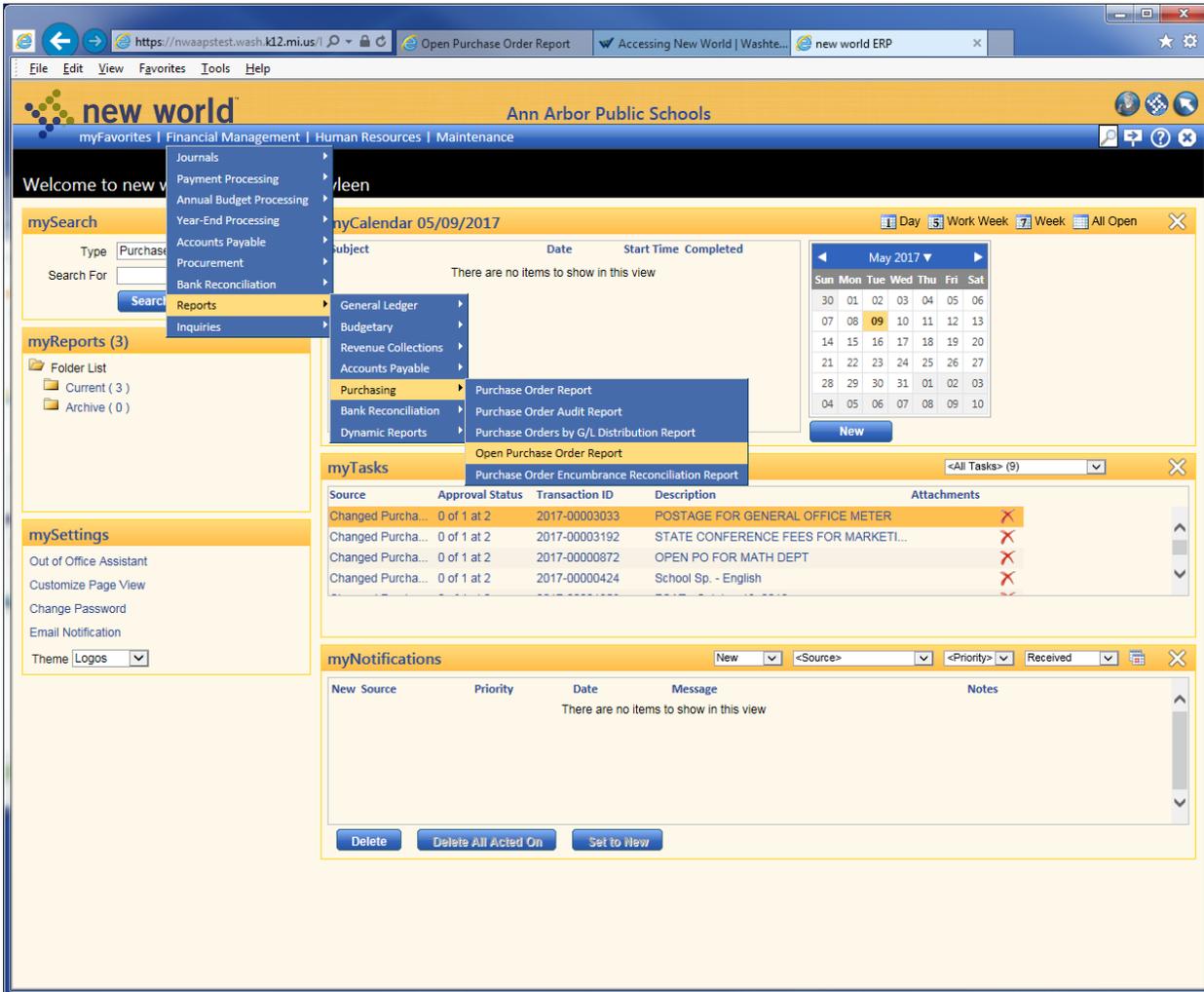


New World

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:



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:

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;

