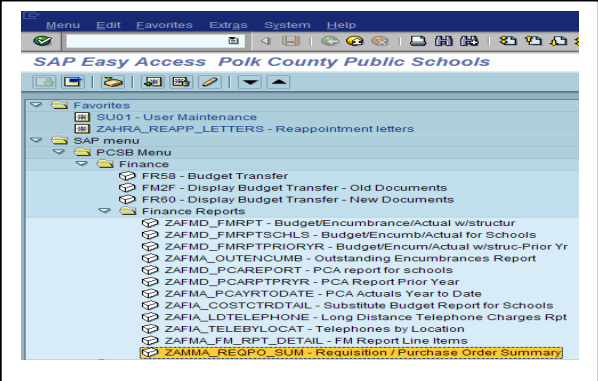
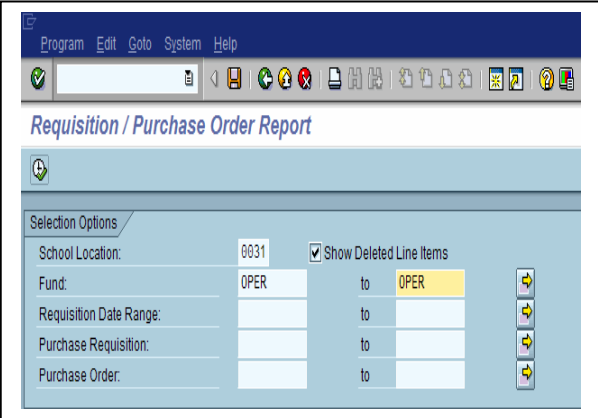
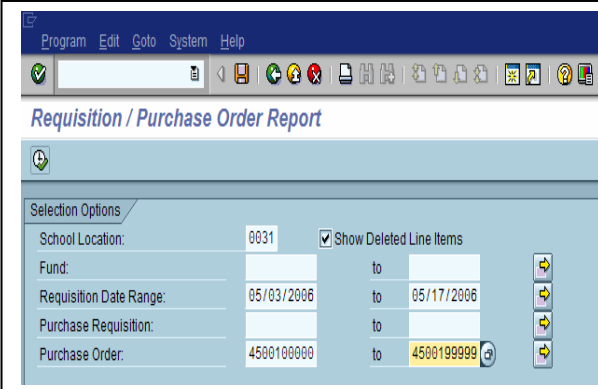
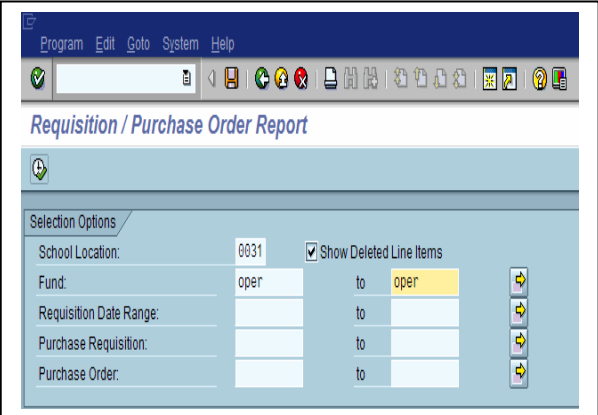
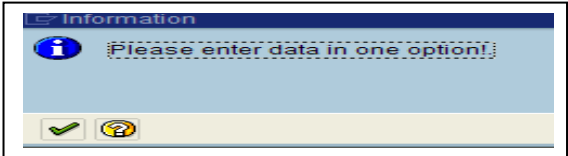
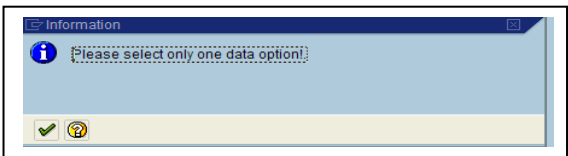
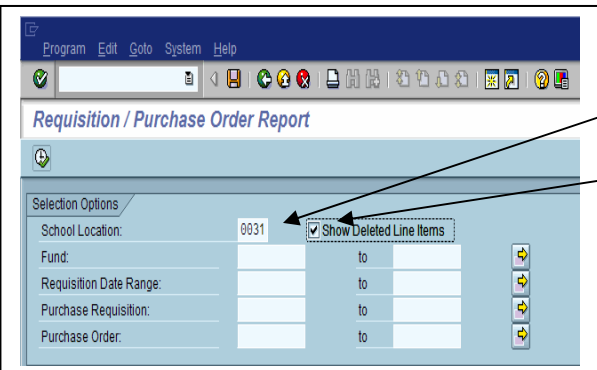
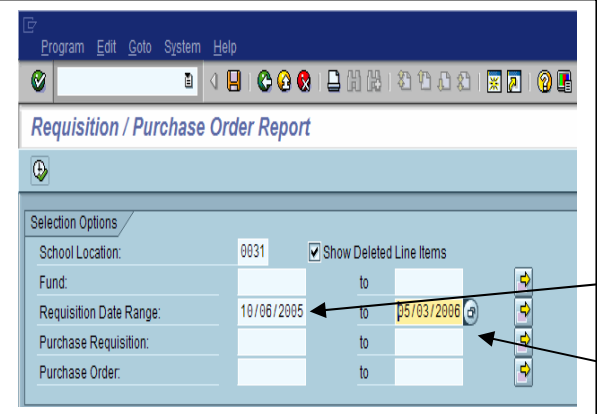
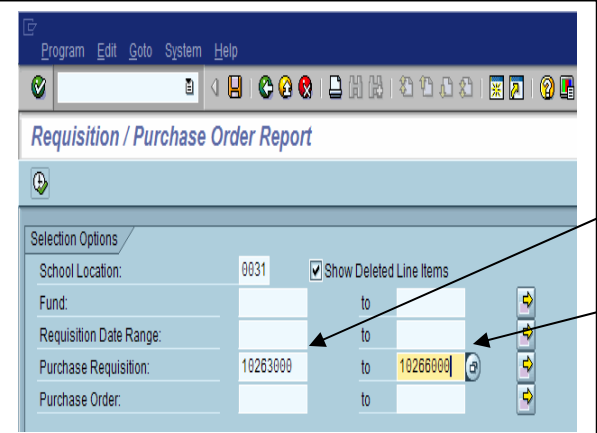
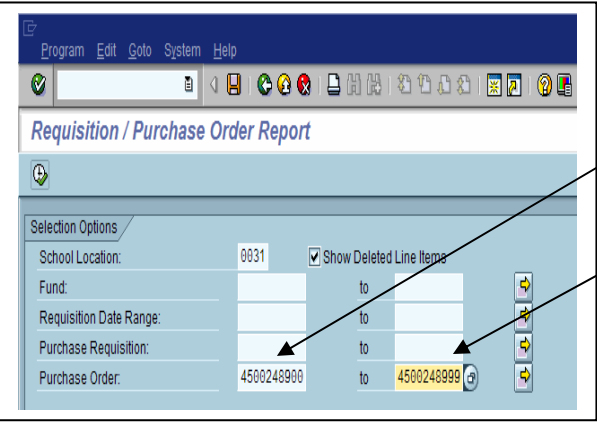



