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

Reports - SAP NetWeav	er Portal - Windov	ws Internet I	Explorer provided	by CITR!X								- 0	X
G v ™ https://bts.la	<mark>usd.net</mark> /irj/portal	ρ•	🛃 🗙 🜌 Rep	orts - SAP NetV	V X							$\widehat{\mathbb{W}}$	☆ 🕸
Welcome BEATRICE LOMELI									1	0	<u>Help</u>	<u>Loq off</u>	SAP/
rable Accts Recv / Cash Mgmt	Asset Management	Controlling	Funds Management	General Ledger	Grants Mgmt	Materials/Inventory	Procurement / Contracts	Projects System	Recruiting	Reports	Reports	Time Repor	t ()
Grants Management Human Res	sources Material/Inve	entory Payr	oll Procurement/C	Contracts Schoo	ol Travel								
Reports			2								History	<u>Back</u> For	ward E
Detailed Navigation EP010 Contract Summary PC010 Purchase Order History R SC007 Shopping Cart Status P-Card Display Vendor Account I P-Card Display Vendor I ine items	eport 3 Balance	1											

Variable entry screen

vai		ave As Delete		Snow Variable Personalizat
Ge		Current Selection		Description
*	Fiscal Year (Selection Required)	2020	-	2020
	PO Created On Date (Selection Optional)	2020		
	PO Date (Selection Optional)			
	PO Number (Selection Optional)			
	Auto PO (Selection Optional)			
	Fund Center Board District (Selection Option			
	Fund Center Division (Selection Optional)		7	
	Fund Center Hierarchy (Multiple Single Value		7	
	Cost Center (Selection Optional)	1234501 ×		
	Contract ID (Selection Optional)		ī	
	Ref. Contract No. (Selection Optional)		ð	
	CO/PS Funded Program (Selection Optional)		đ	
	FM Project Definition (Selection Optional)		٥	
	Functional Area (Selection Optional)		٥	
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	Delivery Date (Selection Optional)		٥	
	Internal Order (Selection Optional)		٥	
	MRP Req. No. (Selection Optional)		٥	
	Non Compete Flag (Selection Optional)		٥	
	Old PO Number (Selection Optional)		đ	
	Plant (Selection Optional)		٥	
	PO Deliver By Flag (Selection Optional)		٥	
	PO Event Type (Selection Optional)		٥	
	PO Item Change Date (Selection Optional)		٥	
	Product Category (Selection Optional)		ð	N
	Product Description (Selection Optional)		đ	ьŝ
	Product ID (Selection Optional)		٥	
	Project Definition (Selection Optional)		٥	
	Purchasing Doc Type (Selection Optional)		٥	
	Purchasing Group (Selection Optional)		٥	
	Requester (Selection Optional)		٥	
	Shopping Cart No. (Selection Optional)		ð	
	STO Vendor (Selection Optional)		ð	
	Storage Loc (Selection Optional)		ð	
	Vendor No. (Selection Optional)		٥	
	WBS Element Obj. (Selection Optional)		đ	

