

## 20.11 BusinessPlus Purchasing Entry

### Topics

Purchasing Overview .....	2
Purchase Order Types .....	2
Purchase Record Status .....	2
Purchase Request to Purchase Order Conversion .....	2
Purchase Request Screen Overview - POUPPR .....	4
Entering a Purchase Request .....	6
Header section <span style="color: red; font-weight: bold;">❶</span> .....	7
Details Section <span style="color: red; font-weight: bold;">❷</span> .....	8
Requisition Codes Section <span style="color: red; font-weight: bold;">❸</span> .....	9
Dates Section <span style="color: red; font-weight: bold;">❹</span> .....	9
Blanket Section <span style="color: red; font-weight: bold;">❺</span> .....	10
Ship To Section <span style="color: red; font-weight: bold;">❻</span> .....	10
Bill To Section <span style="color: red; font-weight: bold;">❼</span> .....	10
Other Information Section <span style="color: red; font-weight: bold;">❽</span> .....	11
Item Information <span style="color: red; font-weight: bold;">❾</span> .....	11
Splits - Charging multiple accounts for items .....	13
Notes Section <span style="color: red; font-weight: bold;">❿</span> .....	14
Blanket PO's .....	15
Attachments for Purchase Request/Orders .....	16
Adding Attachments .....	16
Deleting Attachments .....	17
Purchase Request Options (before PR becomes a PO) .....	18
Deleting a Purchase Request (not PO) .....	18
Deleting Purchase Request (not PO) Line Items .....	19
Purchase Request / PO Modification Approvals .....	20
1. POUPPR Entry Screen approval .....	20
2. Workflow Task list .....	21
3. Email Approvals .....	23
Workflow Considerations .....	23
Copying a Purchase Request/Order .....	24

Reports.....	25
OSPO3001: Purchase Order Status Inquiry .....	26
OSAP3000: Payables by Vendor.....	28
OSPO5010: Open PO by Responsibility Code .....	29
OSEN5001: Encumbrance Summary w Accounting Lines by PO Number .....	30
OSGL6004: Budget to Actual by Fund-Responsibility.....	31

## Purchasing Overview

### Purchase Order Types

There are two types of Purchase Orders that can be created through the POUPPR screen.

- 1. Standard PO** – A Standard PO is one where its items are itemized including the description, quantity, and price for each item. These PO’s are *quantity driven* and require receiving as BusinessPlus uses three-way matching (PO item, received item and AP invoice item). When the quantity paid equals the PO quantity and equals the quantity received for ALL LINE ITEMS, *the PO will be automatically closed when posting the last AP invoice*. **Invoices against a Standard PO do not route for approval.**
- 2. Blanket PO** - Blanket PO’s are used when the order is *not itemized* and is based on *dollar amounts*. The most common type of Blanket is used to encumber money for services or supplies to be procured from the vendor throughout the school year (e.g. supplies needed by Maintenance Dept.). These PO’s are *dollar driven* and multiple payments can be made throughout the year. **Receiving is NOT entered for blanket POs; instead invoices are routed for approval** (usually same routing as the initial PO). Even when paid in full, a Blanket PO will have to be manually closed to change its Status from PP (Partially Paid) to FP (Fully Paid).

### Purchase Record Status

The status of a record changes through its life as follows:

- PR** – Purchase Request
- PO** – Purchase Order has been created and no payments have been made to date
- PP** – Partially Paid PO through Accounts Payable
- FP** – Fully Paid PO through Accounts Payable (also known as closed)
- DE** – Disencumbered through the PO close utility; commonly used for PO that had partial delivery but all items will not be delivered
- CA** – Canceled through the PO close utility; commonly used for a PO with no activity

### Purchase Request to Purchase Order Conversion

MiPEER school districts are set up to automatically approve, convert, and email the PDF image of the PO when the final approver (usually the Purchasing department) approves a Purchase Request (PR). The encumbrance database and general ledger are also updated at this time.

