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Standard PO Report

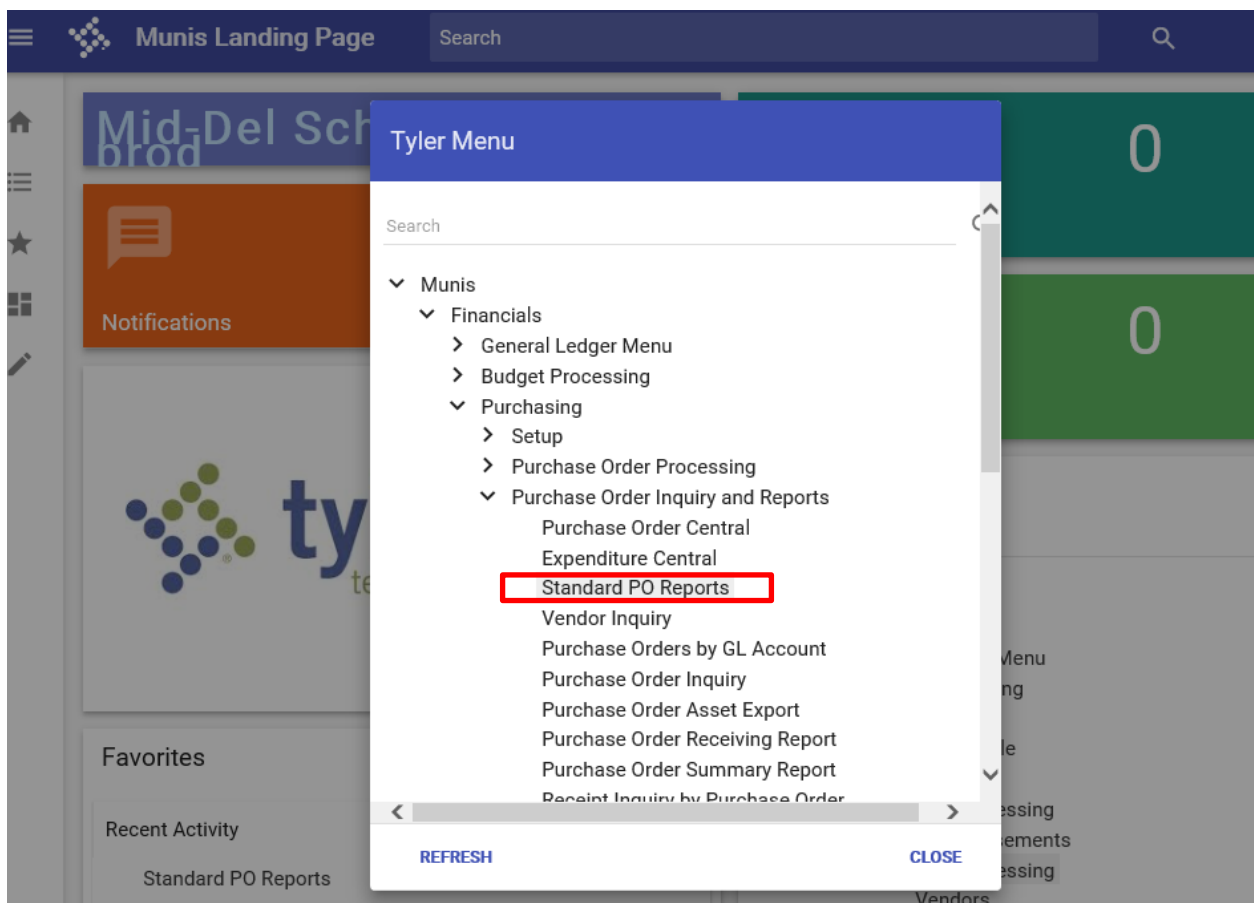
Description of Report

This report lists PO totals by a range of PO numbers. Both Detail and Summary show ordered, liquidated, and open amounts by PO #. The Detail report includes PO line information.

Procedure

To create a Standard PO Report:

1. Open the Account Detail History Report.
Financials > Purchasing > Purchase Order Inquiry and Reports > Standard PO Reports



Standard PO Reports [*NON-PRODUCTION* v2018.1 MID-DEL SCHOOLS]

Back

Report Options

- Open PO by Account
- PO by Due Date
- PO by Vendor
- PO by Commodity Code
- PO Audit Report
- Encumbrance by PO Number
- Capital Asset Purchase Orders

- Click on Encumbrance by PO Number.

