

**Budget Services and Financial Planning
School Fiscal Services
Fiscal Year 2016-17**

PC010 PURCHASE ORDER HISTORY REPORT JOB AID

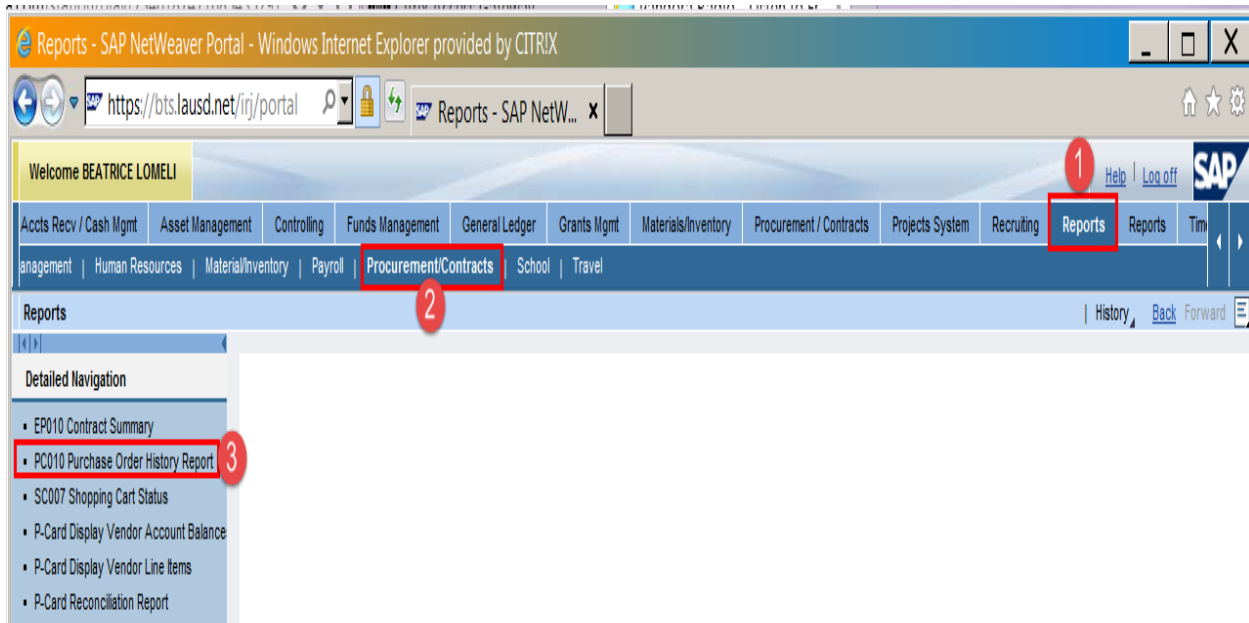
Displays Purchase Order (PO) transaction details and status.

Log on to BTS



Accessing the Report:

1. Go to **Reports** tab,
2. Click on sub-tab **Procurement/Contracts**
3. Click on **PC010 Purchase Order History Report**



Budget Services and Financial Planning

School Fiscal Services

Fiscal Year 2016-17

Variable entry screen

4. Enter **Fiscal Year** (required field)
5. Enter **Cost Center**
6. Click on **Check** (to validate entries)
7. Click on **OK**

Note: The more details you enter in the available fields the narrower the report information will be. Example: Entering Fiscal Year, Cost Center, GL Account, and Functional Area will yield a report specific to the information you enter. Entering only the Fiscal Year and cost center it will generate a report with all programs and commitment items for your cost center.

SAP will generate a report in the system default format. All transactions will appear by PO Number.

PC010 PO History

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Buttons: New Analysis, Open, Save As..., Display As: Table, Info, Send, Print Version, Export to Microsoft Excel, Notes

