

Accounting Module

Reports – Purchase Order Reports

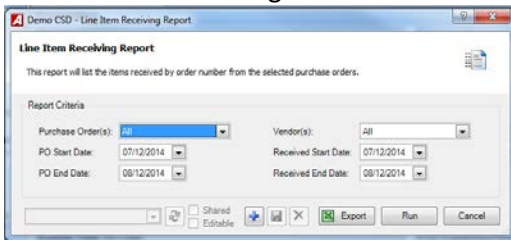
Path: Accounting/Reports/Purchase Order Reports


There are two ways to run reports.

1. The Accounting Report Viewer allows you to click on any report, view a description of that report, and preview a sample of the report contents. Set the radio button to the appropriate report option and click Run at the bottom of the Preview window to enter your reporting criteria.
2. If you want to eliminate this step and simply run the report, choose the report option directly from the appropriate reporting category on the Accounting Main menu tree.

Line Item Receiving

This report provides a listing of items flagged as received from a selected purchase order or group of purchase orders via the Line Item Receiving routine.



- Choose the **Purchase Orders** to include in the report. The default value is ALL; however you can choose specific POs by clicking on the drop-down arrow and choosing Selection. The lookup button is now displayed, allowing you to select one or more specific purchase orders.
 - You can hold down the Ctrl key and select a nonconsecutive range of purchase orders or the Shift key and select a consecutive range of purchase orders. Check the Select All box to choose all POs.
- Enter the **PO Start and End Date**.
- Choose the **Vendors** to include in the report. The default value is ALL; however you can choose specific vendors by clicking on the drop-down arrow and choosing Selection. The lookup button is now displayed, allowing you to select one or more specific vendors.
 - You can hold down the Ctrl key and select a nonconsecutive range of vendors or the Shift key and select a consecutive range of vendors. Check the Select All box to choose all vendors.
- Enter the **Received Start and End Date**.
- Click Run  .

The Line Item Receiving report includes the following information: date received, order number, purchase order number, purchase order date, vendor ID and name, received by individual, line number, item number and description, number of units, unit price, quantity, PO amount, quantity received, and received amount. The report concludes with sub totals for the quantity ordered and received and a grand total PO dollar amount.

Sample Report:

Demo CSD										
Line Item Receiving Report From 7/12/2014 - 8/12/2014										
Date Received	Order Number	PO Number	PO Date	Vendor Name	Units	Received By	Quantity	PO Amount	Contact	Received Amount
Line Number	Item Number	Description				Unit Price			Qty Received	
08/08/2014	1234	2	08/08/2014	ABEKA BOOK, INC		TRF			John Requer	
1	ART-0004	SPRAY MOUNT ADHESIVE - SUPER 77 - 18.7 OZ - NO SUBSTITUTES			CAN	10.2200	5.00	51.100000	3.00	30.660000
2		Art Supplies			BG	13.0000	7.00	91.000000	7.00	91.000000
1234 Totals:							12.00	142.10	10.00	121.66
08/08/2014	987	3	08/08/2014	ACCESS		TRF			John Requer	
1	ART-0308	PEN HOLDER, STANDARD PLASTIC - 8 3/4" LONG			EA	1.2500	10.00	12.500000	7.00	8.750000
2	ART-0671	WIRE, SOFT COPPER - 22 GAUGE, 1 LB SPOOL			SPO OL	25.0000	15.00	375.000000	8.00	200.000000
987 Totals:							25.00	387.50	15.00	208.75
Grand Total:									25.00	330.41

Purchase Order Contact Listing

This option provides a report of the shipping contact names on printed and posted purchase orders within a selected date range. The report simply lists the POs, along with the date, vendor number and name, and shipping contact defined on the Computer Purchase Order Entry window. The report can be sorted by either PO number or contact name.

