`.
- Password:** A password input field represented by a series of dots.
- Select a Language:** A dropdown menu currently set to `English`.

Below the form is a green **Sign In** button. Underneath the button is a checkbox labeled **Enable Screen Reader Mode**, which is currently unchecked. A large blue arrow points from the right side of the page towards the login form, with the text **Enter the User ID and Password to log in to PeopleSoft** inside it.

At the bottom of the page, the following copyright notice is displayed:   
Copyright © 2000, 2017, Oracle and/or its affiliates. All rights reserved.

# To Print or View Reports



# To Print or View Reports

The screenshot shows a web browser window with two tabs labeled 'Homepage'. The address bar displays the URL: `npsbusinessportal.nps.k12.nj.us:9000/psc/FPRD_1/EMPLOYEE/ERP/c/NUI_FRAMEWORK.PT_LANDINGPAGE.G8L?Page=PT_LANDINGPAGE`. The Oracle logo is in the top left corner, and 'My Homepage' is centered in the top navigation bar. On the right side of the navigation bar are icons for home, flags, a menu, and a refresh button.

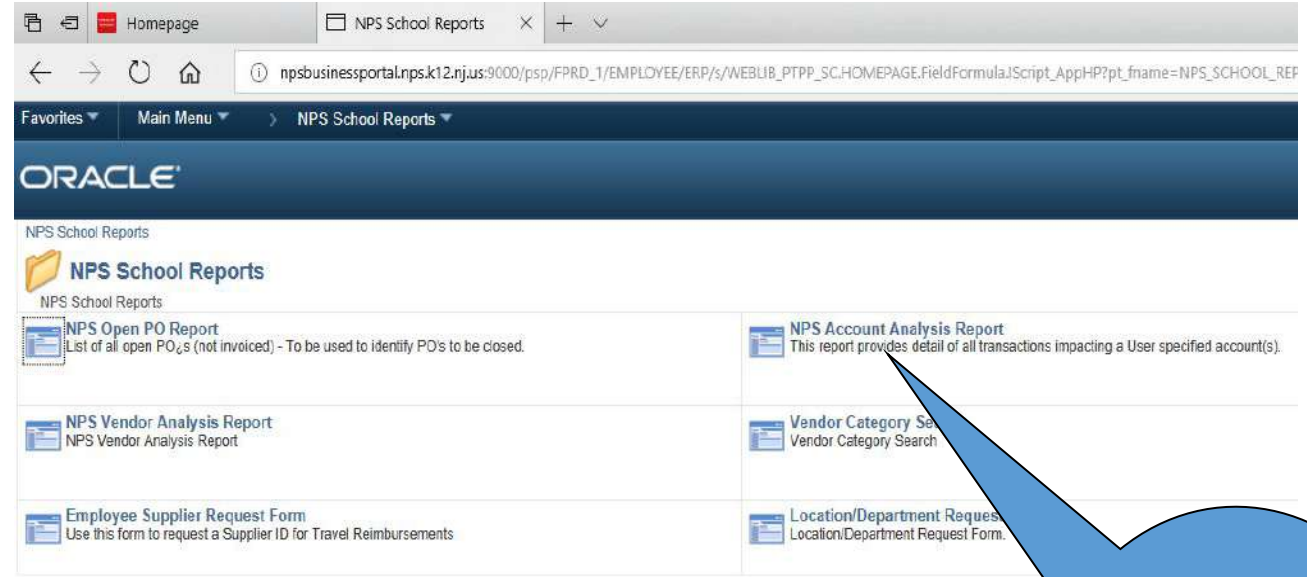
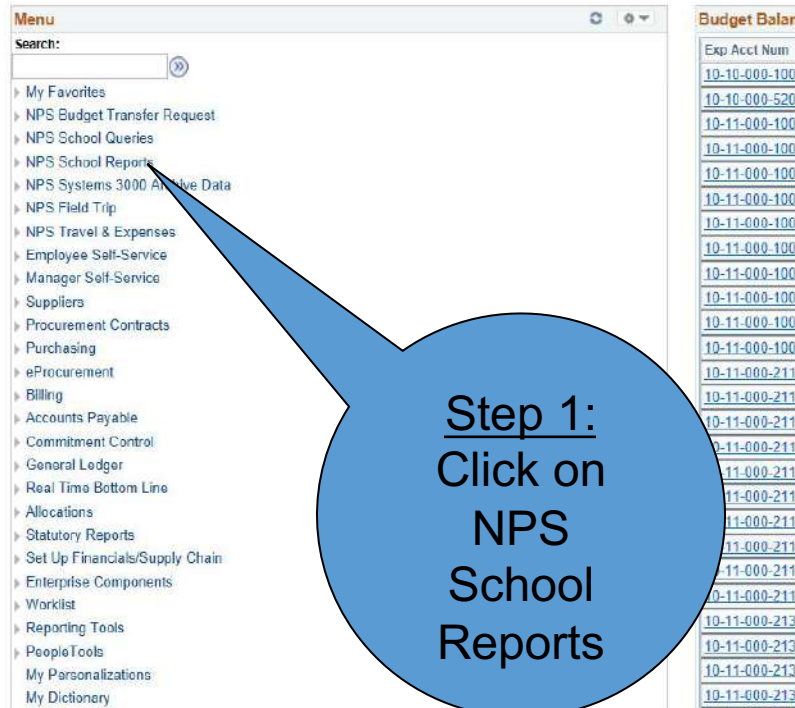
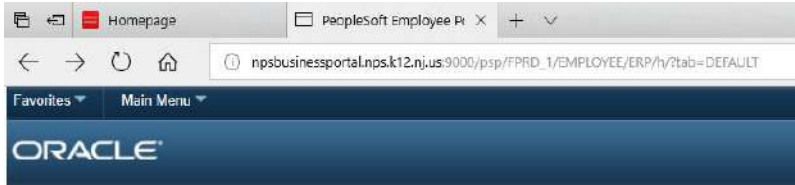
The main content area features a grid of seven white tiles with icons and titles:

