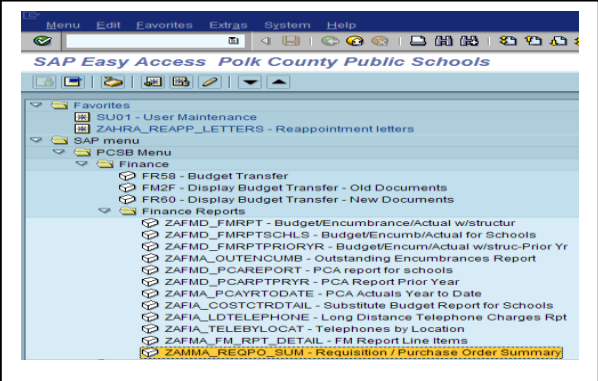
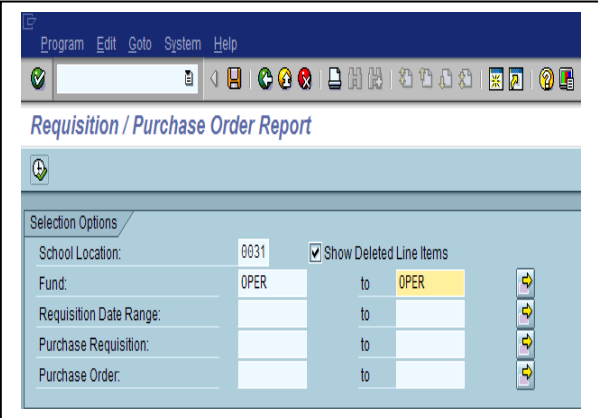
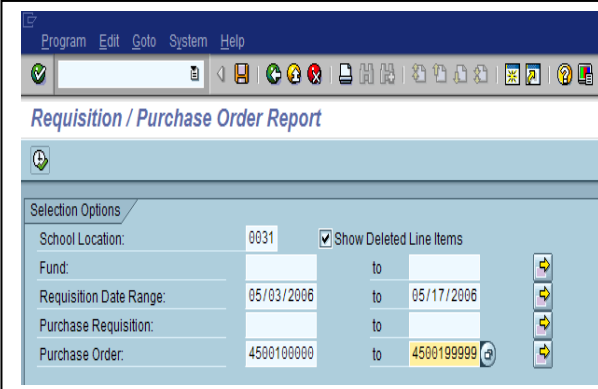
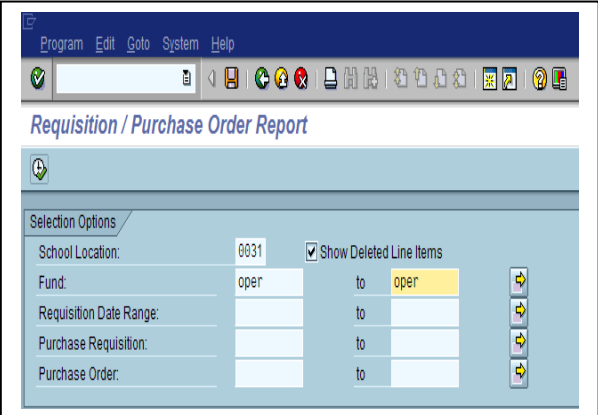
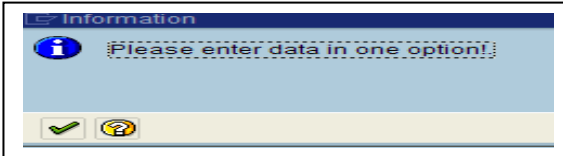
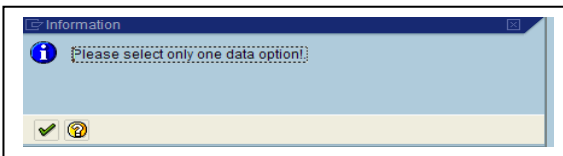
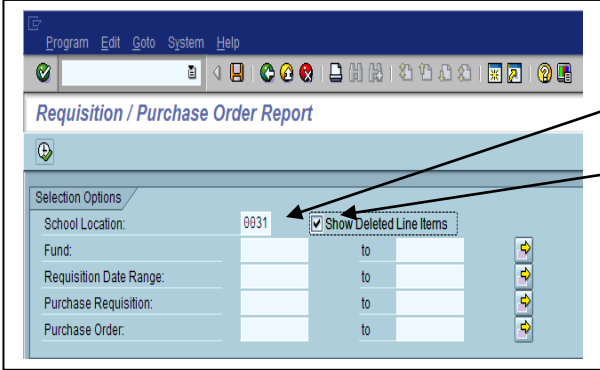
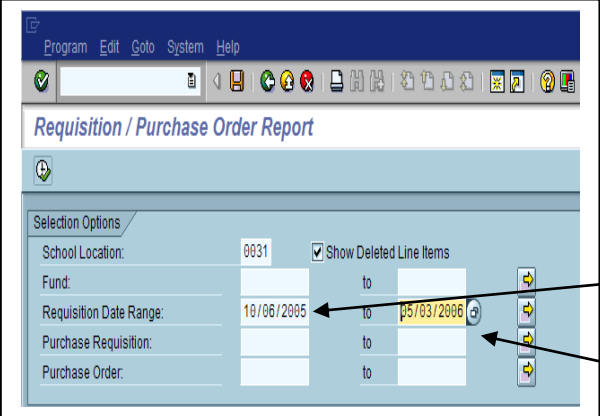
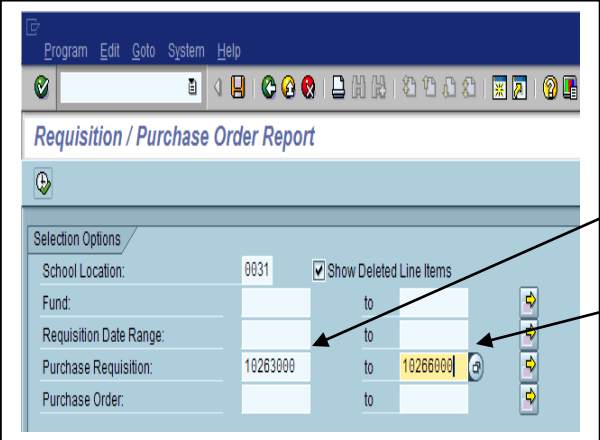
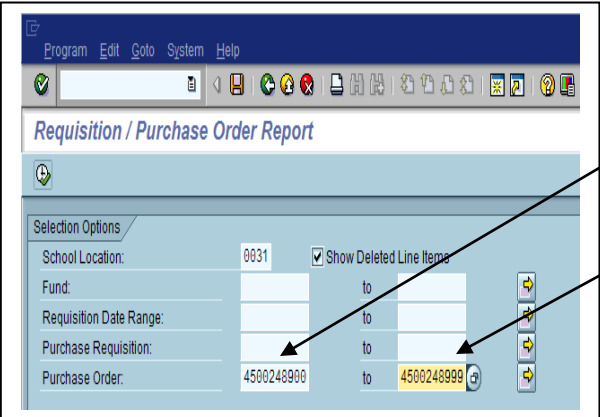



## Requisition / Purchase Order Summary Report

Step	Screen Displayed	Procedures
1	 	<p><b><u>From the SAP Easy Access PCSB Menu Screen</u></b></p> <ul style="list-style-type: none"> <li>Click the <b>Expand</b> Icon to the left of: <b>PCSB Menu &gt; Finance &gt; Finance Reports &gt; Double Click ZAMMA_REQPO_SUM – Requisition / Purchase Order Summary</b></li> </ul> <p>There are three alternative combinations of Selection Options that set the display fields for the Requisition / Purchase Order Summary report</p> <p><b><u>INFORMATION: PLEASE READ</u></b></p> <p>If you want to <b><u>view information for ONLY one Fund</u></b></p> <ul style="list-style-type: none"> <li>Enter the Fund into both Fund fields and continue with the following steps</li> </ul> <p>Examples: <b>OPER to OPER</b> <b>FLEX to FLEX</b></p>
2	 	<p>Enter <b><u>only one</u></b> of the following combinations</p> <ol style="list-style-type: none"> <li><b><u>Requisition Date Range</u></b></li> <li><b><u>Purchase Requisition</u></b></li> <li><b><u>Purchase Order</u></b></li> </ol> <p>If you do not enter data into any of these Selection Options and <i>Press, enter</i> or <i>try to execute</i> the report <b><u>this error window will display.</u></b></p>  <p>If you enter information, into more than one Selection Options field sets and <i>Press enter</i> or <i>try to execute</i> the report <b><u>this error window will display.</u></b></p> 

## Requisition / Purchase Order Summary Report

Step	Screen Displayed	Procedures
3	 	<p><b><u>In the Selection Options</u></b></p> <ul style="list-style-type: none"> <li>• Type your <b>4 digit location number</b> in School Location</li> <li>• Click the <b>show deleted line items</b> box</li> </ul> <p>When you <i>Click</i> the <b><u>Show Deleted Line Items</u></b> box prior to executing the report then you will also see the details of any deleted line items when you display the details of a Requisition.