Upon final approval of a PR, the system will automatically:

- 1) Update the status from PR to PO
- 2) Assign a Purchase Order (PO) number to the PR

- 3) Update the encumbrance database and general ledger
- 4) Create a PDF image of the PO
- 5) Email a copy of the PO to:
  - a. The Vendor *if an email has been set up in the vendor file with an Email Code of PO (Purchase Order Email) and the Do Not Mail (DM) Req Code was not entered on the PR*
  - b. The Creator of the PR
  - c. The Purchasing department
- 6) Attach a PDF copy of the PO to the record in the POUPPR screen

Emails will be sent after the final approval has been applied to the PR. The **emails must be closely reviewed as they identify whether the PO was emailed to the vendor.**

**Note:** If a vendor is set up with a **PO Type Email Address** and the user does **NOT** want the PO to be sent to the vendor, Req Code **DM** (Don't Mail PO) can be entered and the PO will not be emailed to the vendor. Additionally, a message 'Do Not Mail to Vendor' will print on the PO. The PO will be emailed to the Creator and the district generic purchasing email address.

### 1. PO Emailed to the Vendor




Subject: Purchase Order P1600001

Attached: OSPO5000.pdf (25 KB)

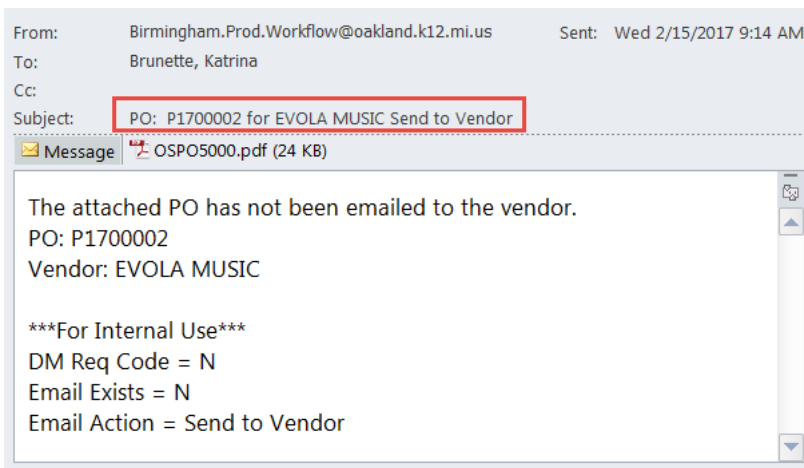
From: [Bloomfield.Prod.Workflow@oakland.k12.mi.us](mailto:Bloomfield.Prod.Workflow@oakland.k12.mi.us) <DoNotReply@oakland.k12.mi.us>  
 Date: Mon, Jun 22, 2015 at 4:10 PM  
 Subject: Purchase Order P1600001  
 To: [Kylemaes@gmail.com](mailto:Kylemaes@gmail.com), [khildebrandt@bloomfield.org](mailto:khildebrandt@bloomfield.org), [Pmailbox@bloomfield.org](mailto:Pmailbox@bloomfield.org)

Attached please find purchase order # . If you have any questions, please reference the contact information on the purchase order.

This email was generated automatically. Please do not reply to sender.



### 2. PO Not Emailed to the Vendor



From: Birmingham.Prod.Workflow@oakland.k12.mi.us Sent: Wed 2/15/2017 9:14 AM  
 To: Brunette, Katrina  
 Cc:  
 Subject: PO: P1700002 for EVOLA MUSIC Send to Vendor

Message OSPO5000.pdf (24 KB)

The attached PO has not been emailed to the vendor.  
 PO: P1700002  
 Vendor: EVOLA MUSIC

\*\*\*For Internal Use\*\*\*  
 DM Req Code = N  
 Email Exists = N  
 Email Action = Send to Vendor

**NOTE:** If the PO is not emailed to the vendor, the Purchasing Department must print the PO and send to the vendor.

## Purchase Request Screen Overview - POUPPR

The Purchase Request screen is broken into the following sections (see the screen shots that follow):

- |                       |                                |
|-----------------------|--------------------------------|
| 1 – Header            | 6 – Ship To                    |
| 2 – Details           | 7 – Bill To                    |
| 3 – Requisition Codes | 8 – Other Information          |
| 4 – Dates             | 9 – Items including GL Account |
| 5 – Blanket           | 10 – Notes                     |

The screenshot shows the Purchase Request screen with the following sections highlighted and numbered:

- Section 1 (Header):** Includes fields for PR Number\*, PO Number, Status\*, Security Code, Approval Code, Requested By, Date Requested, PO Total (0.00), and PR Total (0.00).
- Section 2 (Details):** Includes fields for Vendor ID, Vendor Name, Vendor Addr Code, Phone Cd, Remit To ID, Remit To Addr Code, and Phone Cd.
- Section 3 (Requisition Codes):** Includes fields for Req Code 1 through Req Code 10.
- Section 4 (Dates):** Includes fields for Change #, Bid Number, Ship ATTN To, Discount Terms, Vend Account, Contract Number, Buyer, PO Type\*, Required Dt, Expiration Dt, Entry Dt, Board Aprv Dt, and Delivery Dt.