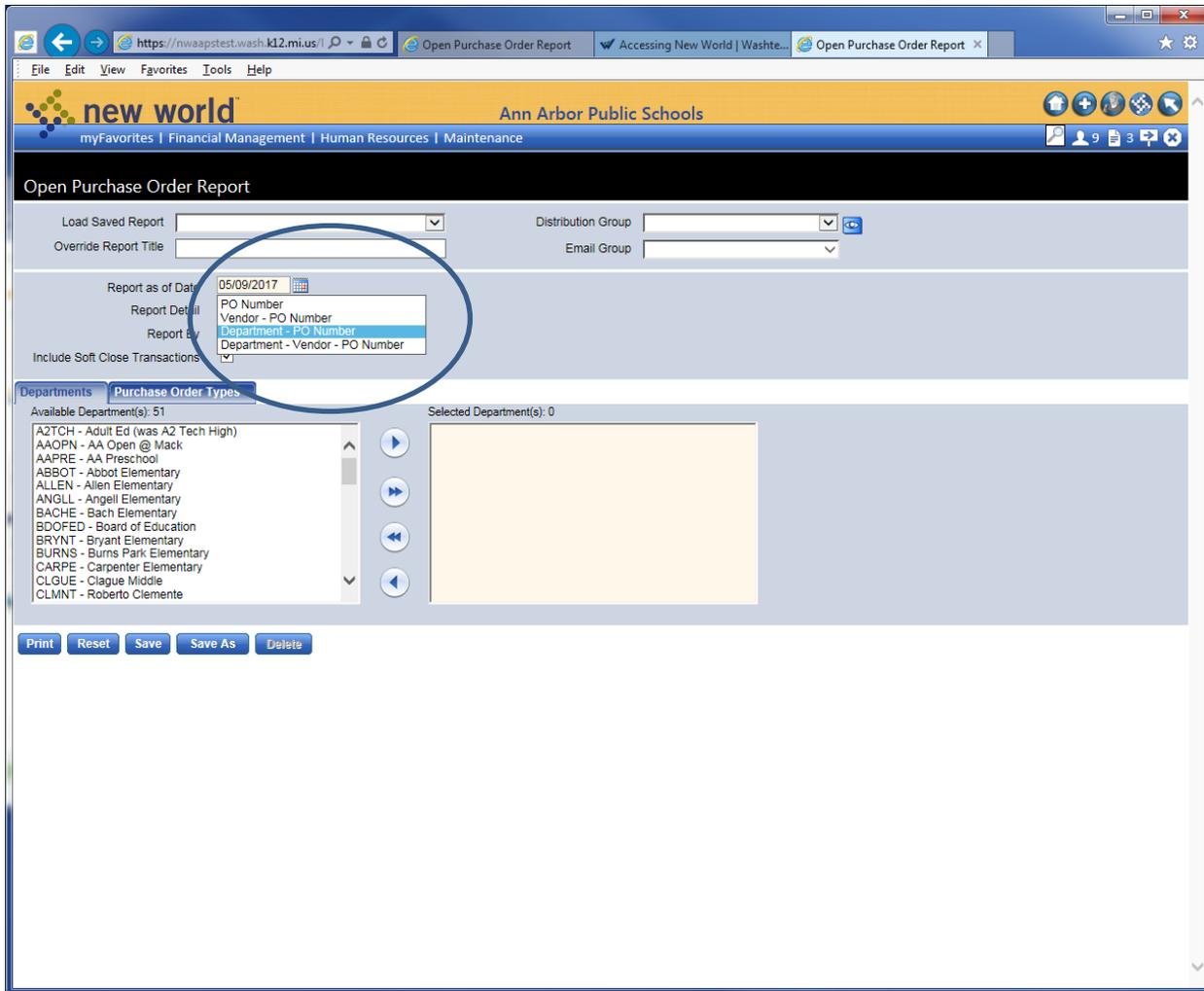
Example: Summary Report by vendor - PO number

Vendor	1966 - Amazon.com LLC	Department	FINAN Finance Department	G/L Date	07/01/2016	Amount	10.00
Purchase Order	2017-00000001	Vendor	1966 - Amazon.com LLC	Deliver by Date		Voided	.00
Description	Test		Not a remittance address	Printed Date	05/13/2016	Discounted	.00
Type	Standard		410 Terry Avenue North	Completed Date		Expensed	.00
Status	Open		Seattle, WA 98109	Expiration Date		Remaining	10.00
Bill To Location	FINANCE - Finance Department					Encumbered	10.00
Assigned To Buyer							
Resolution Number							
Vendor 1966 - Amazon.com LLC Totals				Purchase Orders	1	Amount	\$10.00
						Voided	\$0.00
						Discounted	\$0.00
						Expensed	\$0.00
						Remaining	\$10.00
						Encumbered	\$10.00