PO #	Net Price #	PO Total #	Effective #	Price Condition #	PO Ret #	PO Open Encumbrance #	GR #							
Qty		Amt	Value	Amt	Amt	Amt	Amt							
	\$	\$	\$	\$	\$	\$	\$							
4600073997	08/14/2015	10	1	# Not assigned	1000340746	X	10.00	0.96	9.80	0.00	0.00	0.00	0.00	9.80
		20	1	# Not assigned	1000340746	X	60.00	1.31	78.60	0.00	0.00	0.00	0.00	78.60
		30	1	# Not assigned	1000340746	X	2.00	4.99	9.98	0.00	0.00	0.00	0.00	9.98
		40	1	# Not assigned	1000340746	X	4.00	7.58	30.32	0.00	0.00	0.00	0.00	30.32
		50	1	# Not assigned	1000340746	X	2.00	10.49	20.98	0.00	0.00	0.00	0.00	20.98
		60	1	# Not assigned	1000340746	X	2.00	10.49	20.98	0.00	0.00	0.00	0.00	20.98
		70	1	# Not assigned	1000340746	X	30.00	1.53	45.90	0.00	0.00	0.00	0.00	45.90
		80	1	# Not assigned	1000340746	X	7.00	6.99	48.93	0.00	0.00	0.00	0.00	48.93
		90	1	# Not assigned	1000340746	X	15.00	5.99	89.85	0.00	0.00	0.00	0.00	89.85
		100	1	# Not assigned	1000340746	X	1.00	59.99	59.99	0.00	0.00	0.00	0.00	59.99
		110	1	# Not assigned	1000340746	X	1.00	53.45	53.45	0.00	0.00	0.00	0.00	53.45
		120	1	# Not assigned	1000340746	X	1.00	49.99	49.99	0.00	0.00	0.00	0.00	49.99
		130	1	# Not assigned	1000340746	X	1.00	45.99	45.99	0.00	0.00	0.00	0.00	45.99
		140	1	# Not assigned	1000340746	X	1.00	33.95	33.95	0.00	0.00	0.00	0.00	33.95
		150	1	# Not assigned	1000340746	X	8.00	6.99	55.92	0.00	0.00	0.00	0.00	55.92
4600074003	08/14/2015	-10	1	# Not assigned	1000340531	X	2.00	35.99	71.98	0.00	0.00	0.00	0.00	71.98

This report includes functionality that allows users to drag and drop information on and off the report. Free characteristics can be dragged onto the report and items in the columns and rows can be dragged off the report or moved around. For assistance with drag and drop, see **How to Use Drag and Drop in Reports**.

Budget Services and Financial Planning

School Fiscal Services

Fiscal Year 2016-17

Adding Results (Totals)

8. Right click on the **PO Number** column header
9. Scroll to **Properties**
10. Scroll to **Characteristic** and right click

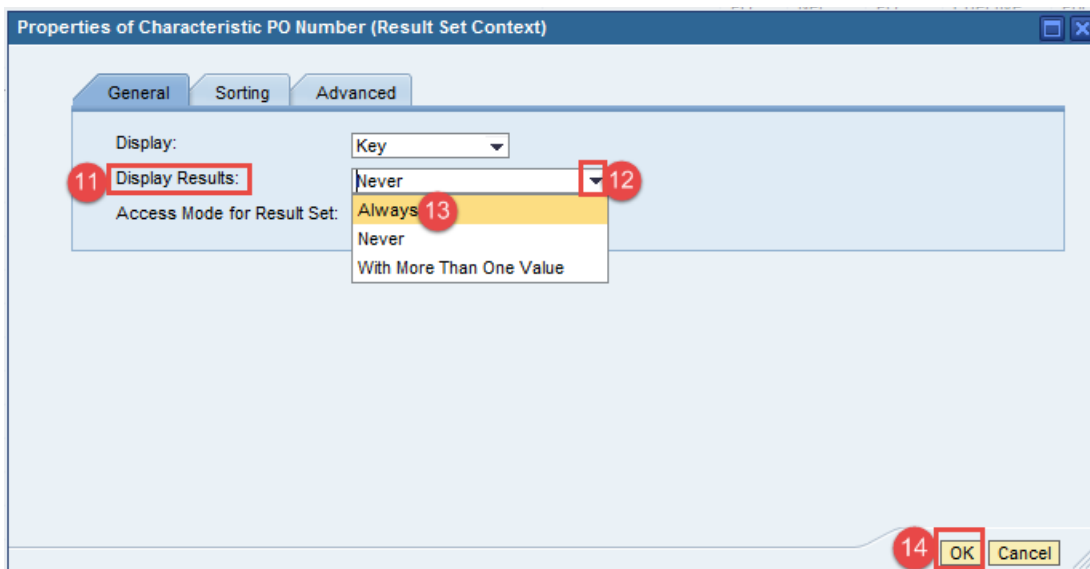
PC010 PO History

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Open Save As... Display As: Table Info Send Print Version Export to Microsoft Excel Notes