**Blanket** 5

Blanket No:  Blanket Amt:  Rm:

---

**Ship To ID:** 6

Ship To Addr Code:

Phone Cd:

**Bill To ID:** 7

Bill To Addr Code:

Phone Cd:

---

**Other Information** 8

Approved By:  Date Approved:  Printed By:  Date Printed:

Encumber PO?:  EN Division:  Print Format:  Category Code:

Currency:  Text File:

---

**Items** 9

Item Number:  Vendor Item No:  Product Code:  Quantity:

Units:  Unit Price:  Extended Amt:  Catalog Number:

**Notes** 10

---

**Item Description**

---

Switch to: Amount Total: 100.00% Remaining: 100.00%

Account	Percent
<input type="text" value="KEY"/> <input type="text" value="OBJ"/> <input type="text" value="..."/>	<input type="text" value="0.00"/>

---

Net Discount:  Discount:  Charge Code:  Charge Amt:

## Entering a Purchase Request

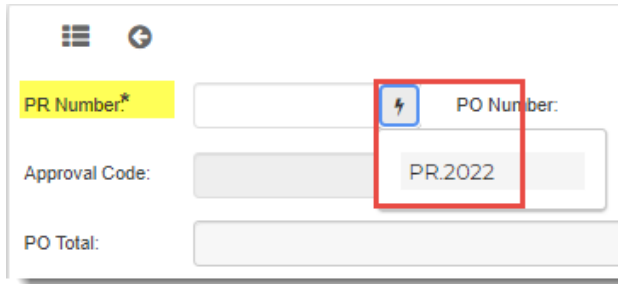
From the **Schools/Dept** dashboard, click the **Enter Purchase Requests** link.

The screen will open in Search Mode. Click the **Add** icon ( **+** ) to change to Add mode in the screen.

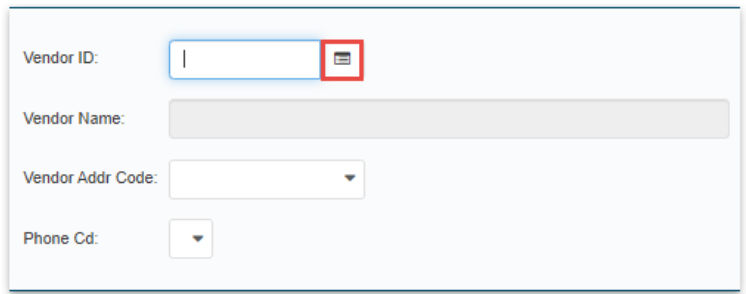
Note that the screen says **Add** in upper right corner.

## Header section

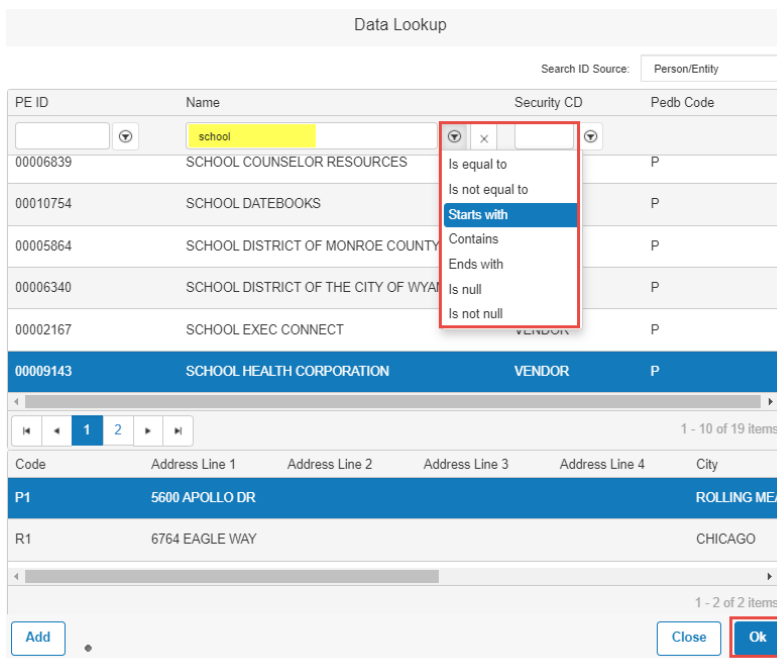
- PR Number** – The system will assign the next available number. Click on the lightning bolt to view a listing of available seeds. Select the appropriate fiscal year seed (PR.2022 for example) and note the number assigned for future reference.