Open Encumbrance by PO Number

Back Output Print Display PDF Save Excel **Define** Schedule Export

General

Report ☐ Summary ☒ Detail

☒ Include GL account information

☐ Initially sort by Dept/Loc

Inclusion options

PO fiscal year Current 2020

POs 20000000 to 20999999

☐ Include zero balance POs

☐ Include carry forward POs

Dept/Loc	to	ZZZZZ
Fund	to	11
Project	to	ZZZZZZZZZZ
Function/Rev	to	ZZZZZZZZZZ
Program	to	ZZZZZZZZZZ
Subject	to	ZZZZZZZZZZ
Job	to	ZZZZZZZZZZ
Site	to	ZZZZZZZZZZ
Org	to	ZZZZZZZZ
Object	to	ZZZZ

- Click Define in the menu ribbon.

4. Enter your desired report options.

General

Report

☐ Summary
 ☒ Detail

☒ Include GL account information

☐ Initially sort by Dept/Loc

Inclusion options

PO fiscal year

Current

2020

POs *

20000000

to

20999999

☐ Include zero balance POs

☐ Include carry forward POs

Dept/Loc

...

to

ZZZZZ

Fund

11

to

11

Project.

...

to

ZZZZZZZZZZ

Function/Rev

...

to

ZZZZZZZZZZ

Program

...

to

ZZZZZZZZZZ

Subject

...

to

ZZZZZZZZZZ

Job

...

to

ZZZZZZZZZZ

Site

...

to

ZZZZZZZZZZ

Org

...

to

ZZZZZZZZ

Object

...

to

ZZZZ

*You can select PO Fiscal year as Current or Next

*You can select a specific range of POs, just one PO, or all of your POs choose like above.

*If you leave the two boxes unchecked then you will get all of your Open POs.

*If you check *Include zero balance POs* then it will give you all of your POs (open and closed)

*If you check *Include carry forward POs* then it will include POs that you had open as of June 30 of the last Fiscal Year.

For **Allocated: Enter your fund and your site's Project and then leave the rest as you see above.

For **Activity: Enter Fund 64 and your site.

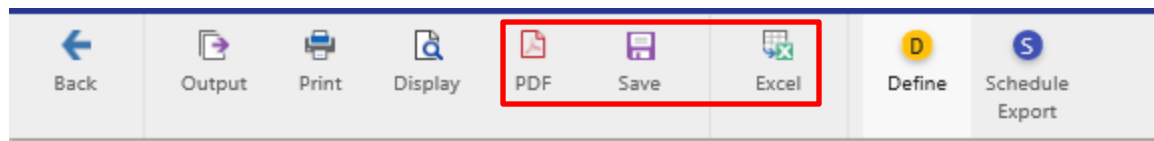
5. Click Accept

It will show you at the bottom how many records were found, if any.

Change report options
1 Record(s) Found.

Report Options

To export this report you may select different options from the toolbar.



General


Report ☐ Summary ☒ Detail
☒ Include GL account information
☐ Initially sort by Dept/Loc