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

Vendor	1966 - Amazon.com LLC	Department	FINAN Finance Department	G/L Date	07/01/2016	Amount	10.00
Purchase Order	2017-00000001	Vendor	1966 - Amazon.com LLC	Deliver by Date		Voided	.00
Description	Test		Not a remittance address	Printed Date	05/13/2016	Discounted	.00
Type	Standard		410 Terry Avenue North	Completed Date		Expensed	.00
Status	Open		Seattle, WA 98109	Expiration Date		Remaining	10.00
Bill To Location	FINANCE - Finance Department					Encumbered	10.00
Assigned To Buyer							
Resolution Number							
Item 1	Description	Test	Vendor Part Number	Amount		10.00	
	Quantity	1.0000	Contract Number	Voided		.00	
	U/M	EA	Ship To Location	Discounted		.00	
	Price per Unit	10.00	FINANCE - Finance Department	Expensed		.00	
	Discount	0%	1099 Item	Remaining		10.00	
	Status	Open	Taxable	Encumbered		10.00	
			Confirming				
	G/L Account	11.1252.3150.0000.0000.00000.0625	Project	Amount	Expensed	Encumbered	
	(Management Services)			.00		10.00	
Vendor 1966 - Amazon.com LLC Totals				Purchase Orders	1	Amount	\$10.00
						Voided	\$0.00
						Discounted	\$0.00
						Expensed	\$0.00
						Remaining	\$10.00
						Encumbered	\$10.00

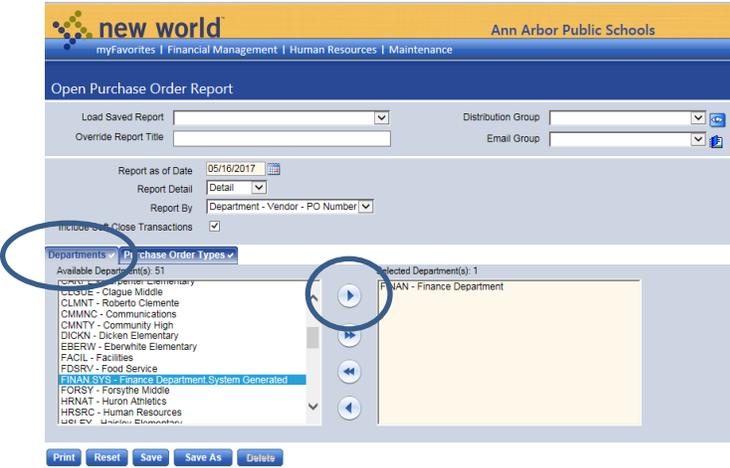
3. Report By – The screen shot below displays the four choices available:
1. PO Number
 2. Vendor PO Number
 3. Department PO Number and Department
 4. Vendor – PO Number.



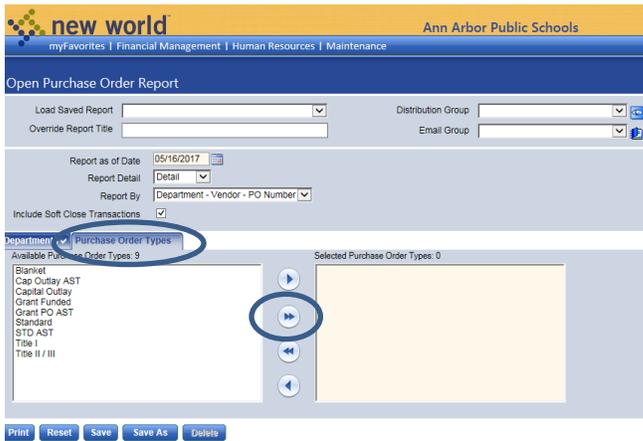
Include Soft Close Transactions will have a check – that can be left as is. This will keep Purchase Orders that have been soft closed on your report for tracking purposes until the end of FY17.