- Create Requisition**: Shopping cart icon.
- Manage Requisitions**: Document with star icon.
- NPS Account Analysis Report**: Document with pie chart and person icon. A blue callout bubble points to this tile.
- Worklist**: Document with checkmark icon.
- Budget Transfer Request**: Double-headed arrow icon.
- Manage Requisition Approvals**: Document with checkmark icon.
- Classic Home**: Simple window icon.

A blue callout bubble on the right side of the dashboard contains the text: "Click on NPS Account Analysis Report".

# To Print or View Reports

(if you were NOT able to access the link in the prior slide, please **CLICK CLASSIC HOME** and follow these steps)



# To Print or View Reports

The screenshot shows a web browser window with the title "NPS Account Analysis Report". The address bar displays the URL: `npsbusinessportal.nps.k12.nj.us:3000/psp/FPRD_1/EMPLOYEE/ERP/c/NPS_MENU.NPS_RUN_GLR013_CMP.GBL?psInkid=NPS_ACCT_ANALYSIS&PORTALPARAM_PTCNAV=NPS_ACCT_ANALYSIS`. The breadcrumb trail is: `Favorite > Main Menu > NPS School Reports > NPS Account Analysis Report`. The Oracle logo is visible in the top left. The page title is "NPS Account Analysis Report". Below the title, it says: "Enter any information you have and click Search. Leave fields blank for a list of all values." There are two tabs: "Find an Existing Value" and "Add a New Value". The "Add a New Value" tab is circled in red. Below the tabs is a "Search Criteria" dropdown menu. The "Search by:" field is set to "Run Control ID begins with" and has an empty text input field. There is a checkbox for "Case Sensitive". At the bottom, there are "Search" and "Advanced Search" buttons. A blue callout bubble points to the "Add a New Value" tab with the text: "Click on 'Add a New Value' Tab".