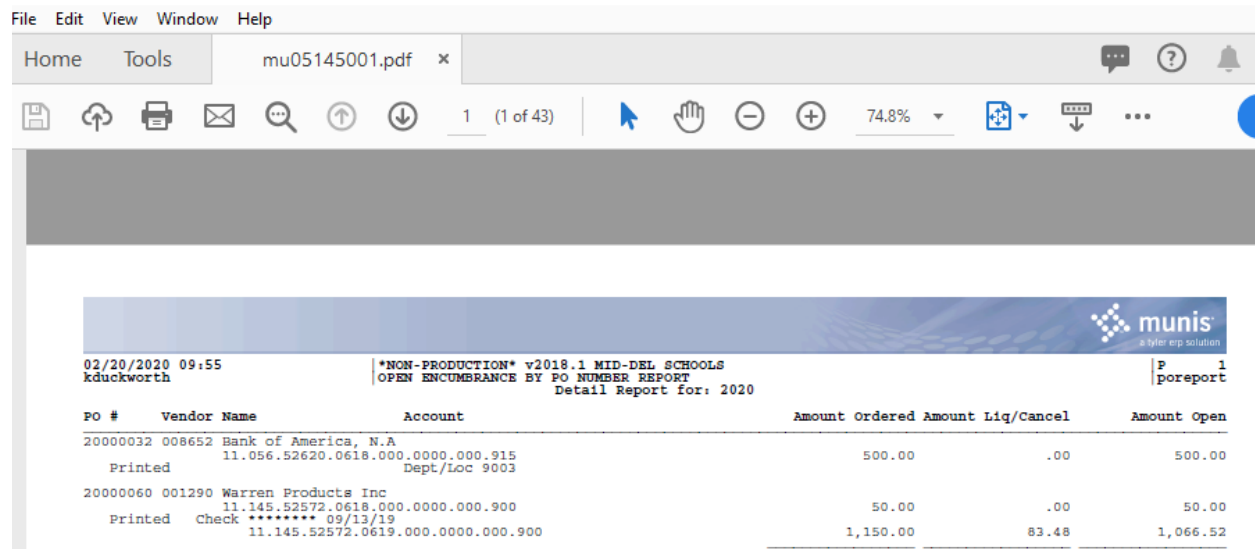
Inclusion options

PO fiscal year	Current	2020
POs *	20000000 to 20999999	
	<input type="checkbox"/> Include zero balance POs	
	<input type="checkbox"/> Include carry forward POs	
Dept/Loc	...	to ZZZZZ ...
Fund	11 ...	to 11 ...
Project.	...	to ZZZZZZZZZZ ...
Function/Rev	...	to ZZZZZZZZZZ ...
Program	...	to ZZZZZZZZZZ ...
Subject	...	to ZZZZZZZZZZ ...
Job	...	to ZZZZZZZZZZ ...
Site	...	to ZZZZZZZZZZ ...
Org	...	to ZZZZZZZZ ...
Object	...	to ZZZZ ...

Change report options
533 Record(s) Found.

Export to PDF

Click  from the toolbar menu to create a PDF copy of the report. You are then able to print or save this report to your computer.




02/20/2020 09:55 | *NON-PRODUCTION* v2018.1 MID-DEL SCHOOLS
kduckworth | OPEN ENCUMBRANCE BY PO NUMBER REPORT
Detail Report for: 2020 | P 1
poreport

PO #	Vendor Name	Account	Amount Ordered	Amount Liq/Cancel	Amount Open
20000032	008652 Bank of America, N.A.	11.056.52620.0618.0000.0000.915	500.00	.00	500.00
	Printed	Dept/Loc 9003			
20000060	001290 Warren Products Inc	11.145.52572.0618.0000.0000.900	50.00	.00	50.00
	Printed Check ***** 09/13/19	11.145.52572.0619.0000.0000.900	1,150.00	83.48	1,066.52

Preview

Click  to view a report of the records on the screen in txt format.

Save

Click  to save a report to the Munis Spool directory. These files can be viewed, printed, or deleted at any time and are accessible through the Saved Reports program, which you can access from the Departmental Functions menu or by clicking Reports on the My menu in a program

Print



Click **Print** to send the report directly to your default printer. The printer options menu comes up so that you can do the following:

- Choose a specific printer. By selecting Local, your default printer setting will display next so that you can print multiple copies.
- Save the document to your Munis spool directory and rename the file if needed.
- PDF the report.
- Display the report

Output type	
<input checked="" type="radio"/> Munis printer	Printer name: LOCAL ... Properties
<input type="radio"/> Save	Status: Available
<input type="radio"/> PDF	ID: lo
<input type="radio"/> Display	Type: Command/script
Comment: Outputs to a printer available to the Munis server. You may accept the default or select a different printer from the list.	
Report title	
OPEN ENCUMBRANCE BY PO NUMBER REPORT	
Output style	Output options
<input type="radio"/> Presentation	<input type="checkbox"/> Landscape Copies 1 ▲ ▼
<input checked="" type="radio"/> Standard	<input type="checkbox"/> Enable hyperlinks if present
OK Cancel	