Requisition / Purchase Order Summary

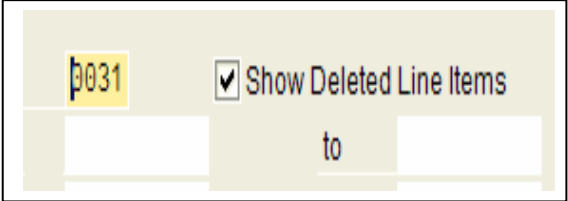
Step	Screen Displayed	Procedures
1	 	<p><u>From the SAP Easy Access PCSB Menu Screen</u></p> <ul style="list-style-type: none"> Click the Expand Icon to the left of: PCSB Menu > Finance > Finance Reports > Double Click ZAMMA_REQPO_SUM – Requisition / Purchase Order Summary <p>There are three alternative combinations of Selection Options that set the display fields for the Requisition / Purchase Order Summary report</p> <p><u>INFORMATION: PLEASE READ</u></p> <p>If you want to <u>view information for ONLY one Fund</u></p> <ul style="list-style-type: none"> Enter the Fund into both Fund fields and continue with the following steps <p>Examples: OPER to OPER FLEX to FLEX</p>
2	 	<p>Enter <u>only one</u> of the following combinations</p> <ol style="list-style-type: none"> <u>Requisition Date Range</u> <u>Purchase Requisition</u> <u>Purchase Order</u> <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 <u>this error window will display.</u></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 <u>this error window will display.</u></p> 