Department and Purchase Order Type tabs:

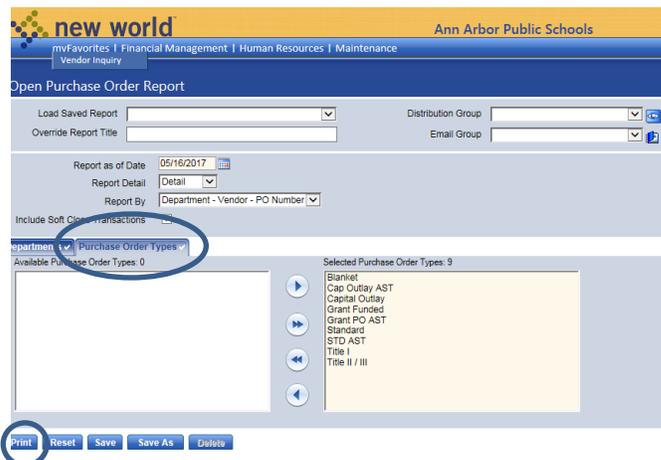
1. Departments – select department by either double clicking on it or highlight it and click the single arrow button circled below. Note your department options are based on security access. In the screen print you can see all due to my access, but you should only see your departments.



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



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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Open Purchase Order Report

As of G/L Date 05/09/17
Report by Department - Purchase Order Number
Summary Listing

Department	FINAN Finance Department	Department	FINAN Finance Department	G/L Date	07/01/2016	Amount	10.00
Purchase Order	2017-00000001	Vendor	1966 - Amazon.com LLC	Deliver by Date		Voided	.00
Description	Test		Not a remittance address	Printed Date	05/13/2016	Discounted	.00
Type	Standard		410 Terry Avenue North	Completed Date		Expensed	.00
Status	Open		Seattle, WA 98109	Expiration Date		Remaining	10.00
Bill To Location	FINANCE - Finance Department					Encumbered	10.00
Assigned To Buyer							
Resolution Number							
Purchase Order	2017-00000006	Department	FINAN Finance Department	G/L Date	07/01/2016	Amount	92,205.00
Description	Department 2017 Printer Charges	Vendor	84871 - Toshiba Business Solutions Michigan	Deliver by Date		Voided	.00
Type	Blanket		Toshiba Business Solutions Michigan	Printed Date	05/24/2016	Discounted	.00
Status	Open		37987 Interchange Dr	Completed Date		Expensed	26,585.57
Bill To Location	FINANCE - Finance Department		Farmington Hills, MI 48335-0000	Expiration Date		Remaining	65,619.43
Assigned To Buyer						Encumbered	65,619.43
Resolution Number							
Purchase Order	2017-00000007	Department	FINAN Finance Department	G/L Date	07/01/2016	Amount	160,000.00
Description	Copiers Maintenance Fee 2016-17	Vendor	84871 - Toshiba Business Solutions Michigan	Deliver by Date		Voided	.00
Type	Blanket		Toshiba Business Solutions Michigan	Printed Date	05/23/2016	Discounted	.00
Status	Open		37987 Interchange Dr	Completed Date		Expensed	88,433.54
Bill To Location	FINANCE - Finance Department		Farmington Hills, MI 48335-0000	Expiration Date		Remaining	71,566.46
Assigned To Buyer						Encumbered	71,566.46
Resolution Number							
Purchase Order	2017-00000186	Department	FINAN Finance Department	G/L Date	07/01/2016	Amount	185.00
Description	2017 MSBO Group Solutions Current Issues	Vendor	55151 - MI School Business Officials	Deliver by Date		Voided	.00
Type	Grant Funded		MI School Business Officials	Printed Date	07/07/2016	Discounted	.00
Status	Open		1001 Centennial Way, Ste.200	Completed Date		Expensed	185.00
Bill To Location	FINANCE - Finance Department		Lansing, MI 48917-9279	Expiration Date		Remaining	.00
Assigned To Buyer						Encumbered	.00
Resolution Number							
Purchase Order	2017-00000187	Department	FINAN Finance Department	G/L Date	07/01/2016	Amount	139.00
Description	MSBO FY17 Membership Renewal	Vendor	55151 - MI School Business Officials	Deliver by Date		Voided	.00
Type	Grant Funded		MI School Business Officials	Printed Date	07/07/2016	Discounted	.00
Status	Open		1001 Centennial Way, Ste.200	Completed Date		Expensed	139.00
Bill To Location	FINANCE - Finance Department		Lansing, MI 48917-9279	Expiration Date		Remaining	.00
Assigned To Buyer						Encumbered	.00
Resolution Number							
Purchase Order	2017-00000488	Department	FINAN Finance Department	G/L Date	07/21/2016	Amount	1,500.00
Description	Summer School Mailing	Vendor	85731 - Unit Packaging	Deliver by Date		Voided	.00
Type	Standard		Unit Packaging	Printed Date	07/21/2016	Discounted	.00
Status	Open		119 Enterprise Drive	Completed Date		Expensed	468.25
Bill To Location	FINANCE - Finance Department		Ann Arbor, MI 48103-0000	Expiration Date		Remaining	1,031.75
Assigned To Buyer						Encumbered	1,031.75
Resolution Number							