- Enter the **Start and End Date** range. Check the Prior Year box if you want to change the date range to report on purchase order information for the previous fiscal year.
- Choose the **Purchase Orders** to include in the report. The default value is ALL; however you can choose specific POs by clicking on the drop-down arrow and choosing Selection.
 - Once in the lookup, you can hold down the Ctrl key and select a nonconsecutive range of purchase orders or the Shift key and select a consecutive range of purchase orders. Check the Select All box to choose all POs. Once you make your selections, click OK to return to the criteria selection window.
- Enter the **Starting and Ending Contact Name** or leave blank for all. To report on one contact only, enter the same contact name in the starting and ending range fields.
- Select **Sort By**
 - Choose Purchase Orders to sort the report in numerical ascending order by purchase order number.
 - Choose Contacts to sort the report in alphabetical order by contact name.
- Click Run .


The Purchase Order Contact Listing includes the following information: purchase order number, date, vendor ID, vendor name, and contact name.

Sample Report

Contact	PO Number	PO Date	Vendor ID	Vendor Name
Demo CSD				
Purchase Order Contact Listing By Contacts				
Charlie Requirer	4	07/01/2013	1	COPELAND
	201408	10/31/2013	1	COPELAND
	201410	12/30/2013	1	COPELAND
	201413	01/06/2014	1	COPELAND
John Requirer	1	07/01/2013	14	ABC SPORTS & FITNESS
	3	07/01/2013	13	ABC SCHOOL SUP.
	8	10/18/2013	14	ABC SPORTS & FITNESS
	11	01/03/2014	14	ABC SPORTS & FITNESS
	13	01/03/2014	13	ABC SCHOOL SUP.
	14	01/03/2014	14	ABC SPORTS & FITNESS
	16	01/03/2014	13	ABC SCHOOL SUP.
	201401	07/01/2013	14	ABC SPORTS & FITNESS
	201402	07/01/2013	14	ABC SPORTS & FITNESS
	201403	07/01/2013	14	ABC SPORTS & FITNESS
	201404	07/01/2013	14	ABC SPORTS & FITNESS
	201405	07/01/2013	14	ABC SPORTS & FITNESS
	201406	07/01/2013	14	ABC SPORTS & FITNESS
	201407	10/31/2013	14	ABC SPORTS & FITNESS
	201409	12/30/2013	14	ABC SPORTS & FITNESS
	201411	01/06/2014	14	ABC SPORTS & FITNESS
	201412	01/06/2014	13	ABC SCHOOL SUP.


Purchase Order History

This option provides computer-generated or manual purchase order and payment transaction information based on a selected date range.

- Enter the desired **Start and End Date** range. Check the Prior Year box if you want to change the date range to report on purchase order and payment transaction information for the previous fiscal year.
- **Page Break by Group** drop-down
 - Yes if you want the report to page break after each PO # or vendor (based on the Group By setting).
 - NO if you want the report to print purchase order and payment history information continuously.
- **Include 1099 Vendors Only** drop-down
 - Yes if you want the report to include only those vendors who receive a 1099
 - Otherwise, set the drop-down to No.
- **Vendors** to include in the report. The default value is ALL; however you can choose specific vendors by clicking on the drop-down arrow and choosing Selection.
 - Once in the lookup, you can hold down the Ctrl key and select a nonconsecutive range of vendors or the Shift key and select a consecutive range of vendors. Check the Select All box to choose all vendors.
- **Purchase Orders** to include in the report. The default value is ALL; however you can choose specific POs by clicking on the drop-down arrow and choosing Selection.
 - Once in the lookup, you can hold down the Ctrl key and select a nonconsecutive range of POs or the Shift key and select a consecutive range of purchase orders. Check the Select All box to choose all POs.
- **Funds** to include in the report. The default value is ALL; however you can choose specific Funds by clicking on the drop-down arrow and choosing Selection.
 - Once in the lookup, you can hold down the Ctrl key and select a nonconsecutive range of fund codes or the Shift key and select a consecutive range of fund codes. Check the Select All box to choose all funds.
- **Group By** drop-down
 - Choose the sorting method for data on the report. Can be sorted by PO Number or Vendor Name.
- Click Run  .