</p> <p><b><u>Choose one of the following Selection Criteria to use for the Report</u></b></p> <ol style="list-style-type: none"> <li>1. Example of <b><u>Requisition Date Range</u></b></li> </ol> <p><b><u>To search using Requisition Date Range</u></b></p> <ul style="list-style-type: none"> <li>• Enter the <b>Beginning search date (mm/dd/yyyy)</b></li> <li>• Press <b>Tab</b></li> <li>• Enter the <b>End search date (mm/dd/yyyy)</b></li> </ul>
4	 	<ol style="list-style-type: none"> <li>2. Example of <b><u>Purchase Requisition</u></b></li> </ol> <p><b><u>To search using Purchase Requisition</u></b></p> <ul style="list-style-type: none"> <li>• Enter the <b>Beginning Purchase Requisition number</b></li> <li>• Press <b>Tab</b></li> <li>• Enter the <b>Ending Purchase Requisition number</b></li> </ul> <ol style="list-style-type: none"> <li>3. Example of <b><u>Purchase Order</u></b></li> </ol> <p><b><u>To search using Purchase Order</u></b></p> <ul style="list-style-type: none"> <li>• Enter the <b>Beginning Purchase Order number</b></li> <li>• Press <b>Tab</b></li> <li>• Enter the <b>Ending Purchase Order number</b></li> <li>• Click the <b>Execute</b> icon</li> </ul> <div style="text-align: center;">  </div>

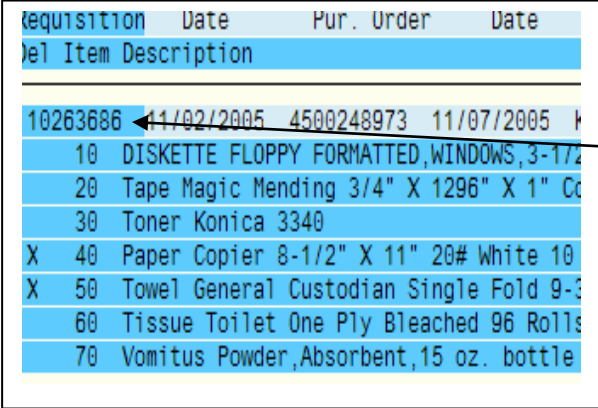
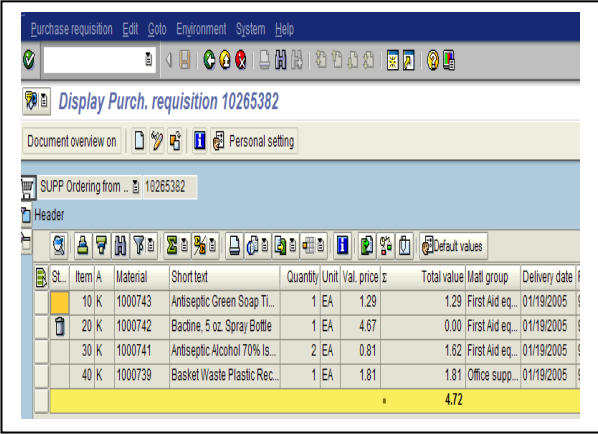
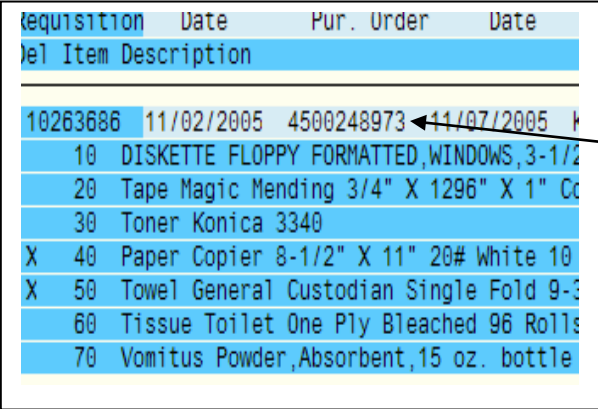
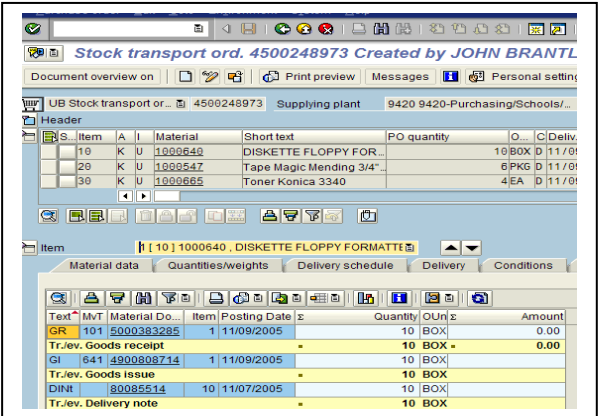
## Requisition / Purchase Order Summary Report

Step	Screen Displayed	Procedures																																																																																																																																																																					
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Order</td> <td style="background-color: #e0e0e0;">Date</td> <td style="background-color: #e0e0e0;">Recipient</td> <td style="background-color: #e0e0e0;">Vendor</td> </tr> </table>   <table style="width: 100%; border-collapse: collapse;"> <tr><td style="background-color: #e0e0e0;">10192962</td><td>04/21/2005</td><td>4500184176</td><td>07/01/2004</td><td>K Brown</td><td>RISU PRODUCTS OF FLORIDA INC</td></tr> <tr><td style="background-color: #e0e0e0;">10215850</td><td>04/21/2005</td><td>4500286780</td><td>12/03/2004</td><td>K