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Open Purchase Order Report

As of G/L Date 05/09/17
Report by Department - Purchase Order Number
Detail Listing

Department	FINAN Finance Department	1465 Folkstone Ct	Expiration Date	Remaining	12.00		
Bill To Location	FINANCE - Finance Department	Ann Arbor, MI 48105-0000		Encumbered	12.00		
Assigned To Buyer							
Resolution Number							
Item 1	Description	Test - test	Vendor Part Number	Amount	12.00		
	Quantity	1.0000	Contract Number	Voided	.00		
	U/M	EA	Ship To Location	Discounted	.00		
	Price per Unit	12.00	1099 Item	Expensed	.00		
	Discount	0%	Taxable	Remaining	12.00		
	Status	Open	Confirming	Encumbered	12.00		
	G/L Account		Project	Amount	Expensed	Encumbered	
	11.1252.7910.0000.0000.00000.0625				.00	12.00	
	(Miscellaneous Expenditures)						
Purchase Order	2017-00003435	Department	FINAN Finance Department	G/L Date	02/24/2017	Amount	43.00
Description	test kayleen hello 2.24.2017	Vendor	347 - Ascd - Assoc For Supervision & Curriculum Development	Deliver by Date		Voided	.00
Type	Standard		1703 N Beauregard Street	Printed Date	02/27/2017	Discounted	.00
Status	Open		Alexandria, VA 22311-1714	Completed Date		Expensed	.00
Bill To Location	FINANCE - Finance Department			Expiration Date		Remaining	43.00
Assigned To Buyer						Encumbered	43.00
Resolution Number							
Item 1	Description	test kayleen 2.24.2017 - test kayleen hello	Vendor Part Number	Amount	39.00		
	Quantity	3.0000	Contract Number	Voided	.00		
	U/M	EA	Ship To Location	Discounted	.00		
	Price per Unit	13.00	1099 Item	Expensed	.00		
	Discount	0%	Taxable	Remaining	39.00		
	Status	Open	Confirming	Encumbered	39.00		
	G/L Account		Project	Amount	Expensed	Encumbered	
	11.1252.7910.0000.0000.00000.0625				.00	19.50	
	(Miscellaneous Expenditures)						
	11.1261.3410.0000.0000.06542.0680				.00	19.50	
	(Telephone)						
Item 2	Description	testing change - testing change - adding item	Vendor Part Number	Amount	4.00		
	Quantity	4.0000	Contract Number	Voided	.00		
	U/M	EA	Ship To Location	Discounted	.00		
	Price per Unit	1.00	1099 Item	Expensed	.00		
	Discount	0%	Taxable	Remaining	4.00		
	Status	Open	Confirming	Encumbered	4.00		
	G/L Account		Project	Amount	Expensed	Encumbered	
	11.1252.7910.0000.0000.00000.0625				.00	2.00	
	(Miscellaneous Expenditures)						
	11.1261.3410.0000.0000.06542.0680				.00	2.00	
	(Telephone)						

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