NPS Account Analysis Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Search by: Run Control ID begins with

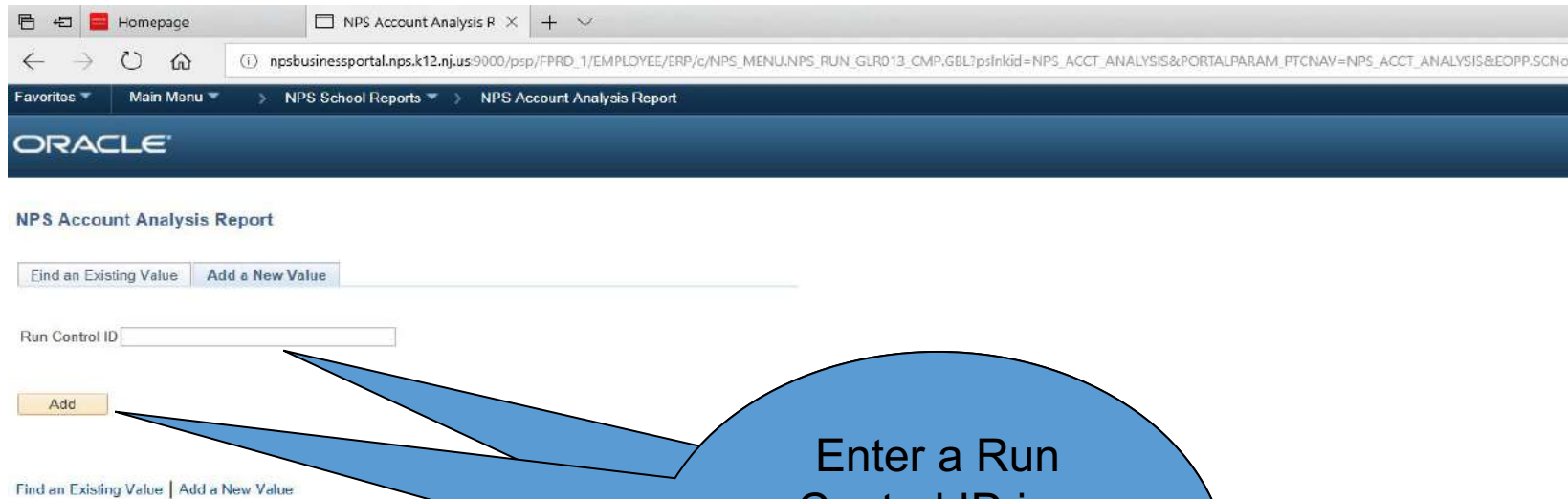
☐ Case Sensitive

Search Advanced Search

Find an Existing Value | Add a New Value

Click on "Add a New Value" Tab

# To Print or View Reports



The screenshot shows a web browser window with the title "NPS Account Analysis R". The address bar displays a URL from npsbusinessportal.nps.k12.nj.us. The breadcrumb trail is "NPS School Reports > NPS Account Analysis Report". The Oracle logo is visible in the header. The main content area is titled "NPS Account Analysis Report". It contains two tabs: "Find an Existing Value" (selected) and "Add a New Value". Below the tabs is a text input field labeled "Run Control ID". To the left of this field is a yellow "Add" button. A blue callout bubble with two arrows points to the "Run Control ID" field and the "Add" button. The bubble contains the text: "Enter a Run Control ID i.e. 'Your Name' (NO SPACES) and Click Add".

NPS Account Analysis Report

Find an Existing Value | Add a New Value

Run Control ID

Add

Find an Existing Value | Add a New Value

Enter a Run  
Control ID i.e.  
"Your Name" (NO  
SPACES) and  
Click Add

# To Print or View Reports

**Budget Period** covers the school year from July 1<sup>st</sup> to June 30<sup>th</sup>. For example, 2019 would cover July 1, 2018 to June 30, 2019.

**Accounting Period** starts from July to June:

July = 1  
August = 2  
September = 3  
October = 4  
November = 5  
December = 6  
January = 7  
February = 8  
March = 9  
April = 10  
May = 11  
June = 12

Account Analysis

Run Control ID ps Report Manager Process Monitor Run

Report Parameters

\*Budget Period \*As Of Accounting Period Output to Excel

| ChartField  | Description | From Value | To Value |
|-------------|-------------|------------|----------|
| 1 FUND_CODE | Fund Code   |            |          |

Save Notify Add Display

Enter  
Budget  
Period &  
Accounting  
Period

Click on “plus  
(+)” icon 7  
times. The end  
result will look  
like the  
following:

# To Print or View Reports

The screenshot shows a web browser window with the URL `npsbusinessportal.nps.k12.nj.us9000/psp/FPRD_1/EMPLOYEE/ERP/c/NPS_MENU.NPS_RUN_GLR013_CMP.GBL?pslnkid=NPS_ACCT_ANALYSIS&PORTALPARAM_PTCNAV=NPS_ACCT_ANALYSIS&EOPP_SCNode=`. The breadcrumb trail is `NPS School Reports > NPS Account Analysis Report`. The Oracle logo is at the top. Below it, the 'Account Analysis' tab is selected. The 'Run Control ID' is 'ps'. There are buttons for 'Report Manager', 'Process Monitor', and 'Run'. The 'Report Parameters' section includes fields for '\*Budget Period' and '\*As Of Accounting Period', and an 'Output to Excel' button. The 'Chartfields' section is a table with 8 rows, each with a 'ChartField' number, a 'Description', and 'From Value' and 'To Value' columns. A blue callout bubble points to the magnifier icon in the 'ChartField' column of row 2.

| ChartField  | Description | From Value | To Value |
|-------------|-------------|------------|----------|
| 1 FUND_CODE | Fund Code   |            |          |
| 2           |             |            |          |
| 3           |             |            |          |
| 4           |             |            |          |
| 5           |             |            |          |
| 6           |             |            |          |
| 7           |             |            |          |
| 8           |             |            |          |

Buttons at the bottom: Save, Notify, Add, Update/Display.

Click on each magnifier icon and select the following information for each ChartField section:

- 2: Sub Fund
- 3: Program Code
- 4: Function
- 5: Account (aka Object)
- 6: Department (aka Location)
- 7: Strategy
- 8: Network

# To Print or View Reports

Run Control ID ps Report Manager Process Monitor Run

Report Parameters

\*Budget Period 2019 \*As Of Accounting Period 9 Output to Excel

| ChartField     | Description  | From Value | To Value |
|----------------|--------------|------------|----------|
| 1 FUND_CODE    | Fund Code    |            |          |
| 2 CHARTFIELD1  | Sub-Fund     |            |          |
| 3 PROGRAM_CODE | Program Code |            |          |
| 4 CLASS_FLD    | Function     |            |          |
| 5 ACCOUNT      | Account      |            |          |
| 6 DEPTID       | Department   |            |          |
| 7 PRODUCT      | Strategy     |            |          |
| 8 CHARTFIELD2  | Network      |            |          |

Save Notify Add Update/Display

Under the “From Value” column, enter the numbers accordingly for each ChartField section. For example, if you want to create an account analysis for the textbook account, the following slide will show the correct account numbers to enter:

# To Print or View Reports

**Network Chartfield** will be changing from numbers (402, 403, 428, 434) to letters (ECL, NWL, SWL, HSL, SPL, ECC) effective July 1, 2019.

Run Control ID ps Report Manager Process Monitor Run

Report Parameters

\*Budget Period 2019 \*As Of Accounting Period 9 Output to Excel

| ChartField     | Description  | From Value | To Value |
|----------------|--------------|------------|----------|
| 1 FUND_CODE    | Fund Code    | 15         | 15       |
| 2 CHARTFIELD1  | Sub-Fund     | 15         | 15       |
| 3 PROGRAM_CODE | Program Code | 190        | 190      |
| 4 CLASS_FLD    | Function     | 100        | 100      |
| 5 ACCOUNT      | Account      | 640        | 640      |
| 6 DEPTID       | Department   | 049        | 049      |
| 7 PRODUCT      | Strategy     | 000        | 000      |
| 8 CHARTFIELD2  | Network      | 402        | 402      |

Save Add Update/Display

Notice the account number used for the textbook analysis. After you have verified the account, click "Save."