PO Qty	Net Price	PO Total [±] Amt	Effective Value	Price Condition [±] Amt	PO Ret [±] Amt	PO Open Encumbrance [±] Amt	GR Amt
10.00	0.98	9.80	0.00	0.00	0.00	0.00	9.80
60.00	1.31	78.60	0.00	0.00	0.00	0.00	78.60
2.00	4.99	9.98	0.00	0.00	0.00	0.00	9.98
4.00	7.58	30.32	0.00	0.00	0.00	0.00	30.32
2.00	10.49	20.98	0.00	0.00	0.00	0.00	20.98
2.00	10.49	20.98	0.00	0.00	0.00	0.00	20.98
30.00	1.53	45.90	0.00	0.00	0.00	0.00	45.90
7.00	6.99	48.93	0.00	0.00	0.00	0.00	48.93
15.00	5.99	89.85	0.00	0.00	0.00	0.00	89.85
1.00	59.99	59.99	0.00	0.00	0.00	0.00	59.99
1.00	53.45	53.45	0.00	0.00	0.00	0.00	53.45
1.00	49.99	49.99	0.00	0.00	0.00	0.00	49.99
1.00	45.99	45.99	0.00	0.00	0.00	0.00	45.99
1.00	33.95	33.95	0.00	0.00	0.00	0.00	33.95
8.00	6.99	55.92	0.00	0.00	0.00	0.00	55.92
2.00	35.99	71.98	0.00	0.00	0.00	0.00	71.98
2.00	43.99	87.98	0.00	0.00	0.00	0.00	87.98
1.00	27.65	27.65	0.00	0.00	0.00	0.00	27.65
1.00	25.99	25.99	0.00	0.00	0.00	0.00	25.99
1.00	137.99	137.99	0.00	0.00	0.00	0.00	137.99
1.00	70.99	70.99	0.00	0.00	0.00	0.00	70.99
1.00	168.25	168.25	0.00	0.00	0.00	0.00	168.25
3.00	25.99	77.97	0.00	0.00	0.00	0.00	77.97
1.00	67.93	67.93	0.00	0.00	0.00	0.00	67.93
1.00	67.93	67.93	0.00	0.00	0.00	0.00	67.93

11. Go to **Display Results**
12. Click on the **dropdown arrow** to display selections
13. Select **Always**
14. Click **OK**



Budget Services and Financial Planning School Fiscal Services Fiscal Year 2016-17