- 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 His Disclaimer:This information is the	tory e property of the	Los Angeles I	Jnified Scho	ol District and	is intended so	ely for internal u	se by authorize	ed employ	yees with a reasonable	e need to	utilize it in	order to p	erform those of	duties assigned	by their	supervisors. This	in formation
New Analysis Open Save A	AS Display As	Table	▼ [Info Send	Print Version	Export to Mic	rosoft Excel	Notes	Acceptable Use Policy	(Dulletin :	999), me L	AUSU INTO	ormation Prote	ction Policy (BL	nietin 107	r), and relevant re	derai and
 ▼ Columns • Key Figures 										PO Qty≜⊽	Net Price≜≑	PO Total≜≑ Amt	Effective ∀alue	Price Condition≜≑ Amt	PO Ret ≜≂ Amt	PO Open Encumbrance≜≑ Amt	GR Amt ^{≜⇒}
▼ Rows	PO Number ±	PO Date ≞	PO Item ≜	Seq. No. Ad	ct.Assign ≞	Vendor ≞	Shopping (Cart # ≞	Delivery Complete 🛓		S	S	S	S	s	S	S
PO Number	4600073997	08/14/2015	10	1		# Not assigne	d 100034074	46	х	10.00	0.98	9.80	0.00	0.00	0.00	0.00	9.80
PO Date PO bate			20	1		# Not assigne	d 100034074	46	х	60.00	1.31	78.60	0.00	0.00	0.00	0.00	78.60
Sea No Acct Assian			30	1		# Not assigne	d 100034074	46	х	2.00	4.99	9.98	0.00	0.00	0.00	0.00	9.98
• Vendor			40	1		# Not assigne	d 100034074	46	х	4.00	7.58	30.32	0.00	0.00	0.00	0.00	30.32
Shopping Cart #			50	1		# Not assigne	d 100034074	46	х	2.00	10.49	20.98	0.00	0.00	0.00	0.00	20.98
Delivery Complete			60	1		# Not assigne	d 100034074	46	х	2.00	10.49	20.98	0.00	0.00	0.00	0.00	20.98
▼ Free characteristics			70	1		# Not assigne	d 100034074	46	х	30.00	1.53	45.90	0.00	0.00	0.00	0.00	45.90
 Acct Assgn Cat 			80	1		# Not assigne	d 100034074	46	х	7.00	6.99	48.93	0.00	0.00	0.00	0.00	48.93
 Asset No. 			90	1		# Not assigne	d 100034074	46	х	15.00	5.99	89.85	0.00	0.00	0.00	0.00	89.85
 Asset Sub No. 			100	1		# Not assigne	d 100034074	46	х	1.00	59.99	59.99	0.00	0.00	0.00	0.00	59.99
Commt Item			110	1		# Not assigne	d 100034074	46	х	1.00	53.45	53.45	0.00	0.00	0.00	0.00	53.45
Contract ID			120	1		# Not assigne	d 100034074	46	х	1.00	49.99	49.99	0.00	0.00	0.00	0.00	49.99
 Contract Item 			130	1		# Not assigne	d 100034074	46	х	1.00	45.99	45.99	0.00	0.00	0.00	0.00	45.99
Cost Center			140	1		# Not assigne	d 100034074	46	х	1.00	33.95	33.95	0.00	0.00	0.00	0.00	33.95
 Deletion Ind. 			150	1		# Not assigne	d 100034074	46	х	8.00	6.99	55.92	0.00	0.00	0.00	0.00	55.92
 Delivery Address Name 	4600074003	08/14/2015	10	1		# Not assigne	d 100034053	31	х	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*.