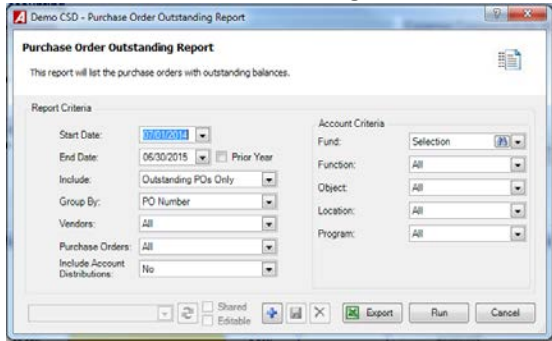
The Purchase Order History Report includes the following information: PO number, Vendor, account code, transaction date, transaction schedule number, transaction type, temporary number flag, check number, reference or invoice number, amount placed, amount liquidated, and amount expensed. Account and Purchase Order subtotals are provided. The report concludes with the grand total amount placed, liquidated, and expensed.

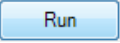
Sample Report

Account Description	Date	Schedule	Type	Temp	Check / Ref #	Invoice / Memo	Placed	Liquidated	Expense	PO Balance
Demo CSD										
Purchase Order History Report By Vendor From 7/1/2014 - 6/30/2015										
										
A P EXAMINATIONS - 7 Purchase Order: 1 - 49 exams Contact: <i>Online Assignm</i> Building: <i>Online Assignm</i> Manual: <input type="checkbox"/>										
A 1010-450-11-0000	06/01/2014	A-2	EN	<input type="checkbox"/>			1,000.00	0.00	0.00	1,000.00
Account Totals:							1,000.00	0.00	0.00	1,000.00
Purchase Order Totals:							1,000.00	0.00	0.00	1,000.00
Vendor Totals:							1,000.00	0.00	0.00	1,000.00
AREKA BOOK, INC - 15 Purchase Order: 2 Contact: <i>John Reque</i> Building: <i>EL</i> Manual: <input type="checkbox"/>										
A 1040-452-11-0000	06/08/2014	A-2	EN	<input type="checkbox"/>			51.10	0.00	0.00	51.10
"VOID"	06/08/2014	A-2	CD	<input type="checkbox"/>	15011	"VOID"	0.00	60.00	60.00	-60.00
"VOID"	06/08/2014	A-2	CD	<input type="checkbox"/>	15011	"VOID"	0.00	-60.00	-60.00	60.00
"VOID"	06/08/2014	A-2	CD	<input checked="" type="checkbox"/>	5383		0.00	60.00	60.00	-60.00
Account Totals:							51.10	60.00	60.00	1.10
A 1540-475-11-0000	06/08/2014	A-2	EN	<input type="checkbox"/>			91.00	0.00	0.00	91.00
"VOID"	06/08/2014	A-2	CD	<input type="checkbox"/>	15011		0.00	60.00	60.00	-60.00
"VOID"	06/08/2014	A-2	CD	<input type="checkbox"/>	15011	"VOID"	0.00	-60.00	-60.00	60.00
"VOID"	06/08/2014	A-2	CD	<input checked="" type="checkbox"/>	5383		0.00	60.00	60.00	-60.00
Account Totals:							91.00	60.00	60.00	41.00

Purchase Order Outstanding

This option provides information on one, multiple, or all currently outstanding manual or computer purchase order based on a selected date range.