15. The results will display at the end of the report.

PO Number	PO Date	PO Item	Seq. No.	Acct. Assign	Vendor	Shopping Cart #	Delivery Complete	PO Qty	Net Price	PO Total Amt	Effective Value	Price Condition Amt	PO Ret Amt	PO Open Encumbrance Amt	GR Amt		
								\$	\$	\$	\$	\$	\$	\$			
4600083971	11/05/2015	70	1		# Not assigned	1000380594	X	1.00	5.65	5.65	0.00	0.00	0.00	0.00	5.65		
		80	1		# Not assigned	1000380594	X	3.00	5.65	16.95	0.00	0.00	0.00	0.00	16.95		
		90	1		# Not assigned	1000380594	X	1.00	2.65	2.65	0.00	0.00	0.00	0.00	2.65		
		100	1		# Not assigned	1000380594	X	10.00	8.99	89.90	0.00	0.00	0.00	0.00	89.90		
		110	1		# Not assigned	1000380594	X	1.00	3.50	3.50	0.00	0.00	0.00	0.00	3.50		
		120	1		# Not assigned	1000380594	X	1.00	3.50	3.50	0.00	0.00	0.00	0.00	3.50		
		130	1		# Not assigned	1000380594	X	1.00	3.50	3.50	0.00	0.00	0.00	0.00	3.50		
		140	1		# Not assigned	1000380594	X	1.00	3.50	3.50	0.00	0.00	0.00	0.00	3.50		
		150	1		# Not assigned	1000380594	X	1.00	3.50	3.50	0.00	0.00	0.00	0.00	3.50		
		160	1		# Not assigned	1000380594	X	1.00	3.50	3.50	0.00	0.00	0.00	0.00	3.50		
		170	1		# Not assigned	1000380594	X	1.00	3.50	3.50	0.00	0.00	0.00	0.00	3.50		
		180	1		# Not assigned	1000380594	X	1.00	3.50	3.50	0.00	0.00	0.00	0.00	3.50		
		190	1		# Not assigned	1000380594	X	1.00	3.50	3.50	0.00	0.00	0.00	0.00	3.50		
		200	1		# Not assigned	1000380594	X	7.00	33.99	237.93	0.00	0.00	0.00	0.00	237.93		
		210	1		# Not assigned	1000380594	X	1.00	35.25	35.25	0.00	0.00	0.00	0.00	35.25		
		220	1		# Not assigned	1000380594	X	1.00	14.99	14.99	0.00	0.00	0.00	0.00	14.99		
		230	1		# Not assigned	1000380594	X	1.00	8.96	8.96	0.00	0.00	0.00	0.00	8.96		
		240	1		# Not assigned	1000380594	X	1.00	67.93	67.93	0.00	0.00	0.00	0.00	67.93		
		250	1		# Not assigned	1000380594	X	1.00	67.93	67.93	0.00	0.00	0.00	0.00	67.93		
		4600086401	12/03/2015	10	1		# Not assigned	1000391340	X	10.00	2.25	22.50	0.00	0.00	0.00	0.00	22.50
				20	1		# Not assigned	1000391340	X	60.00	1.99	119.40	0.00	0.00	0.00	0.00	119.40
				30	1		# Not assigned	1000391340	X	1.00	53.99	53.99	0.00	0.00	0.00	0.00	53.99
				40	1		# Not assigned	1000391340	X	1.00	17.99	17.99	0.00	0.00	0.00	0.00	17.99
				50	1		# Not assigned	1000391340	X	2.00	15.70	31.40	0.00	0.00	0.00	0.00	31.40
		Overall Result								358.00	1,799.80	2,926.11	0.00	0.00	0.00	0.00	2,926.11

Printing the Report

16. Click on **Print Version**

PC816 PO History

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PO Number	PO Date	PO Item	Seq. No.	Acct. Assign	Vendor	Shopping Cart #	Delivery Complete	PO Qty	Net Price	PO Total Amt	Effective Value	Price Condition Amt	PO Ret Amt	PO Open Encumbrance Amt	GR Amt		
								\$	\$	\$	\$	\$	\$	\$			
4600083971	11/05/2015	70	1		# Not assigned	1000380594	X	1.00	5.65	5.65	0.00	0.00	0.00	0.00	5.65		
		80	1		# Not assigned	1000380594	X	3.00	5.65	16.95	0.00	0.00	0.00	0.00	16.95		
		90	1		# Not assigned	1000380594	X	1.00	2.65	2.65	0.00	0.00	0.00	0.00	2.65		
		100	1		# Not assigned	1000380594	X	10.00	8.99	89.90	0.00	0.00	0.00	0.00	89.90		
		110	1		# Not assigned	1000380594	X	1.00	3.50	3.50	0.00	0.00	0.00	0.00	3.50		
		120	1		# Not assigned	1000380594	X	1.00	3.50	3.50	0.00	0.00	0.00	0.00	3.50		
		130	1		# Not assigned	1000380594	X	1.00	3.50	3.50	0.00	0.00	0.00	0.00	3.50		
		140	1		# Not assigned	1000380594	X	1.00	3.50	3.50	0.00	0.00	0.00	0.00	3.50		
		150	1		# Not assigned	1000380594	X	1.00	3.50	3.50	0.00	0.00	0.00	0.00	3.50		
		160	1		# Not assigned	1000380594	X	1.00	3.50	3.50	0.00	0.00	0.00	0.00	3.50		
		170	1		# Not assigned	1000380594	X	1.00	3.50	3.50	0.00	0.00	0.00	0.00	3.50		
		180	1		# Not assigned	1000380594	X	1.00	3.50	3.50	0.00	0.00	0.00	0.00	3.50		
		190	1		# Not assigned	1000380594	X	1.00	3.50	3.50	0.00	0.00	0.00	0.00	3.50		
		200	1		# Not assigned	1000380594	X	7.00	33.99	237.93	0.00	0.00	0.00	0.00	237.93		
		210	1		# Not assigned	1000380594	X	1.00	35.25	35.25	0.00	0.00	0.00	0.00	35.25		
		220	1		# Not assigned	1000380594	X	1.00	14.99	14.99	0.00	0.00	0.00	0.00	14.99		
		230	1		# Not assigned	1000380594	X	1.00	8.96	8.96	0.00	0.00	0.00	0.00	8.96		
		240	1		# Not assigned	1000380594	X	1.00	67.93	67.93	0.00	0.00	0.00	0.00	67.93		
		250	1		# Not assigned	1000380594	X	1.00	67.93	67.93	0.00	0.00	0.00	0.00	67.93		
		4600086401	12/03/2015	10	1		# Not assigned	1000391340	X	10.00	2.25	22.50	0.00	0.00	0.00	0.00	22.50
				20	1		# Not assigned	1000391340	X	60.00	1.99	119.40	0.00	0.00	0.00	0.00	119.40
				30	1		# Not assigned	1000391340	X	1.00	53.99	53.99	0.00	0.00	0.00	0.00	53.99
				40	1		# Not assigned	1000391340	X	1.00	17.99	17.99	0.00	0.00	0.00	0.00	17.99
				50	1		# Not assigned	1000391340	X	2.00	15.70	31.40	0.00	0.00	0.00	0.00	31.40