- PO Number** (Informational only) – The PO number will be populated once all approvals are completed.
- Security Code** - This will automatically default based on user security; it controls which PR/PO's a user can view. If a user has multiple security codes or is entering a purchase request for another user, the security code should be entered or selected from the dropdown.
- Vendor ID** – To access the lookup feature, click on the lookup button.

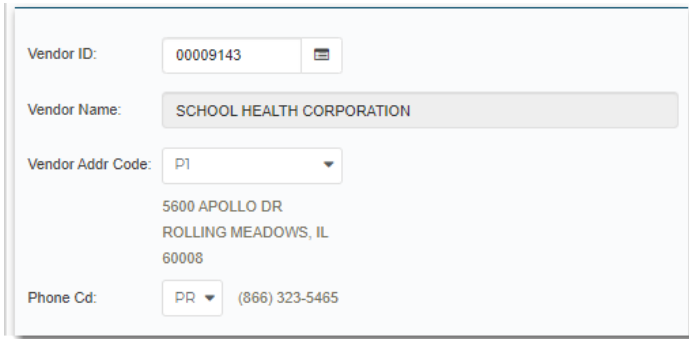


The search can be initiated by PE ID, Name or Security Code. There is a dropdown list of operators to select by.



PE ID	Name	Security CD	Pedb Code
00006839	SCHOOL COUNSELOR RESOURCES		P
00010754	SCHOOL DATEBOOKS		P
00005864	SCHOOL DISTRICT OF MONROE COUNTY		P
00006340	SCHOOL DISTRICT OF THE CITY OF WYAL		P
00002167	SCHOOL EXEC CONNECT		P
00009143	SCHOOL HEALTH CORPORATION	VENDOR	P

Select the appropriate ID by highlighting it and clicking OK. Double clicking will also pull the vendor information into the record.



Note that all addresses defined for a vendor will be listed in the lower portion of this screen. The highlighted address is the one that will be brought into the record. Click to highlight the appropriate address. If necessary, a different Address Code can be selected once the vendor has populated the record.

- **Remit To ID** – *No action is required.* The system will automatically pull the vendor remittance address (R1, R2, etc.) from the vendor record when the record is saved (Enter is pressed).

**Details Section** 

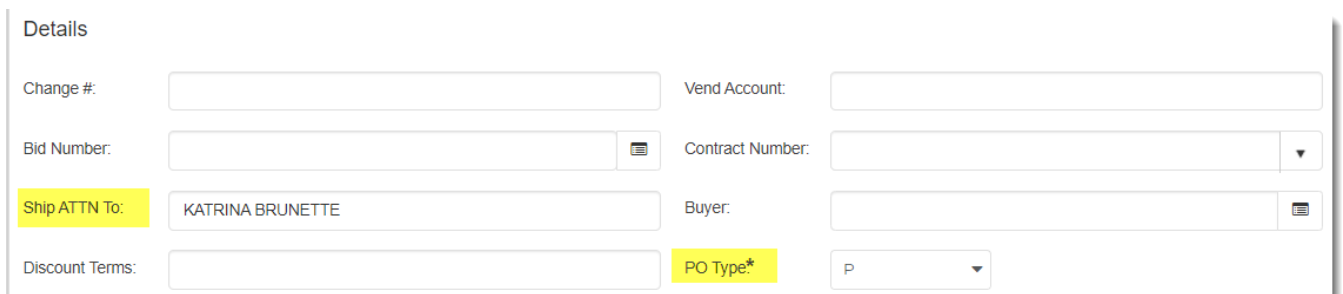
The Details Section includes the following optional fields:

- **Change #** - *Display only field.* As Purchase Order changes are processed, the system updates this field to indicate how many changes have been made to the PO.
- **Bid Number** – Enter the reference *bid number* for the purchase order (prints on the PO in the Reference # field)
- **Ship ATTN To** – Enter the name of the person or department the goods are to be shipped to (prints on the PO)



Do NOT enter any special characters such as & , ‘ or “ in the **Ship ATTN To** field

- **Discount Terms** – *Information only field*
- **Vend Account** – Enter the (district or school) customer account number for that vendor.
- **Contract Number**– Enter the reference *contract number* for the purchase order (prints on the PO in the Reference # field if the Bid Number field is blank)
- **Buyer** – *Field is not used*
- **PO Type** – The default type is P for an itemized PO. Select B for Blanket in this field for orders based on dollar amounts.