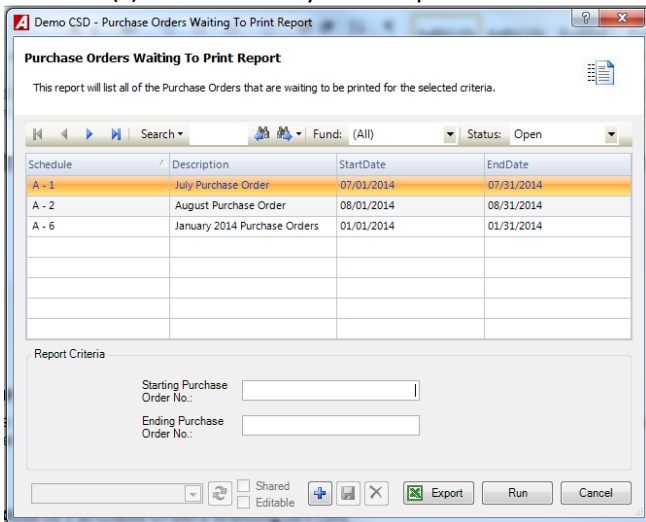
- Enter the desired **Start and End Date** range. Check the Prior Year box if you want to change the date range to report on purchase order information for the previous fiscal year.
- **Include** drop-down
 - **Outstanding POs Only** if you want to generate a report of only open purchase orders for a vendor(s).
 - **All** if you want the report to include all purchase orders (open and closed) for a selected vendor(s).
- **Group By** drop-down- Choose the sorting method; PO Number, Vendor Name, or Account Number.
- **Vendors** drop-down - The default value is ALL; however you can choose specific vendors by clicking on the drop-down arrow and choosing Selection.
- **Purchase Orders** drop down - The default value is ALL; however you can choose specific POs by clicking on the drop-down arrow and choosing Selection.
- **Include Account Distributions** drop-down
 - When sorting by PO Number or Vendor, choose **YES to Include** if you want the last page of the report to include account distribution totals by account and fund. The distribution shows the account distribution totals, including the total placed, total expensed, total liquidated, and remaining amounts.
 - Choose **NO** if you do not want the last page of the report to include account distribution totals by account and fund.
- **Account Criteria**
 - **Funds** - The default value is the A Fund. Use the drop-down to select All funds. However you can choose one or more specific Funds by clicking the lookup button.
 - **Function** - The default value is ALL; however you can choose specific functions by clicking on the drop-down arrow and choosing Selection.
 - **Object** - The default value is ALL; however you can choose specific objects by clicking on the drop-down arrow and choosing Selection.
 - **Location** - The default value is ALL; however you can choose specific locations by clicking on the drop-down arrow and choosing Selection.
 - **Program** - The default value is ALL; however you can choose specific programs by clicking on the drop-down arrow and choosing Selection.
- Click  .

Sample Report

Demo CSD										
Purchase Order Outstanding Report By PO Number From 7/1/2014 - 6/30/2015										
NVISION										
PO Number	PO Date	Manual PO	Vendor Name	Vendor ID	Contact	Account	Placed	Expensed	Liquidated	Outstanding
1	08/01/2014	<input type="checkbox"/>	A P EXAMINATIONS	7		A 1010.490-11-0000	1,000.00	0.00	0.00	1,000.00
Purchase Order Totals:							1,000.00	0.00	0.00	1,000.00
2	08/08/2014	<input type="checkbox"/>	ABEKA BOOK, INC	15	John Requeser	A 1040.402-11-0000	51.10	50.00	50.00	1.10
	08/08/2014	<input type="checkbox"/>	ABEKA BOOK, INC	15	John Requeser	A 1040.475-11-0000	91.00	50.00	50.00	41.00
Purchase Order Totals:							142.10	100.00	100.00	42.10

Purchase Orders Waiting to Print

This report provides a listing of computer purchase orders that have been entered into an open purchase order schedule(s) but have not yet been printed.



- Highlight the appropriate schedule in the listing.
 - The schedule listing displays schedules in All funds. Use the Fund drop-down to select a specific fund.
 - The schedule listing displays only Open schedules. Using the Status drop-down, select Closed to display a listing of closed schedules.
- Enter the **Starting and Ending Purchase Order Numbers** to restrict the report to a range of purchase orders.
 - Leave the starting and ending range blank to include all purchase orders from the selected schedule in the report. To report on one PO only, enter the same PO number in the starting and ending range fields.
- Click Run .

The Purchase Orders Waiting to Print report includes the following information: (temporary) purchase order number, schedule number, purchase order date, vendor ID and name, and PO amount. The report concludes with a purchase order count for the selected schedule and a grand total PO dollar amount.

Sample Report

Demo CSD						NVISION
Purchase Orders Waiting To Print Report For Schedule A - 2						
Temp PO	Date	Vendor ID	Vendor Name	Contact	Amount	
4	08/12/2014	15	ABEKA BOOK, INC	John Requeser	142.10	
Number of Purchase Orders:			1	Grand Total:	142.10	