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 Hist information is the email, to any auth	ory property of orized or un	the Los Angeles I authorized persor	Jnified School n or organizati	District and is intended so on. This information is sub	olely for internal use oject to conditions se	by authorized emplo t forth in the LAUSD	yees with a reasonable Acceptable Use Policy	e need to (Bulletin S	utilize it in 999), the L	order to p AUSD Info	erform those o	luties assigned ction Policy (Bu	1 by their Illetin 107	supervisors. This i 7), and relevant Fe	information ederal and
Open Save As	S Display	As Table	- I	nfo Send Print Versio	Export to Micros	soft Excel Notes									
res								PO Qty ^{≜⊽}	Net Price≜∞	PO Total≜≑ Amt	Effective ⊎ Value	Price Condition≜⊽ Amt	PO Ret ≜≂ Amt	PO Open Encumbrance≜⇒ Amt	GR Amt ^{≜⊽}
8	PO Numb	Back		eq. No. Acct.Assign ≞	Vendor 🔺	Shopping Cart # 🛎	Delivery Complete A		s	s	S	S	s	s	s
er 🗸	46000739	Filter		•	# Not assigned	1000340746	х	10.00	0.98	9.80	0.00	0.00	0.00	0.00	9.80
		Change Drilldowr	1 I	•	# Not assigned	1000340746	х	60.00	1.31	78.60	0.00	0.00	0.00	0.00	78.60
A pot Apping		Distribute and Ex	port	►	# Not assigned	1000340746	х	2.00	4.99	9.98	0.00	0.00	0.00	0.00	9.98
ACCLASSIGN		Save View	Annelination		# Not assigned	1000340746	х	4.00	7.58	30.32	0.00	0.00	0.00	0.00	30.32
) Cart #		Personalize Web	Application	- 10	# Not assigned	1000340746	х	2.00	10.49	20.98	0.00	0.00	0.00	0.00	20.98
Complete	9	Properties		Characteristic	# Not assigned	1000340746	х	2.00	10.49	20.98	0.00	0.00	0.00	0.00	20.98
cteristics		Calculations and	Translations	Data Cell	# Not assigned	1000340746	х	30.00	1.53	45.90	0.00	0.00	0.00	0.00	45.90
sgn Cat		Documents		All Data Cells	# Not assigned	1000340746	х	7.00	6.99	48.93	0.00	0.00	0.00	0.00	48.93
) .	L	Soft PO Number	30	Axis	# Not assigned	1000340746	х	15.00	5.99	89.85	0.00	0.00	0.00	0.00	89.85
Jb No.			100	1	# Not assigned	1000340746	х	1.00	59.99	59.99	0.00	0.00	0.00	0.00	59.99
em			110	1	# Not assigned	1000340746	х	1.00	53.45	53.45	0.00	0.00	0.00	0.00	53.45
D			120	1	# Not assigned	1000340746	х	1.00	49.99	49.99	0.00	0.00	0.00	0.00	49.99
Item			130	1	# Not assigned	1000340746	х	1.00	45.99	45.99	0.00	0.00	0.00	0.00	45.99
iter			140	1	# Not assigned	1000340746	х	1.00	33.95	33.95	0.00	0.00	0.00	0.00	33.95
Ind.			150	1	# Not assigned	1000340746	х	8.00	6.99	55.92	0.00	0.00	0.00	0.00	55.92
Address Name	460007400	03 08/14/2015	10	1	# Not assigned	1000340531	х	2.00	35.99	71.98	0.00	0.00	0.00	0.00	71.98
Address No			20	1	# Not assigned	1000340531	х	2.00	43.99	87.98	0.00	0.00	0.00	0.00	87.98
c/o			30	1	# Not assigned	1000340531	х	1.00	27.65	27.65	0.00	0.00	0.00	0.00	27.65
City			40	1	# Not assigned	1000340531	х	1.00	25.99	25.99	0.00	0.00	0.00	0.00	25.99
Postal Cd			50	1	# Not assigned	1000340531	х	1.00	137.99	137.99	0.00	0.00	0.00	0.00	137.99
State			60	1	# Not assigned	1000340531	х	1.00	70.99	70.99	0.00	0.00	0.00	0.00	70.99
Street			70	1	# Not assigned	1000340531	х	1.00	168.25	168.25	0.00	0.00	0.00	0.00	168.25
on illa.	460008023	36 10/09/2015	10	1	# Not assigned	1000365606	х	3.00	25.99	77.97	0.00	0.00	0.00	0.00	77.97
al Area			20	1	# Not assigned	1000365606	х	1.00	67.93	67.93	0.00	0.00	0.00	0.00	67.93
			30	1	# Not assigned	1000365606	х	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**

Properties of Characteristic PO Numb	er (Result Set Context)	
General Sorting Adv	ranced	
Display: 11 Display Results: Access Mode for Result Set:	Key Never Always 13 Never	
	With More Than One Value	
	14	OK Cancel

The results will display at the end of the report.

(15							PO Qty ^{≜≂}	Net Price ^{≜≑}	PO Total≜≑ Amt	Effective ∀alue	Price Condition≜≂ Amt	PO Ret ≜≂ Amt	PO Open Encumbrance≜≑ Amt	GR Amt ^{≜≂}
PO Number 🛦	PO Date ≜	PO Item ±	Seq. No. Acct.Assign 🛦	V	andor ≞	Shopping Cart # 🛓	Delivery Complete 🛦		S	s	S	s	s	S	s
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	х	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	х	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	х	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	х	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	х	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	х	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	х	1.00	8.96	8.96	0.00	0.00	0.00	0.00	8.96
		240	1	#	Not assigned	1000380594	×	1.00	67.93	67.93	0.00	0.00	0.00	0.00	67.93
		250	1	#	Not assigned	1000380594	х	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	х	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	х	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