## Requisition Codes Section 3

Requisition codes have multiple uses and are assigned on the Requisition Codes section of the POUPPR screen. While there are ten boxes, ONLY eight PO Req Codes can be used per record purchase request. Req Codes are used to:

- Print messages on the PO (Rush Order, No Backorders, Cooperative bid references, etc.)
- Provide Purchasing, AP and/or the Business Office with PO information (Blanket PO)
- Process various functions such as to Close a PO (C) or prevent a PO from being emailed to a vendor (DM)

*(Contact Oakland Schools if a Req Code needs to be re-defined or added to the defaulted list)*



**Do NOT use PO Req Codes #9 or 10 as these are used by BusinessPlus (see below).**

The AP staff can see Requisition Codes on the PO Extract screen that displays when they are entering invoices into APOHININ so these codes can be used as a form of communication between requisitioners, Purchasing and the AP Departments.

## Dates Section 4

- **Required Dt** – The date the good should be delivered to the district (prints on the PO)
- **Board Aprv Dt** – If applicable, the date the Board of Education approved this purchase (prints on the PO)

Dates

Required Dt: 11/25/2021 [calendar icon]    Expiration Dt: [calendar icon]    Entry Dt: 10/22/2021 [calendar icon]    Board Aprv Dt: 10/15/2021 [calendar icon]

Delivery Dt: [calendar icon]

## Blanket Section 5

- **Blanket Amount** – This field is only required if the PO Type is B (blanket). Enter the full amount of the Blanket PO.



NOTE: The Blanket Amt field can be *higher* than the amount that will be encumbered on the line items, but *cannot be less*.

Blanket

Blanket No:

Blanket Amt:  Rm:

At this time pressing Enter will save the header portion of the requisition, however, nothing will be encumbered until the Line Item section is completed including entering the GL account to be charged.

## Ship To Section 6

- **Ship To ID** – In most districts the three-digit Ship To Location ID is defaulted based on the Security Code the user selects. If the order is to ship to another district location, enter the three-digit Ship to Location ID or use the lookup feature by clicking the dropdown button (see below for best search).



NOTE: All Ship To Location IDs should have a PR Address Code (not P1, R1 or B1)

Data Lookup

Search ID Source: Person/Entity

PE ID	Name	Security CD	Pedb Code
<input type="text"/>	<input type="text"/>	<input style="background-color: yellow;" type="text" value="LOCATION"/>	<input type="text"/>
051	Adams High School	LOCATION	P
075	Administration Center	LOCATION	P
012	Baldwin Elementary	LOCATION	P

To look up Ship To Location codes, enter "LOCATION" in the Security Cd field



Ship To ID:

Baldwin Elementary

Ship To Addr Code:

4325 Bannister  
ROCHESTER, MI  
48306

Phone Cd:

## Bill To Section 7

- **Bill To ID** – *No action is required.* The system will automatically populate the district's default billing address when the record is saved (Enter is pressed). This should NOT be changed.

Bill To ID:

Administration Center

Bill To Addr Code:

Accounts Payable  
501 W University Dr  
ROCHESTER, MI  
48307

Phone Cd:

## Other Information Section 8

This section is for reference only.

## Item Information 9

To add items, click the plus sign in the Items section (the mode will change to Add).

- **Quantity** – If Purchase Requisition is being itemized, enter the exact quantity for the item being purchased. If the Requisition is a Blanket, then enter a 1 as the quantity (Blanket PO line items should NEVER be a quantity other than 1).
- **Unit** – Enter or select the appropriate Unit of Measure from the drop-down list. Access the list by clicking on the down arrow.
- **Unit Price** – Enter the unit price for the item. The extended amount is the amount that will be encumbered. If entering a number with no cents, it is not necessary to enter a decimal and zero cents; when you tab out of the field, the decimal and 00 will automatically be updated.
- **Catalog Number** – If entered, this will print as the first line of the description for the line item.
- **Description** – Enter description of item being purchased. If creating a blanket, enter general description of items being purchased (for example, Office Supplies).