Brown</td><td>OFFICEMAX</td></tr> <tr><td style="background-color: #e0e0e0;">10235581</td><td>04/14/2005</td><td>4500223961</td><td>04/14/2005</td><td>S Burke</td><td>SUPP-STOREROOM REQUISITION</td></tr> <tr><td style="background-color: #e0e0e0;">10236949</td><td>04/22/2005</td><td>4500225194</td><td>04/25/2005</td><td>K Brown</td><td>SUPP-STOREROOM REQUISITION</td></tr> <tr><td style="background-color: #e0e0e0;">10238864</td><td>05/04/2005</td><td>4500227100</td><td>05/04/2005</td><td>K Brown</td><td>SUPP-STOREROOM REQUISITION</td></tr> <tr><td style="background-color: #e0e0e0;">10240856</td><td>05/25/2005</td><td>4500228192</td><td>05/31/2005</td><td>K Brown</td><td>SUPP-STOREROOM REQUISITION</td></tr> <tr><td style="background-color: #e0e0e0;">10241273</td><td>05/27/2005</td><td>4500228192</td><td>05/31/2005</td><td>K Brown</td><td>SUPP-STOREROOM REQUISITION</td></tr> <tr><td style="background-color: #e0e0e0;">10241407</td><td>05/31/2005</td><td>4500229273</td><td>07/01/2005</td><td>A Lee</td><td>Boring Business Systems</td></tr> <tr><td style="background-color: #e0e0e0;">10241409</td><td>05/31/2005</td><td>4500228396</td><td>07/01/2005</td><td>A Lee</td><td>SCANTRON CORPORATION</td></tr> <tr><td style="background-color: #e0e0e0;">10241410</td><td>05/31/2005</td><td>4500228443</td><td>07/01/2005</td><td>A Lee</td><td>Sysco Food Services of Central Flor</td></tr> </table> </div> <div style="border: 1px solid black; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="4">Purchase Order Summary Report</td> <td style="text-align: right;">Page: 1</td> </tr> <tr> <td colspan="2">to 08/01/2005</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="background-color: #e0e0e0;">Vendor</td> <td style="background-color: #e0e0e0;">Req. Total</td> <td style="background-color: #e0e0e0;">GR Total</td> <td colspan="2" style="background-color: #e0e0e0;">Invoice Total</td> </tr> <tr> <td>PRODUCTS OF FLORIDA INC</td> <td style="text-align: right;">1,000.00</td> <td style="text-align: right;">595.45</td> <td colspan="2" style="text-align: right;">595.45</td> </tr> <tr> <td>EMAX</td> <td style="text-align: right;">750.00</td> <td style="text-align: right;">641.96</td> <td colspan="2" style="text-align: right;">642.27</td> </tr> <tr> <td>STOREROOM