15. Click on Print Version

		Table	-	Info Send Print Versio	n	Export to Micros	soft Excel Notes									
 Columns Key Figures 									PO Qty ≜≂	Net Price≜=	PO Total== Amt	Effective ∀alue	Price Condition== Amt	PO Ret ≜≂ Amt	PO Open Encumbrance≜≂ Amt	GR Amt
▼ Rows	PO Number .	PO Date ≞	PO Item ≞	Seq. No. Acct.Assign ±	Ve	endor ≞	Shopping Cart # △	Delivery Complete ±		S	S	\$	s	s	s	
 PO Number 	4600083971	11/05/2015	70	1		Not assigned	1000380594	x	1.00	5.65	5.65	0.00	0.00	0.00	0.00	5.6
 PO Date 			80	1	#	Not assigned	1000380594	x	3.00	5.65	16.95	0.00	0.00	0.00	0.00	16.9
PO Item			90	1	#	Not assigned	1000380594	x	1.00	2.65	2.65	0.00	0.00	0.00	0.00	2.6
 Seq. No. Acct.Assign 			100	1	#	Not assigned	1000380594	x	10.00	8.99	89.90	0.00	0.00	0.00	0.00	89.9
Vendor			110	1	#	Not assigned	1000380594	x	1.00	3.50	3.50	0.00	0.00	0.00	0.00	3.5
 Shopping Cart # 			120	1	#	Not assigned	1000380594	x	1.00	3.50	3.50	0.00	0.00	0.00	0.00	3 5
Delivery Complete			130	1		Not assigned	1000380594	x	1.00	3.50	3.50	0.00	0.00	0.00	0.00	3.6
Free characteristics			140	1		Not assigned	1000380594	x	1.00	3.50	3.50	0.00	0.00	0.00	0.00	3.6
- Acct Assgn Cat			150		-	Net engineed	4000380504	×	1.00	3.50	2.50	0.00	0.00	0.00	0.00	2.6
Asset No.			150		-	Not assigned	1000300394	~	1.00	0.50	0.50	0.00	0.00	0.00	0.00	3.5
 Asset Sub No. 			160	1	-	Not assigned	1000380594	*	1.00	3.50	3.50	0.00	0.00	0.00	0.00	3.5

- 16. Click the dropdown
- **17.** Select *Landscape Format*
- 18. Click OK

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Export Dialog				
Scaling Factor	Dago			
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19. The report will open in PDF format and can be saved and/or printed

4600073997	08/14/2015	10	1	# Not assigned	1000340746	x	10.00	0.9	8 9.8	0.00	0.00	0.00	0.00	9.80	10.00	0.00	0.00	0.00	0.0
PO Number #	PO Date #	PO Item #	Seq. No. Acct.Assign #	Vendor =	Shopping Cart # #	Delivery Complete #	1000	-	\$ 1	\$ \$	5	\$	\$	\$		5		\$	5
							PO Qty	Net Price	PO Total Amt	Effective Value	Price Condition Amt	PO Ret Amt	PO Open Encumbrance Amt	GR Amt	GR Qiy	IR Ant	IR Qty	Tax (Prorated)	PO Pay Term Discoun
WBS Element	Obj. (Selectio	n Optional)																	
Vendor No. (S	election Option	(len																	
Storage Loc (5	selection Optio	(lan																	
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Shopping Carl	No /Selection	Ontional																	
Requester /0.e	lection Ontion	all																	
Purchasing Do	oun /Selection	Ontional	v																
Project Dennis	on (selection	(operational)	0																
Product ID (Se	ection Option	Optionall																	
Product Descri	ption (Selection	on Optional)																	
Product Catego	ory (Selection	Optional)																	
MRP Req. No.	(Selection Op	tional)																	
Internal Order	(Selection Op	tional)																	
Delivery Comp	lete (Selector	Optional)																	
Grant (Selectio	on Optional)																		
GL Account (S	election Optio	nal)																	
Fund (Selectio	n Optional)																		
Functional Are	a (Selection C	(anal)	*13027																
Contract ID (Se	election Optio	nal)																	
Cost Center (8	election Optic	nal)																	
Fund Center H	ierarchy (Mult	iple Single V	alues, Optional)																
PO Number (S	election Optio	(ian																	
PO Date (Sele	ction Optional)																	
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Deletion Ind.																			