*NOTE: Only the first 30 characters of the description entered will be available in Accounts Payable and on GL CDD reports.*

Items
Notes

☰
Add

Item Number:

Vendor Item No:

Product Code:

Quantity:

Units:

Unit Price:

Extended Amt:

Catalog Number:

Item Description

BLUE WIDGETS

- **Account** – Enter the GL Account Number to be encumbered for the purchase. If the numbers are known, simply type them into the appropriate field.

To see a list of available Accounts, make sure your cursor is in one of the account fields and then click on the ellipses icon to access the Lookup Account.

**+ Add Account**    Switch to: **Amount**    Total: 100.00%    Remaining: 0.00%

Account								Percent	
GL	FUND	FUNC	PROG	GRNT	LOC	RESP	OBJ		
								100.00	<b>Delete</b>

Pct Discount: 0.00    Discount: 0.00    Charge Code:    0.00

Tax Code:    Tax Amt: 0.00    Tax Code 2:    0.00

Duty Code:    Duty Amt: 0.00    Join Code:    0.00

Fixed Asset?: N    Brand Code:    0.00

Requested By: Katrina Brunette    Required Dt: 11/25/2021

Lookup OBJ

Lookup Account

✓ **GL Fully Qualified**

GL Org Key-Object

GL Quick

✓ **Show Ledger**

Show Job Ledger Side

Show Work Order

A list of available account numbers will display based on the user's security profile. A search can be initiated by typing the known account components in the Account field (must include the – between each account component). Tab out of the Account field and the displayed accounts will refresh based on what was entered. The bottom scroll bar can be accessed to filter on other account components such as Object.

If known, enter the beginning account components in the Account field. Then tab and the list will refresh based on what was entered. Additional filtering can be done by using components located to the to the far right such as Object

### Ledger Lookup

Account	Long Description	Long Desc	Year	S
110-252			2022	
110-252-0000-0000-000-0000-55410000	GF Fiscal Service	Periodicals	2022	A
110-252-0000-0000-000-0000-55910000	GF Fiscal Service	Office Supplies	2022	A
110-252-0000-0000-000-0000-55990000	GF Fiscal Service	Miscellaneous Supplies & Matl	2022	A
110-252-0000-0000-000-0485-55910000	GF Fiscal Service Purchasing	Office Supplies	2022	A
110-252-0000-0000-000-0485-55990000	GF Fiscal Service Purchasing	Miscellaneous Supplies & Matl	2022	A

Use the Scroll bar to utilize account filters such as Object

1 - 5 of 5 items

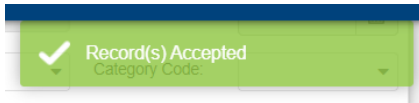
**Close**    **Ok**

Double-click on the desired account number or highlight it and click **Ok** to bring it into the Purchase Request record.

Account								Percent	
GL	FUND	FUNC	PROG	GRNT	LOC	RESP	OBJ		
	110	252	0000	0000	000	0000	55990000	100.00	<b>Delete</b>

Press **Enter** to save the first line item on the Purchase Request. A **Record Accepted** will display on the upper right portion of the screen if all required fields are complete and there are not any budget

warnings or blocks. Until the "Record Accepted" message is received the record is not saved in the database.



There will be times when a **budget warning** or **budget block error** appears.

- **Budget warnings** can be overridden and the record saved **by simply pressing the Enter key again** until the "Record Accepted" message is received.
- **Budget Blocks** cannot be overridden. The budget issue will have to be resolved or another account number will need to be selected to expense the purchase.

The system automatically numbers the next line item in anticipation of additional records.

### Splits - Charging multiple accounts for items

Each PO line item may be charged to multiple account numbers. Account splits default to split by percentage but can be split by dollar amounts (see below).

To add an additional account to a PO line, change the Percent of the first line entered. If the record is saved, an error will occur indicating that the account split must equal 100.00.

Click the **Add Account** button to add additional account lines. As additional accounts are added, the Remaining percent is updated. Once 0 is remaining, press Enter to save the record.

Total account split amount must equal 100.00

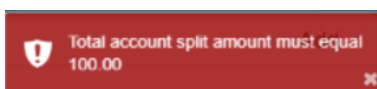
+ Add Account Switch to: Amount Total: 100.00% Remaining: 50.00%

Account								Percent	
GL	110	252	0000	0000	000	0485	5591000d	50.00	Delete

+ Add Account Switch to: Amount Total: 100.00% Remaining: 0.00%

Account								Percent	
GL	00	100	73005100	0111	9901	0000	00000000	50.00	Delete
GL	ALYR	FUND	GLFO	CCTR	PROJ	SUBP	PROG	50.00	Delete

When splitting by percent the total must equal 100%.



