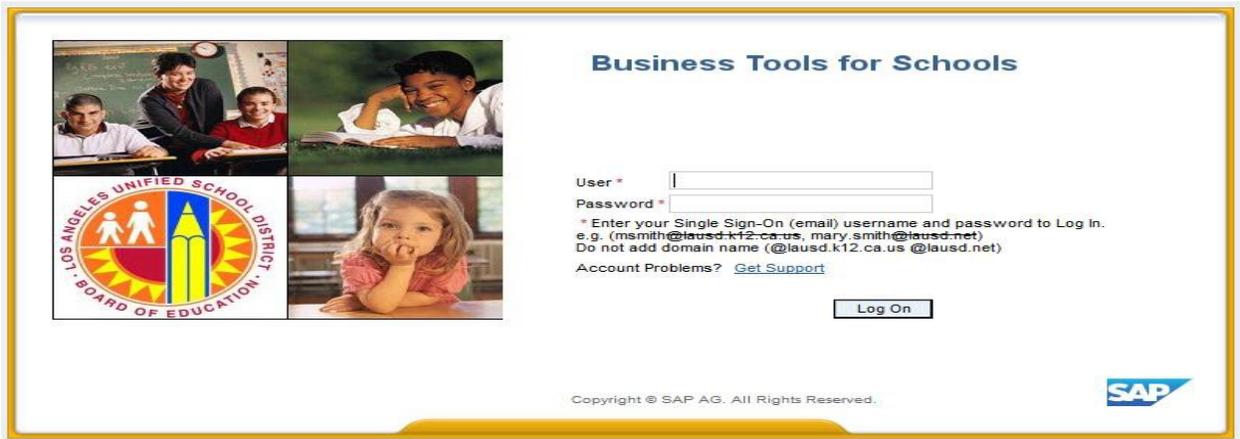


# BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL FISCAL SERVICES

## PC010 PURCHASE ORDER HISTORY REPORT JOB AID

Displays Purchase Order (PO) transaction details and status.

### Log on to BTS



**Business Tools for Schools**

User \*

Password \*

\* Enter your Single Sign-On (email) username and password to Log In.  
e.g. (msmith@lausd.k12.ca.us, mary.smith@lausd.net)  
Do not add domain name (@lausd.k12.ca.us @lausd.net)

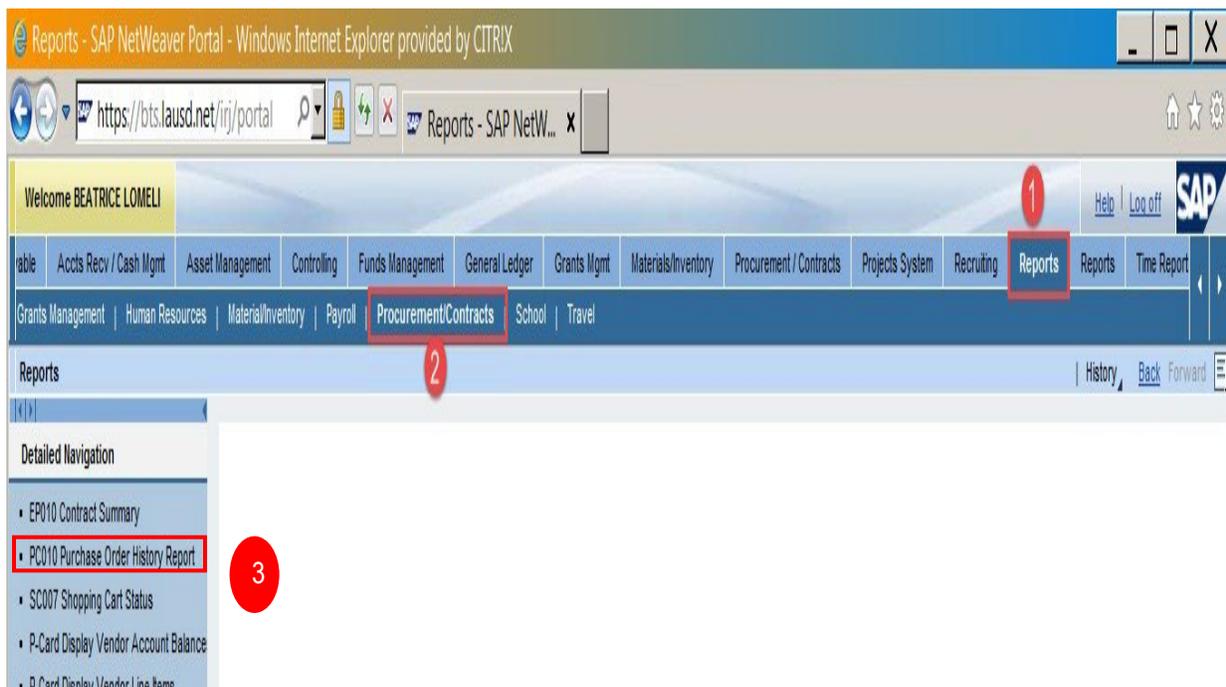
Account Problems? [Get Support](#)