17. Click the **dropdown**
18. Select **Landscape Format**
19. Click **OK**

Export Dialog

Fit to Page Width
 Fit to Page
 Poster

Repeat column headers
 Repeat lead columns
 Repeat column headers

Margins in mm
 Top: 20.0
 Bottom: 20.0
 Left: 20.0
 Right: 20.0

Page
 Theme: Standard SAP
 Size: A4 210 x 297 mm
 Alignment: **Portrait Format** (dropdown arrow)

Header
 Left: None
 Center: None
 Right: None

Footer
 Left: None
 Center: None
 Right: None

Budget Services and Financial Planning School Fiscal Services Fiscal Year 2016-17

20. The report will open in PDF format and can be saved and/or printed

Static Filters

Delivery Ind. IL
Fiscal year 20/2016
Functional Area **13027
Fund Center

Dynamic Filters

None

Variables

Fiscal Year (Selection Required) 2016
PO Date (Selection Optional)
PO Number (Selection Optional)
Fund Center Hierarchy (Multiple Single Values, Optional)
Cost Center (Selection Optional)
Contract ID (Selection Optional)
Functional Area (Selection Optional) **13027
Fund (Selection Optional)
GL Account (Selection Optional)
Grant (Selection Optional)
Delivery Complete (Selection Optional)
Internal Order (Selection Optional)
MRP Req. No. (Selection Optional)
Product Category (Selection Optional)
Product Description (Selection Optional)
Product ID (Selection Optional)
Project Definition (Selection Optional)
Purchasing Doc Type (Selection Optional)
Purchasing Group (Selection Optional)
Requester (Selection Optional)
Shopping Cart No. (Selection Optional)
STO Vendor (Selection Optional)
Storage Loc (Selection Optional)
Vendor No. (Selection Optional)
WBS Element Obj. (Selection Optional)

20

PO Qty	Net Price	PO Total Amt	Effective Value	Price Condition Amt	PO Ret Amt	PO Open Encumbrance Amt	GR Amt	GR Qty	IR Amt	IR Qty	Tax (Prorated)	PO Pay Term Discount
10.00	0.98	9.80	0.00	0.00	0.00	0.00	9.80	10.00	0.00	0.00	0.00	0.00

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Download Report to Excel

21. Click on **Export to Microsoft Excel**

PC010 PO History

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Open
Save As...
Display As: Table
Info
Send
Print Version
Export to Microsoft Excel
Notes

