New World

Open Purchase Order Report

Instructions

To run an Open Purchase Order Report, go to Financial Management – Reports – Purchasing – Open Purchase Order Report as indicated below:

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Note: You should review your Open Purchase Order Report several times throughout the school year and close Purchase Orders that are no longer required. If there are Purchase Order's that need to be closed you will need to go into New World and initiate a Change Purchase Order – see separate instructions for Change Purchase Order.

Reminder: when closing a Purchase Order ensure that you have selected the complete item button at the bottom of your screen for each line item within the Purchase Order that should be closed. If you closing an entire Purchase Order, then each line items within the Purchase Order must have the completed item button selected to release all encumbered funds back into your budget.

The screen will look as shown below:

myFavorites Financial Management Huma	Ann Arbor Public Schools
Open Purchase Order Report	
Load Saved Report Override Report Title	Distribution Group Distribution Group Email Group
Report as of Date 05/16/2017 Report Detail Summary Report By Vendor - PO Number Include Soft Close Transactions	
Departments V Purchase Order Types V	
Available Department(s): 51 A2TCH - Adult Ed (was A2 Tech High) AAOPN - AA Open @ Mack AAPRE - AA Preschool ABBOT - Abbot Elementary ALLEN - Alien Elementary ANGLL - Angell Elementary BACHE - Bach Elementary BDOFED - Board of Education BRYNT - Bryant Elementary BURNS - Burns Park Elementary CARPE - Carpenter Elementary CLGUE - Clague Middle CLMNT - Roberto Clemente	Selected Department(s): 1 FINAN - Finance Department
Print Reset Save Save As Delete	

The three fields circled below will require input as listed below:

- 1. Report As Of Date (this field should auto populate with today's date, if not you will have to enter)
- 2. Report Detail you can chose Summary or Detail;

Example: Summary Report by vendor - PO number

Vendor: 1966 - Amazona.com ILC Purchase Cred: 2017-000001 Description Test: Type Standard Status: Open Bill To Location Finance Department Assigned To Buyer Resolution Number	Department Vendor	FINAN Finance Department 1965 - Amazon.com LLC Not a remittance address 410 Terry Avenue North Seattle, WA 98109	G/L Date Deliver by Date Printed Date Completed Date Expiration Date	07/01/2016 05/13/2016	Amount Voided Discounted Expensed Remaining Encumbered	10.00 .00 .00 10.00 10.00
		Vendor 1966 - Amazon.com LLC Totals	Purchase Orders	1	Amount Voided Discounted Expensed Remaining Encumbered	\$10.00 \$0.00 \$0.00 \$10.00 \$10.00

Example: Detail Report by vendor - PO number. It will include the lines and the account number(s).

Vendor 1966 - A Purchase Order Description Type Status Bill To Location Assigned To Buyer Resolution Number	mazon.com LLC 2017-0000001 Test Standard Open FINANCE - Finar	ice Department	Department Vendor	FINAN Finance Departm 1966 - Amazon.com LLC Not a remittance address 410 Terry Avenue North Seattle, WA 98109	ent s	G/L Date Deliver by Printed Da Completed Expiration	07/01/2016 Date Date Date	Amount Voided Discounted Expensed Remaining Encumbered	10.00 .00 .00 10.00 10.00
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				Vendor 1966 - 4	Amazon.com LLC Tota	als Purchase	Orders 1	Amount Voided Discounted Expensed Remaining Encumbered	\$10.00 \$0.00 \$0.00 \$10.00 \$10.00 \$10.00

- 3. Report By The screen shot below displays the four choices available:
 - 1. PO Number
 - 2. Vendor PO Number
 - 3. Department PO Number and Department
 - 4. Vendor PO Number.

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	Report as of Daty 05/09/2017 Report Det II PO Number Report By Department - PO Number Department - PO Number Department - Vendor - PO Number	
De	partments Purchase Order Types	
	Vaailable Department(s): 51 Selected Department(s): 0 AZTCH - Adult Ed (was A2 Tech High) AAOPN - AA Open @ Mack Image: Comparison of the comparison of th	
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Include Soft Close Transactions will have a check – that can be left as is. This will keep Purchase Orders that have been soft closed on your report for tracking purposes until the end of FY17.

Department and Purchase Order Type tabs:

1. Departments – select department by either double clicking on it or highlight it and click the single arrow button circled below. Note your department options are based on security access. In the screen print you can see all due to my access, but you should only see your departments.

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2. Purchase Order Types – Click the double arrow button circled below to move all departments to the selected PO types section.

myFavorites Financial Management Human Resources Mainte	Ann Arbor Public Schools
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3. Once the two tab information has been selected, click print circled below to run the report.



Below you will find an example of "Summary" and "Detail" Open PO Reports.

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If you have any questions, please feel free to call either Kayleen Krahn at 5-1282 or Linda Newton at 5-1248.