# To Print or View Reports

The screenshot shows the Oracle NPS Account Analysis Report interface. At the top, there's a browser window with the URL `npsbusinessportal.nps.k12.nj.us:9000/psp/FPRD_1/EMPLOYEE/ERP/c/NPS_MENU.NPS_RUN_GLR013_CMP.GBL?psInkid=NPS_ACCT_ANALYSIS&PORTALPARAM_PTCNAV=NPS_ACCT_ANALYSIS&EOPP.SCNor`. Below the browser window, the Oracle logo is visible. The main content area has a tab labeled "Account Analysis". Below this, there are buttons for "Run Control ID ps", "Report Manager", "Process Monitor", and a "Run" button which is circled in red. A blue callout bubble points to the "Run" button with the text "Click Run.". Below the "Run" button, there's a "Report Parameters" section. It includes input fields for "\*Budget Period" (set to 2019) and "\*As Of Accounting Period" (set to 9), and an "Output to Excel" button. Below these fields is a table with 8 rows, each representing a chartfield. The table has columns for "ChartField", "Description", "From Value", and "To Value". The rows are: 1. FUND\_CODE (Fund Code), 2. CHARTFIELD1 (Sub-Fund), 3. PROGRAM\_CODE (Program Code), 4. CLASS\_FLD (Function), 5. ACCOUNT (Account), 6. DEPTID (Department), 7. PRODUCT (Strategy), and 8. CHARTFIELD2 (Network). At the bottom of the interface, there are buttons for "Save", "Notify", "Add", and "Update/Display".

Run Control ID ps    Report Manager    Process Monitor    **Run**

Report Parameters

\*Budget Period 2019    \*As Of Accounting Period 9    Output to Excel

| ChartField     | Description  | From Value | To Value |
|----------------|--------------|------------|----------|
| 1 FUND_CODE    | Fund Code    | 15         | 15       |
| 2 CHARTFIELD1  | Sub-Fund     | 15         | 15       |
| 3 PROGRAM_CODE | Program Code | 190        | 190      |
| 4 CLASS_FLD    | Function     | 100        | 100      |
| 5 ACCOUNT      | Account      | 640        | 640      |
| 6 DEPTID       | Department   | 049        | 049      |
| 7 PRODUCT      | Strategy     | 000        | 000      |
| 8 CHARTFIELD2  | Network      | 402        | 402      |

Save    Notify    Add    Update/Display

Click Run.

# To Print or View Reports

Homepage NPS Account Analysis R

npsbusinessportal.nps.k12.nj.us:9000/psp/FPRD\_4/EMPLOYEE/ERP/c/NP5\_MENU.NP5\_RUN\_GLR013\_CMP.GBL

Favorites Main Menu My Homepage NPS Account Analysis Report

ORACLE

Process Scheduler Request

User ID psowak Run Control ID ps

Server Name Run Date 03/19/2019 31

Recurrence Run Time 3:07:04PM Reset to Current Date/Time

Time Zone

Process List

| Select                              | Description                   | Process Name | Process Type | *Type | *Format | Distribution |
|-------------------------------------|-------------------------------|--------------|--------------|-------|---------|--------------|
| <input type="checkbox"/>            | Open Requisition Audit Report | NPSGL14A     | BI Publisher | Web   | HTM     | Distribution |
| <input type="checkbox"/>            | Open Encumbrance Audit Report | NPSGL14B     | BI Publisher | Web   | HTM     | Distribution |
| <input type="checkbox"/>            | Encumbrance Analysis Report   | NPSGL14C     | BI Publisher | Web   | HTM     | Distribution |
| <input type="checkbox"/>            | Expense Audit/Analysis Report | NPSGL14D     | BI Publisher | Web   | HTM     | Distribution |
| <input type="checkbox"/>            | Open Encumbrance Audit by Loc | NPSGL14E     | BI Publisher | Web   | HTM     | Distribution |
| <input type="checkbox"/>            | Requisition Analysis Report   | NPSGL14F     | BI Publisher | Web   | HTM     | Distribution |
| <input type="checkbox"/>            | Monthly PO Expenditure Report | NPSGL14H     | BI Publisher | Web   | HTM     | Distribution |
| <input checked="" type="checkbox"/> | Account Analysis Report       | NPSGLR13     | BI Publisher | Web   | PDF     | Distribution |

OK Cancel

Select Account Analysis Report and the Format and then click "OK."