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### 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 NetWeaver Portal - Windows Internet Explorer provided by CITRIX

https://bts.lausd.net/irj/portal

Welcome BEATRICE LOMELI

Help | Log off

Table | Accts Recv / Cash Mgmt | Asset Management | Controlling | Funds Management | General Ledger | Grants Mgmt | Materials/Inventory | Procurement / Contracts | Projects System | Recruiting | **Reports** | Reports | Time Report

Grants Management | Human Resources | Material/Inventory | Payroll | **Procurement/Contracts** | School | Travel

Reports | History | Back | Forward

Detailed Navigation

- EP010 Contract Summary
- **PC010 Purchase Order History Report**
- SC007 Shopping Cart Status
- P-Card Display Vendor Account Balance
- P-Card Display Vendor Line Items

# BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL FISCAL SERVICES

Variable entry screen

**Variable Entry**

Available Variants:     [Show Variable Personalization](#)

General Variables			
	Variable <sup>≠</sup>	Current Selection	Description
*	Fiscal Year (Selection Required)	2020	2020
	PO Created On Date (Selection Optional)		
	PO Date (Selection Optional)		
	PO Number (Selection Optional)		
	Auto PO (Selection Optional)		
	Fund Center Board District (Selection Optional)		
	Fund Center Division (Selection Optional)		
	Fund Center Hierarchy (Multiple Single Value)		
	Cost Center (Selection Optional)	1234501	x
	Contract ID (Selection Optional)		
	Ref. Contract No. (Selection Optional)		
	CO/PS Funded Program (Selection Optional)		
	FM Project Definition (Selection Optional)		
	Functional Area (Selection Optional)		
	Fund (Selection Optional)		
	GL Account (Selection Optional)		
	Grant (Selection Optional)		
	Delivery Complete (Selection Optional)		
	Delivery Date (Selection Optional)		
	Internal Order (Selection Optional)		
	MRP Req. No. (Selection Optional)		
	Non Compete Flag (Selection Optional)		
	Old PO Number (Selection Optional)		
	Plant (Selection Optional)		
	PO Deliver By Flag (Selection Optional)		
	PO Event Type (Selection Optional)		
	PO Item Change Date (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)		

# BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL FISCAL SERVICES

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 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	PO Ret Amt	PO Open Encumbrance	GR Amt
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
		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	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

# BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL FISCAL SERVICES

**PC010 PO History**

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

res	PO Num <sup>1</sup>	Req. No.	Acct.Assign <sup>2</sup>	Vendor <sup>3</sup>	Shopping Cart # <sup>4</sup>	Delivery Complete <sup>5</sup>	PO Qty <sup>6</sup>	Net Price <sup>7</sup>	PO Total <sup>8</sup>	Effective Value <sup>9</sup>	Price Condition <sup>10</sup>	PO Ret <sup>11</sup>	PO Open Encumbrance <sup>12</sup>	GR Amt <sup>13</sup>
								\$	\$	\$	\$	\$	\$	\$
	46000731			# Not assigned	1000340746	X	10.00	0.98	9.80	0.00	0.00	0.00	0.00	9.80
				# Not assigned	1000340746	X	60.00	1.31	78.60	0.00	0.00	0.00	0.00	78.60
				# Not assigned	1000340746	X	2.00	4.99	9.98	0.00	0.00	0.00	0.00	9.98
				# Not assigned	1000340746	X	4.00	7.58	30.32	0.00	0.00	0.00	0.00	30.32
				# Not assigned	1000340746	X	2.00	10.49	20.98	0.00	0.00	0.00	0.00	20.98
				# Not assigned	1000340746	X	2.00	10.49	20.98	0.00	0.00	0.00	0.00	20.98
				# Not assigned	1000340746	X	30.00	1.53	45.90	0.00	0.00	0.00	0.00	45.90
				# Not assigned	1000340746	X	7.00	6.99	48.93	0.00	0.00	0.00	0.00	48.93
				# 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	# Not assigned	1000340531	X	2.00	35.99	71.98	0.00	0.00	0.00	0.00	71.98
			20	# Not assigned	1000340531	X	2.00	43.99	87.98	0.00	0.00	0.00	0.00	87.98
			30	# Not assigned	1000340531	X	1.00	27.65	27.65	0.00	0.00	0.00	0.00	27.65
			40	# Not assigned	1000340531	X	1.00	25.99	25.99	0.00	0.00	0.00	0.00	25.99
			50	# Not assigned	1000340531	X	1.00	137.99	137.99	0.00	0.00	0.00	0.00	137.99
			60	# Not assigned	1000340531	X	1.00	70.99	70.99	0.00	0.00	0.00	0.00	70.99
			70	# Not assigned	1000340531	X	1.00	168.25	168.25	0.00	0.00	0.00	0.00	168.25
	4600080236	10/09/2015	10	# Not assigned	1000365606	X	3.00	25.99	77.97	0.00	0.00	0.00	0.00	77.97
			20	# Not assigned	1000365606	X	1.00	67.93	67.93	0.00	0.00	0.00	0.00	67.93
			30	# Not assigned	1000365606	X	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 Number (Result Set Context)**