Requisition / Purchase Order Summary

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

Requisition / Purchase Order Summary

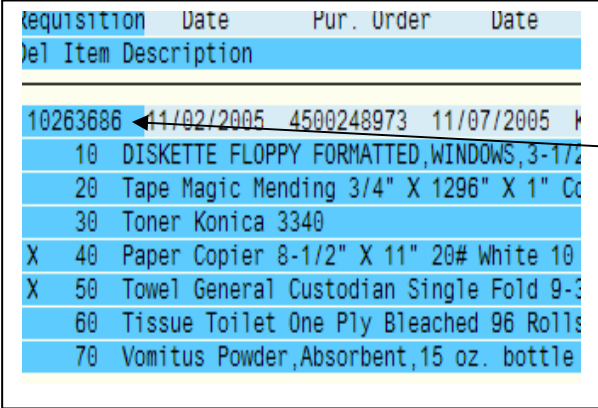
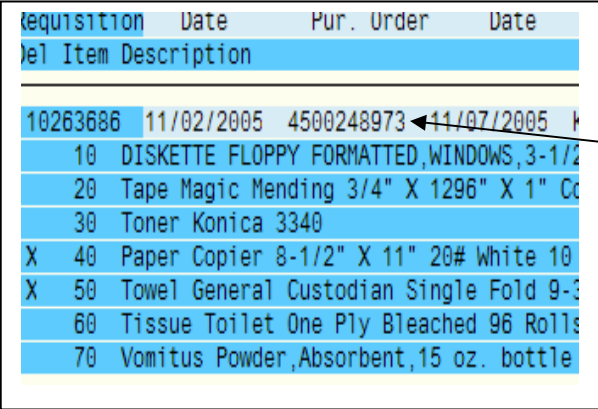
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Order	Date	Recipient	Vendor	10192962	04/21/2005	4500184176	07/01/2004	K Brown	RISU PRODUCTS OF FLORIDA INC	10215850	04/21/2005	4500295760	12/03/2004	K Brown	OFFICEMAX	10235581	04/14/2005	4500223961	04/14/2005	S Burke	SUPP-STOREROOM REQUISITION	10236949	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	Requisition	Date	Pur. Order	Date	Recipient									Req. Total	GR Total					Invoice Total	PRODUCTS OF FLORIDA INC			1,000.00	595.45	EMAX			750.00	641.96	STOREROOM REQUISITION			205.57	205.49	STOREROOM REQUISITION			733.45	733.37	STOREROOM REQUISITION			13.00	13.00	STOREROOM REQUISITION			7,825.41	7,438.30	STOREROOM REQUISITION			2,889.85	2,889.32	Boring Business Systems			104.45	95.04	SCANTRON CORPORATION			230.00	230.00	Food Services of Central Flor			500.00	0.00	X #0011-GROVE PARK			500.00	518.78	Y READER CORPORATION			416.56	416.48	SCANTRON CORPORATION			338.05	338.05	RICHARD'S PRINT SHOP			6,000.00	3,317.00	COMPANY INC			54.25	54.25	BLICK COMPANY			336.31	279.45	<p><u>The Requisition / Purchase Order Report Summary screen displays these columns from left to right</u></p> <p>Requisition: Document number of the requisition</p> <p>Date: Date the Requisition was created</p> <p>Pur. Order: Purchase Order number for the Requisition</p> <p>Date: Date of conversion to Purchase Order</p> <p>Recipient: Name of the Recipient</p> <p>Vendor: Vendor name (including Warehouse / Storeroom)</p> <p>Req. Total: Total amount of Requisition</p> <p>Goods Receipt Total: Total amount entered on the Good Receipt</p> <p>Invoice Total: Total amount of the Requisition that has been Invoiced</p>
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