# To Print or View Reports

The screenshot shows a web browser window with the URL `npsbusinessportal.nps.k12.nj.us:9000/psp/FPRD_1/EMPLOYEE/ERP/c/NPS_MENU.NPS_RUN_GLR013_CMP.GBL?psInkid=NPS_ACCT_ANALYSIS&PORTALPARAM_PTCNAV=NPS_ACCT_ANALYSIS&EOPP.SCNor`. The breadcrumb navigation is `NPS School Reports > NPS Account Analysis Report`. The Oracle logo is visible at the top.

Below the Oracle logo, there is a section titled "Account Analysis". It contains three buttons: "Run Control ID ps", "Report Manager", and "Process Monitor". The "Report Manager" button is circled in red. A blue callout bubble points to this button with the text "Click Report Manager."

Below the buttons is a "Report Parameters" section. It includes two input fields: "\*Budget Period" with the value "2019" and "\*As Of Accounting Period" with the value "9". There is also an "Output to Excel" button.

Below the input fields is a table titled "Chartfields". The table has columns: "ChartField", "Description", "From Value", "To Value", and two empty columns. The table contains 8 rows of data.

| ChartField    | Description  | From Value | To Value |   |   |
|---------------|--------------|------------|----------|---|---|
| 1 FUND_CODE   | Fund Code    | 15         | 15       | + | - |
| 2 CHARTFIELD1 | Sub-Fund     | 15         | 15       | + | - |
| 3 PROGRAM_COI | Program Code | 190        | 190      | + | - |
| 4 CLASS_FLD   | Function     | 100        | 100      | + | - |
| 5 ACCOUNT     | Account      | 640        | 640      | + | - |
| 6 DEPTID      | Department   | 049        | 049      | + | - |
| 7 PRODUCT     | Strategy     | 000        | 000      | + | - |
| 8 CHARTFIELD2 | Network      | 402        | 402      | + | - |

At the bottom of the page, there are four buttons: "Save", "Notify", "Add", and "Update/Display".

# To Print or View Reports

The screenshot shows the Oracle NPS Account Analysis Report interface. The browser address bar displays the URL: `npsbusinessportal.nps.k12.nj.us:9000/psp/FPRD_4/EMPLOYEE/ERP/c/NPS_MENU.NPS_RUN_GLR013_CMP.GBL`. The breadcrumb navigation path is: **My Homepage > NPS Account Analysis Report > Report Manager**. The Oracle logo is visible at the top. Below the logo, there are four tabs: **List**, **Explorer**, **Administration** (highlighted with a red circle), and **Archives**. A blue arrow points from the **Administration** tab to a blue callout bubble that says "Click on the Administration tab." Below the tabs, there is a "View Reports For" section with fields for Folder, Instance, Name, and Created On, along with a Refresh button. Below this is a table of reports.

| Report                    | Report Description            | Folder Name | Creation        | Report ID | Process Instance |
|---------------------------|-------------------------------|-------------|-----------------|-----------|------------------|
| 1 NPSGLR13 - NPSGLR13.pdf | NPSGLR13 - NPSGLR13.PDF       | Financials  | 03/19/19 3:13PM | 1600590   | 1696517          |
| 2 NPSGLR13 - NPSGLR13.pdf | NPSGLR13 - NPSGLR13.PDF       | Financials  | 03/19/19 3:09PM | 1600591   | 1696514          |
| 3 FS_BP                   | COMM. CNTRL. BUDGET PROCESSOR | Financials  | 03/19/19 2:57PM | 1600664   | 1696487          |
| 4 FS_BP                   | COMM. CNTRL. BUDGET PROCESSOR | Financials  | 03/19/19 2:51PM | 1600658   | 1696487          |
| 5 NPS8020                 | NPS BUDGET STATUS REPORT      | Financials  | 03/19/19 1:33PM | 1600625   | 1696452          |
| 6 NPS8020                 | NPS BUDGET STATUS REPORT      | Financials  | 03/19/19 1:10PM | 1600601   | 1696430          |
| 7 NPSGLR13 - NPSGLR13.pdf | NPSGLR13 - NPSGLR13.PDF       | Financials  | 03/19/19 1:08PM | 1600599   | 1696427          |
| 8 NPSGLR13 - NPSGLR13.htm | NPSGLR13 - NPSGLR13.HTM       | Financials  | 03/19/19 1:07PM | 1600595   | 1696425          |

Below the table, there is a link: [Go back to NPS Account Analysis Report](#). At the bottom, there is a **Save** button and a breadcrumb path: **List | Explorer | Administration | Archives**.