General    Sorting    Advanced

Display: Key

11 **Display Results:** Never 12

Access Mode for Result Set: Always 13

Never

With More Than One Value

14 **OK** Cancel

The results will display at the end of the report.

# BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL FISCAL SERVICES

15

PO Number Δ	PO Date Δ	PO Item Δ	Seq. No.	Acct. Assign Δ	Vendor Δ	Shopping Cart # Δ	Delivery Complete Δ	PO Qty Δ	Net Price Δ	PO Total Δ	Effective Value Δ	Price Condition Δ	PO Ret Δ	PO Open Encumbrance Δ	GR Amt Δ
									\$	\$	\$	\$	\$	\$	\$
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
<b>Overall Result</b>								<b>358.00</b>	<b>1,799.80</b>	<b>2,928.11</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,928.11</b>

## Printing the Report

15. Click on **Print Version**

PC010 PO History

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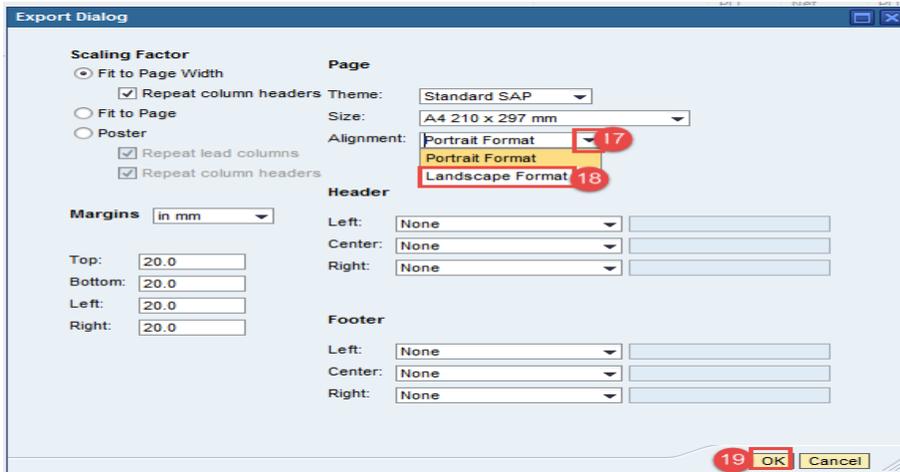
PO Number Δ	PO Date Δ	PO Item Δ	Seq. No.	Acct. Assign Δ	Vendor Δ	Shopping Cart # Δ	Delivery Complete Δ	PO Qty Δ	Net Price Δ	PO Total Δ	Effective Value Δ	Price Condition Δ	PO Ret Δ	PO Open Encumbrance Δ	GR Amt Δ
									\$	\$	\$	\$	\$	\$	\$
4600083971	11/05/2015	70	1		# Not assigned	1000380594	X	1.00	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

16. Click the **dropdown**

17. Select **Landscape Format**

18. Click **OK**

# BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL FISCAL SERVICES



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

Static Filters

Deletion Ind. IL  
Fiscal year Z9/2016  
Functional Area \*13027  
Funds 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 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	OR Amt	OR Qty	IR Amt	IR Qty	Tax (Priorated)	PO Pay Term Discount
4600073907	09/14/2015	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

# BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL FISCAL SERVICES

## Download Report to Excel

### 20. Click on *Export to Microsoft Excel*

PC010 PO History

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Display As: Table

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

### 21. 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?

### 22. Click on *Yes*

Microsoft Office Excel

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 want to open the file now?

### 23. 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	Effective Value	Price Condition	PO Ret	PO Open Encumbrance	GR Amt
									\$	\$	\$	\$	\$	\$	\$
4600073997	08/14/2015	10	1		# Not assigned	1000340746	X	10.00	0.96	9.60	0.00	0.00	0.00	0.00	9.60
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
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
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
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
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

# BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL FISCAL SERVICES

## System Default Report Format

							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		\$	\$	\$	\$	\$		\$

## 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	PO Date	PO Item	Seq. No. Acct.Assign	Vendor	Shopping Cart #	Fund	Functional Area	Commt Item	Delivery Complete		\$	\$	\$	\$	\$	\$	\$