Download Report to Excel

20. Click on Export to Microsoft Excel

This information is the ding email, to any auth sis Open Save As	property of the lorized or unauth S Display As 1	Los Angeles L Iorized person Fable	Jnified Schoo I or organiza 👻 [ol District and is intended so tion. This information is sub Info Send Print Versio	plety for interna 21 ject to condition In Export to Micros	y authorized emplo forth in the LAUSD soft Excel Notes	yees with a reasonable Acceptable Use Policy	e need to (Bulletin S	utilize it in or 199), the LA	der to perfo JSD Informa	orm those dutionation Protection	es assigned by n Policy (Bullet	r their suj in 1077),	pervisors. This info and relevant Feder	rmation is n al and State
s Tigures								PO Qty	Net Price ^{≜∓}	PO Total≜≑ Amt	Effective ⊎ Value	Price Condition≜≂ Amt	PO Ret ≜≑ Amt	PO Open Encumbrance≜≂ Amt	GR Amt ^{≜⊽}
	PO Number ±	PO Date ≞	PO Item ≞	Seq. No. Acct.Assign ±	Vendor ±	Shopping Cart # ≞	Delivery Complete ±		S	S	S	S	S	S	S
umber	4600083971	11/05/2015	70	1	# Not assigned	1000380594	х	1.00	5.65	5.65	0.00	0.00	0.00	0.00	5.65
ite			80	1	# Not assigned	1000380594	х	3.00	5.65	16.95	0.00	0.00	0.00	0.00	16.95
m			90	1	# Not assigned	1000380594	х	1.00	2.65	2.65	0.00	0.00	0.00	0.00	2.65
IO. ACCT.ASSIGN			100	1	# Not assigned	1000380594	х	10.00	8.99	89.90	0.00	0.00	0.00	0.00	89.90
vina Cart #			110	1	# Not assigned	1000380594	х	1.00	3.50	3.50	0.00	0.00	0.00	0.00	3.50
ning Cant #			120	1	# Not assigned	1000380594	х	1.00	3.50	3.50	0.00	0.00	0.00	0.00	3.50
aracteristics			130	1	# Not assigned	1000380594	х	1.00	3.50	3.50	0.00	0.00	0.00	0.00	3.50
Asson Cat			140	1	# Not assigned	1000380594	х	1.00	3.50	3.50	0.00	0.00	0.00	0.00	3.50
				1.							12.22				

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



22 Click on Yes

Microsot	oft Office Excel	X
<u> </u>	The file you are trying to open, 'ZANALYSIS_PATTERN_WEB.xls', is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you we open the file now?	int to

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

A	В	C	D	E F	G	H		J	K	L	M	N	0	P	Q	R	S	T	U
PC010 PO Histor	y					24	4												
1.000																			
							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
PO Number	PO Date	PO Item	Seq. No. Acct.Assign	Vendor	Shopping Cart #	Delivery Complete		1	5 5		5	S	S	S		9		S	S
4600073997	08/14/2015	10	1	# Not assigned	1000340746	х	10.0	0.9	9.80	0.0	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	х	60.0	1.3	78.60	0.0	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	х	2.0	4.9	9.98	0.0	0.00	0.00	0.00	9.98	2.01	0.00	0.00	0.00	0.00
4600073997	08/14/2015	40	1	# Not assigned	1000340746	х	4.0	7.5	3 30.32	0.0	0.00	0.00	0.00	30.32	4.0	0.00	0.00	0.00	0.00
4600073997	08/14/2015	50	1	# Not assigned	1000340746	х	2.0	10.4	20.98	0.0	0.00	0.00	0.00	20.98	2.0	0.00	0.00	0.00	0.00
4600073997	08/14/2015	60	1	# Not assigned	1000340746	х	2.0	10.4	20.98	0.0	0.00	0.00	0.00	20.98	2.0	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
	PO Number \mathbb{A}	PO Date ≞	PO Item ${\scriptstyle \pm}$	Seq. No. Acct.Assign ${\scriptscriptstyle \pm}$	$Vendor {\scriptstyle \pm} $	Shopping Cart # ${\scriptstyle \pm}$	Delivery Complete ${\rm \AA}$		\$	\$	\$	\$	\$	S	\$

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 Qty	Net Price	PO Total≜≑ Amt	Effective _{≜∓} Value	Price Condition≜≑ Amt	PO Ret≜≑ Amt	PO Open Encumbrance≜≂ Amt	GR Amt
PO Number ${\scriptscriptstyle \triangleq}$	PO Date ≞	PO Item ≞	Seq. No. Acct.Assign ${\rm a}$	Vendor i	Shopping Cart # 🛓	$Fund\mathtt{A}$	Functional Area 🛓	Commt ltem A	Delivery Complete \doteq		Ş	S	S	\$	\$	S	s s