REQUISITION</td> <td style="text-align: right;">205.57</td> <td style="text-align: right;">205.49</td> <td colspan="2" style="text-align: right;">205.49</td> </tr> <tr> <td>STOREROOM REQUISITION</td> <td style="text-align: right;">733.45</td> <td style="text-align: right;">733.37</td> <td colspan="2" style="text-align: right;">733.37</td> </tr> <tr> <td>STOREROOM REQUISITION</td> <td style="text-align: right;">13.00</td> <td style="text-align: right;">13.00</td> <td colspan="2" style="text-align: right;">13.00</td> </tr> <tr> <td>STOREROOM REQUISITION</td> <td style="text-align: right;">7,825.41</td> <td style="text-align: right;">7,438.30</td> <td colspan="2" style="text-align: right;">7,438.30</td> </tr> <tr> <td>STOREROOM REQUISITION</td> <td style="text-align: right;">2,889.85</td> <td style="text-align: right;">2,889.32</td> <td colspan="2" style="text-align: right;">2,889.32</td> </tr> <tr> <td>Boring Business Systems</td> <td style="text-align: right;">104.45</td> <td style="text-align: right;">95.04</td> <td colspan="2" style="text-align: right;">95.04</td> </tr> <tr> <td>SCANTRON CORPORATION</td> <td style="text-align: right;">230.00</td> <td style="text-align: right;">230.00</td> <td colspan="2" style="text-align: right;">231.17</td> </tr> <tr> <td>Food Services of Central Flor</td> <td style="text-align: right;">500.00</td> <td style="text-align: right;">0.00</td> <td colspan="2" style="text-align: right;">0.00</td> </tr> <tr> <td>X #0011-GROVE PARK</td> <td style="text-align: right;">500.00</td> <td style="text-align: right;">500.00</td> <td colspan="2" style="text-align: right;">518.78</td> </tr> <tr> <td>Y READER CORPORATION</td> <td style="text-align: right;">416.56</td> <td style="text-align: right;">416.48</td> <td colspan="2" style="text-align: right;">416.48</td> </tr> <tr> <td>SCANTRON CORPORATION</td> <td style="text-align: right;">338.05</td> <td style="text-align: right;">338.05</td> <td colspan="2" style="text-align: right;">339.38</td> </tr> <tr> <td>RICHARD'S PRINT SHOP</td> <td style="text-align: right;">6,000.00</td> <td style="text-align: right;">3,317.00</td> <td colspan="2" style="text-align: right;">3,317.00</td> </tr> <tr> <td>COMPANY INC</td> <td style="text-align: right;">54.25</td> <td