# To Print or View Reports

The screenshot shows the Oracle NPS Account Analysis Report interface. The browser address bar displays the URL: `npsbusinessportal.nps.k12.nj.us:9000/psp/FPRD_2/EMPLOYEE/ERP/c/NPS_MENU.NPS_RUN_GLR013_CMP.GBL?isFolder=false&RUN_CNTL_ID=ps`. The breadcrumb navigation path is: `My Homepage > NPS Account Analysis Report > Report Manager`. The Oracle logo is visible at the top.

Below the navigation bar, there are tabs for `List`, `Explorer`, `Administration`, and `Archives`. The `Administration` tab is selected.

The `View Reports For` section includes filters for `User ID` (psewak), `Type`, `Status`, `Folder`, `Instance`, and `Days`. A `Refresh` button is also present.

The `Report List` table displays the following data:

| Select                              | Report ID | Prce Instance | Description                   | Request Date/Time     | Format                 | Status | Details                 |
|-------------------------------------|-----------|---------------|-------------------------------|-----------------------|------------------------|--------|-------------------------|
| <input type="checkbox"/>            | 1600950   | 1696769       | NPSGLR13 - NPSGLR13.pdf       | 03/20/2019 10:01:32AM | Acrobat (*.pdf)        | Posted | <a href="#">Details</a> |
| <input type="checkbox"/>            | 1600947   | 1696767       | NPSGLR13 - NPSGLR13.pdf       | 03/20/2019 10:00:56AM | Acrobat (*.pdf)        | Posted | <a href="#">Details</a> |
| <input type="checkbox"/>            | 1600945   | 1696766       | NPSGLR13 - NPSGLR13.pdf       | 03/20/2019 9:59:55AM  | Acrobat (*.pdf)        | Posted | <a href="#">Details</a> |
| <input checked="" type="checkbox"/> | 1600690   | 1696517       | NPSGLR13 - NPSGLR13.pdf       | 03/19/2019 3:13:30PM  | Acrobat (*.pdf)        | Posted | <a href="#">Details</a> |
| <input type="checkbox"/>            | 1600685   | 1696514       | NPSGLR13 - NPSGLR13.pdf       | 03/19/2019 3:09:56PM  | Acrobat (*.pdf)        | Posted | <a href="#">Details</a> |
| <input type="checkbox"/>            | 1600664   | 1696494       | Comm. Cntrl. Budget Processor | 03/19/2019 2:57:26PM  | Text Files (*.txt)     | Posted | <a href="#">Details</a> |
| <input type="checkbox"/>            | 1600658   | 1696487       | Comm. Cntrl. Budget Processor | 03/19/2019 2:51:05PM  | Text Files (*.txt)     | Posted | <a href="#">Details</a> |
| <input type="checkbox"/>            | 1600625   | 1696452       | NPS Budget Status Report      | 03/19/2019 1:33:19PM  | Acrobat (*.pdf)        | Posted | <a href="#">Details</a> |
| <input type="checkbox"/>            | 1600601   | 1696430       | NPS Budget Status Report      | 03/19/2019 1:10:20PM  | Acrobat (*.pdf)        | Posted | <a href="#">Details</a> |
| <input type="checkbox"/>            | 1600599   | 1696427       | NPSGLR13 - NPSGLR13.pdf       | 03/19/2019 1:08:34PM  | Acrobat (*.pdf)        | Posted | <a href="#">Details</a> |
| <input type="checkbox"/>            | 1600595   | 1696425       | NPSGLR13 - NPSGLR13.htm       | 03/19/2019 1:07:17PM  | HTML Documents (*.htm) | Posted | <a href="#">Details</a> |

Below the table, there are checkboxes for `Select All` and `Deselect All`, a `Delete` button, and a message: `Click the delete button to delete the selected report(s)`. A link `Go back to NPS Account Analysis Report` and a `Save` button are also present.