PO Number	PO Date	PO Item	Seq. No.	Acct. Assign	Vendor	Shopping Cart #	Delivery Complete	PO Qty	Net Price	PO Total Amt	Effective Value	Price Condition Amt	PO Ret Amt	PO Open Encumbrance Amt	GR Amt
4600083971	11/05/2015	70	1		# Not assigned	1000380594	X	1.00	5.65	5.65	0.00	0.00	0.00	0.00	5.65
		80	1		# Not assigned	1000380594	X	3.00	5.65	16.95	0.00	0.00	0.00	0.00	16.95
		90	1		# Not assigned	1000380594	X	1.00	2.65	2.65	0.00	0.00	0.00	0.00	2.65
		100	1		# Not assigned	1000380594	X	10.00	8.99	89.90	0.00	0.00	0.00	0.00	89.90
		110	1		# Not assigned	1000380594	X	1.00	3.50	3.50	0.00	0.00	0.00	0.00	3.50
		120	1		# Not assigned	1000380594	X	1.00	3.50	3.50	0.00	0.00	0.00	0.00	3.50
		130	1		# Not assigned	1000380594	X	1.00	3.50	3.50	0.00	0.00	0.00	0.00	3.50
		140	1		# Not assigned	1000380594	X	1.00	3.50	3.50	0.00	0.00	0.00	0.00	3.50

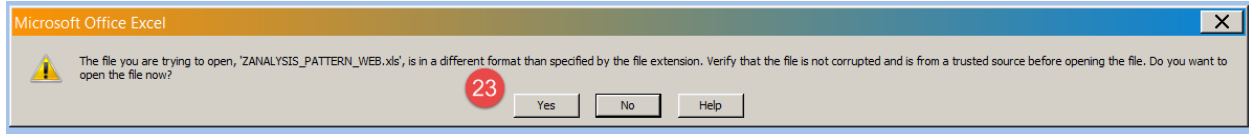
22. Click on **Open**. The file can also be saved to a specific location using the save option.

Do you want to open or save ZANALYSIS_PATTERN_WEB.xls from bijava.lausd.net?

Open
Save
Cancel
x

Budget Services and Financial Planning School Fiscal Services Fiscal Year 2016-17

23. Click on **Yes**



24. File opens in Excel and can be formatted and saved.

PC010 PO History

PO Number	PO Date	PO Item	Seq. No.	Acct. Assign	Vendor	Shopping Cart #	Delivery Complete	PO Qty	Net Price	PO Total Amt	Effective Value	Price Condition Amt	PO Ret Amt	PO Open Encumbrance Amt	GR Amt	GR Qty	IR Amt	IR Qty	Tax (Prorated)	PO Pay Term Discount
									\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
4600073997	08/14/2015	10	1		# Not assigned	1000340746	X	10.00	0.98	9.80	0.00	0.00	0.00	0.00	9.80	10.00	0.00	0.00	0.00	0.00
4600073997	08/14/2015	20	1		# Not assigned	1000340746	X	60.00	1.31	78.60	0.00	0.00	0.00	0.00	78.60	60.00	0.00	0.00	0.00	0.00
4600073997	08/14/2015	30	1		# Not assigned	1000340746	X	2.00	4.99	9.98	0.00	0.00	0.00	0.00	9.98	2.00	0.00	0.00	0.00	0.00
4600073997	08/14/2015	40	1		# Not assigned	1000340746	X	4.00	7.58	30.32	0.00	0.00	0.00	0.00	30.32	4.00	0.00	0.00	0.00	0.00
4600073997	08/14/2015	50	1		# Not assigned	1000340746	X	2.00	10.49	20.98	0.00	0.00	0.00	0.00	20.98	2.00	0.00	0.00	0.00	0.00
4600073997	08/14/2015	60	1		# Not assigned	1000340746	X	2.00	10.49	20.98	0.00	0.00	0.00	0.00	20.98	2.00	0.00	0.00	0.00	0.00

System Default Report Format

PO Number	PO Date	PO Item	Seq. No.	Acct. Assign	Vendor	Shopping Cart #	Delivery Complete	PO Qty	Net Price	PO Total Amt	Effective Value	Price Condition Amt	PO Ret Amt	PO Open Encumbrance Amt	GR Amt
									\$	\$	\$	\$	\$	\$	\$

Commonly Used Report Format (Customized)

This format can be achieved by using the Drag and Drop feature.

For assistance with drag and drop, refer to the **How to Use Drag and Drop in Reports** job aid for additional information.

PO Number	PO Date	PO Item	Seq. No.	Acct. Assign	Vendor	Shopping Cart #	Fund	Functional Area	Commit Item	Delivery Complete	PO Qty	Net Price	PO Total Amt	Effective Value	Price Condition Amt	PO Ret Amt	PO Open Encumbrance Amt	GR Amt
												\$	\$	\$	\$	\$	\$	\$