style="text-align: right;">54.25</td> <td colspan="2" style="text-align: right;">54.25</td> </tr> <tr> <td>BLICK COMPANY</td> <td style="text-align: right;">336.31</td> <td style="text-align: right;">336.31</td> <td colspan="2" style="text-align: right;">279.45</td> </tr> </table> </div>	06/22/2006	Requisition / Purchase Order Summary Report		04/03/2005 to 08/01/2005	Requisition	Date	Pur. Order	Date	Recipient	Vendor	10192962	04/21/2005	4500184176	07/01/2004	K Brown	RISU PRODUCTS OF FLORIDA INC	10215850	04/21/2005	4500286780	12/03/2004	K Brown	OFFICEMAX	10235581	04/14/2005	4500223961	04/14/2005	S Burke	SUPP-STOREROOM REQUISITION	10236949	04/22/2005	4500225194	04/25/2005	K Brown	SUPP-STOREROOM REQUISITION	10238864	05/04/2005	4500227100	05/04/2005	K Brown	SUPP-STOREROOM REQUISITION	10240856	05/25/2005	4500228192	05/31/2005	K Brown	SUPP-STOREROOM REQUISITION	10241273	05/27/2005	4500228192	05/31/2005	K Brown	SUPP-STOREROOM REQUISITION	10241407	05/31/2005	4500229273	07/01/2005	A Lee	Boring Business Systems	10241409	05/31/2005	4500228396	07/01/2005	A Lee	SCANTRON CORPORATION	10241410	05/31/2005	4500228443	07/01/2005	A Lee	Sysco Food Services of Central Flor	Purchase Order Summary Report				Page: 1	to 08/01/2005					Vendor	Req. 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Order:</b> Purchase Order number for the Requisition</p> <p><b>Date:</b> Date of conversion to Purchase Order</p> <p><b>Recipient:</b> Name of the Recipient</p> <p><b>Vendor:</b> Vendor name (including Warehouse / Storeroom)</p> <p><b>Req. Total:</b> Total amount of Requisition</p> <p><b>Goods Receipt Total:</b> Total amount entered on the Good Receipt</p> <p><b>Invoice Total:</b> Total amount of the Requisition that has been Invoiced</p>
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Total:</b> Total amount of Requisition</p> <p><b>GR Total:</b> Total amount of the Requisitions Goods Receipt</p> <p><b>Invoice Total:</b> Total amount of Requisition that has been Invoiced</p> <p><b>Price:</b> Cost of each unit</p> <p><b>Extended:</b> Total amount of line item</p> <p><b>Gds Rect:</b> Total amount entered on line item of Goods Receipt</p> <p><b>Invoiced:</b> Total amount of line item that has been Invoiced</p>
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