A blue callout bubble points to the highlighted row with the text: `Locate your report and click on the hyperlink. Notice the Instance number matches what was posted in the prior slide.`

# To Print or View Reports

Homepage | Report Index | NPSGLR13.pdf

npsbusinessportal.nps.k12.nj.us:9000/psreports/FPRD/1600650/NPSGLR13.pdf

1 of 2

Report ID: NPSGLR13

NEWARK PUBLIC SCHOOLS

Account Analysis Report

As Of March 2019

Page No: 1

Run Date: 3/19/2019

Run Time: 3:13:30 PM

15-15-190-100-540-049-000-402

TEXTBOOKS

| Summary | Budget   | Expenses | Encumbrance | PreEncumbrance | Remaining Budget | Hard Stop % | Available Budget |
|---------|----------|----------|-------------|----------------|------------------|-------------|------------------|
|         | 5,500.00 | 5,476.80 | 0.00        | 0.00           | 23.20            | 1           | 0.23             |

**Budget**

| Journal                | Date       | Description                    | Amount   |      | Balance  | Purchase Order # | Entered By       | Status | Requisition # | Check # / Check Date |
|------------------------|------------|--------------------------------|----------|------|----------|------------------|------------------|--------|---------------|----------------------|
| OBE0046615             | 2018-07-01 | FY19 Fund 15 Non Sal & Benefit | 5,000.00 | 0.00 | 5,000.00 |                  | Jedias Jose Dias |        |               |                      |
| Original Appropriation |            |                                | 5,000.00 | 0.00 | 5,000.00 |                  |                  |        |               |                      |

| Journal                      | Date       | Description        | Amount |      | Balance | Purchase Order # | Entered By            | Status | Requisition # | Check # / Check Date |
|------------------------------|------------|--------------------|--------|------|---------|------------------|-----------------------|--------|---------------|----------------------|
| NFE0048991                   | 2018-10-19 | Budget NFE 0005168 | 500.00 | 0.00 | 500.00  |                  | Ballard Jason Ballard |        |               |                      |
| Budget Adjustments/Transfers |            |                    | 500.00 | 0.00 | 500.00  |                  |                       |        |               |                      |

|  | Total Current Appropriation |  | 5,500.00 | 0.00 | 5,500.00 |  |  |  |  |  |
|--|-----------------------------|--|----------|------|----------|--|--|--|--|--|
|  |                             |  |          |      |          |  |  |  |  |  |

**Purchase Order**

| Purchase Order       | Date       | Vendor                          | Amount   | Vouchered Amount | Balance | Purchase Order # | Entered By | Status     |  |
|----------------------|------------|---------------------------------|----------|------------------|---------|------------------|------------|------------|--|
| 19-0005328           | 2018-10-22 | 0000001495 FOLLETT ED. SERVICES | 5,476.80 | 5,476.80         | 0.00    | 19-0005328       |            | Dispatched |  |
| Purchase Order Total |            |                                 | 5,476.80 | 5,476.80         | 0.00    |                  |            |            |  |

|  | Total Encumbered |  | 5,476.80 | 5,476.80 | 0.00 |  |  |  |  |
|--|------------------|--|----------|----------|------|--|--|--|--|
|  |                  |  |          |          |      |  |  |  |  |

**Expense**

| Voucher       | Date       | Vendor                          | Amount   |      | Balance  | Purchase Order # | Entered By | Status | Requisition # |
|---------------|------------|---------------------------------|----------|------|----------|------------------|------------|--------|---------------|
| 00447198      | 2018-12-19 | 0000001495 FOLLETT ED. SERVICES | 5,476.80 | 0.00 | 5,476.80 | 19-0005328       |            |        |               |
| Voucher Total |            |                                 | 5,476.80 | 0.00 | 5,476.80 |                  |            |        |               |

1

Report ID: NPSGLR13

NEWARK PUBLIC SCHOOLS

Account Analysis Report

As Of March 2019

Page No: 2

Run Date: 3/19/2019

Run Time: 3:13:30 PM

|  | Total Expense |  | 5,476.80 | 0.00 | 5,476.80 |  |  |  |  |
|--|---------------|--|----------|------|----------|--|--|--|--|
|  |               |  |          |      |          |  |  |  |  |

Click on the icons (print, save, etc.) for your report use.