### Splitting accounts by amount

Click the Switch to toggle (Amount) to change to split accounts from Percent to Amount.

Switch to: 
Total: 100.00% Remaining: 0.00%

Account								Percent	
GL	110	252	0000	0000	000	0000	55990000	100.00	<input type="button" value="Delete"/>

Enter the amount for each account line.

Switch to: 
Total: \$169.95 Remaining: \$0.00

Account								Amount	
GL	00	100	73005100	0111	9901	0000	00000000	84.98	<input type="button" value="Delete"/>
GL	ALYR	FUND	GLFO	CCTR	PROJ	SUBP	PROG	84.97	<input type="button" value="Delete"/>

When splitting an account by amount, the split amount must equal the extended amount that may include tax, shipping and duty charges.

#### To delete an account from split:

Use the Delete button to remove a line from the split. A pop-up is used to confirm the delete.

Are you sure you want to delete this account?

Total \$169.95 Remaining: \$0.00

Account								Amount	
0111	9901	0000	00000000					84.98	<input type="button" value="Delete"/>
CCTR	PROJ	SUBP	PROG					84.97	<input type="button" value="Delete"/>

### Notes Section 10

PR Notes and Text are entered under the Notes tab on POUPPR. The tab indicates which option is being utilized. **PR Notes** are internal and do not print, while **Print Before** and **Print After** are options that allow text to print on the Purchase Order document.

Items

|

Text entered on the **Print Before** tab will print before the items section of the PO.

Text entered on the **Print After** tab will print after the items section of the PO.

## Blanket PO's

Blanket PO's are used when an order is not itemized and is based on dollar amounts (e.g. services, supplies needed by Maintenance department, etc.). Multiple payments can be made against a blanket PO. The following should be noted for Blanket POs:

- PO type must be changed to B
- The Blanket Amount must be entered prior to the entry of the line item
- Blanket PO Quantity **MUST** be a quantity of 1
- A blanket PO may have multiple line items (each line item's quantity = 1)
- Multiple payments can be made against the blanket PO since they are based on amounts
- Recommend to enter Requisition Code of BX (where X = last digit of FY) so message prints; this will also be a flag for AP that the PO will be paid by Amount (for example, B2 is FY22)



*It should be noted that once a purchase request has been converted to a purchase order (Status = PO), the PO Type should NOT be changed. Otherwise, the PO may have encumbrance problems.*

Details

Change #:  Vend Account:

Bid Number:  Contract Number:

Ship ATTN To:  Buyer:

Discount Terms:  PO Type\*: B

Requisition Codes

Req Code 1: B2 Blanket FY22 Req Code 2:

Req Code 3:  Req Code 4:

Req Code 5:  Req Code 6:

Code	Description
	Not Selected
B	Blanket Order
C	Contract
P	Standard PO

The Blanket Amount must be entered.

**Blanket**

Blanket No:

Blanket Amt: 5,000.00 Rm:

Enter the item record with the appropriate amount and GL account number. The amount may be split between multiple GL account numbers.

## Attachments for Purchase Request/Orders

**NOTE:** There are two types of attachments for a PR/PO:

**External** – An external attachment will be sent to the vendor as part of the PO

**Internal** – An internal attachment will **NOT** be sent to the vendor as part of the PO

### Adding Attachments

To add an attachment to a Purchase Request, click on the paperclip icon on the left menu.

**BusinessPlus** Purchase Requests (POUPPR)

Menu: Search, Records, Reselect, Field Help, About, Threaded Notes, Screen Links, **Attachments**, Pending Tasks, Reload Record, Revert Changes, Save Changes, Export to Excel, Tools

PR Number\*: R2201224 PO Number: PO Number: Status\*: PR Security Code:

Approval Code: Requested By: Katrina Brunette Date Requested: 10/20/2021

PO Total: 0.00 PR Total:

Vendor ID: 00002759 Vendor Name: KONA ICE OF NORTHEAST OAKLAND LLC

Vendor Addr Code: P1 56350 WINDING CREEK MACOMB, MI 48042

Remit To ID: 00002759 Remit To Addr Code: P1 56350 WINDING CREEK MACOMB, MI 48042

Phone Cd:

Details: Change #: Vend Account: Bid Number: Contract Number:

### Click Add New Attachment

**Attachments**

Purchase Doc... Add New Attachment Search (ex: pdf)

PR Number\*: R2201224 Approval Code: PO Total:

Enter a description in the **Description** field. Suggested description formatting is shown below:

**Internal** - Start the description with an **"I-RXXXXXXX"** followed by a detailed description (i.e. I-R1600062 - Quote)

**External** – **"E-RXXXXXXX"** followed by a detailed description (i.e. E-R1600062 – April Bid)

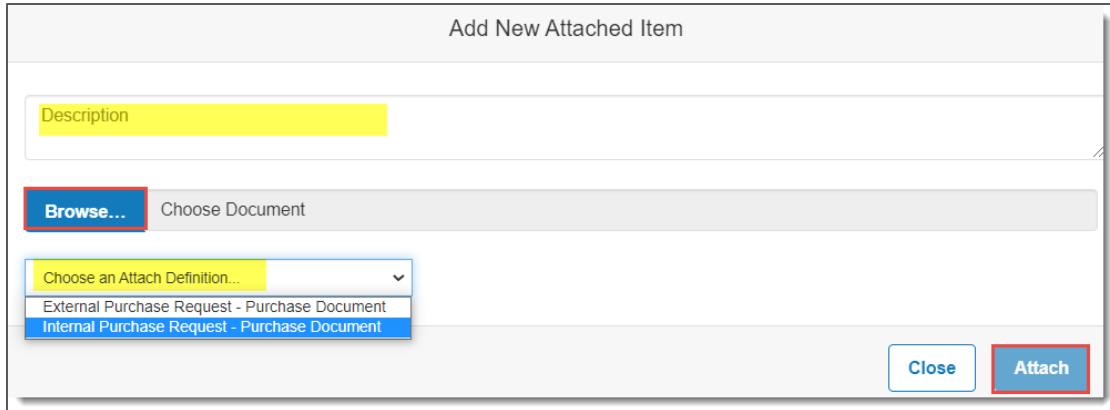
Click **Browse** to select the attachment.

Select the **Attachment ID** from the drop down: **External Purchase Request** or **Internal Purchase Request**.

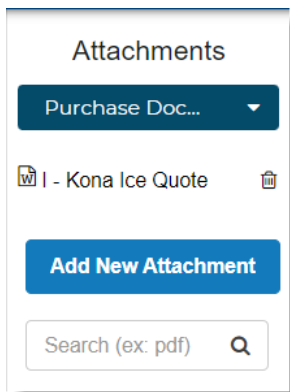


**External**– Attachments *will be included* on the PO email along with the PO and will be sent to the PR Creator, purchasing department and the vendor (if set up to receive PO emails). An example of an external attachment is a vendor specific quote.

**Internal**– Attachments *will NOT be included* on the PO email that will be sent to the PR Creator, purchasing department and the vendor (if set up to receive PO emails). An example of an internal attachment is a bid summary.



Click **Attach**



### Deleting Attachments

Attachments can only be deleted by the Purchasing department. If an attachment must be deleted or replaced, contact your Purchasing department.

## Purchase Request Options (before PR becomes a PO)

### Deleting a Purchase Request (not PO)

In the event a PR should be deleted after it has been saved, it can be deleted two different ways.

#### 1. Delete the PR from the POUPPR screen

- a. Search for the PR to be deleted. **NOTE:** The record must be in **PR** Status.
- b. Click the garbage can to delete the record.

- c. A box will appear asking to confirm deleting the record. Click **Yes** to delete or No to cancel.

- d. A Record Deleted message will briefly display in the top right corner of the screen.



2. **The purchasing department can use the purchase order close utility.** Instructions are located in the Purchasing Admin Processes Guide.

## Deleting Purchase Request (not PO) Line Items

Line items may be deleted so long as the record is in **PR Status**.

1. In the POUPPR screen, search for the PR to be deleted. **NOTE:** The record must be in **PR Status**.

**BusinessPlus** Purchase Requests (POUPPR)

PR Number:\* R2200379 PO Number: Status:\* PR

Approval Code: Requested By: Debra Haney Date Requested: 12/14/2021

PO Total: 0.00 PR Total:

2. Click to highlight the line item to be deleted.
3. Click the garbage can located above the items to delete the record.

Item Number	Quantity	Units	Unit Price
0001	4.00	EA	25.49000
0002	2.00	EA	99.95000

4. A box will appear asking to confirm deleting the record. Click **Yes** to delete or No to cancel.

Confirm Delete?

Are you sure you want to delete the current record?

No Yes

5. A Record Deleted message will briefly display in the top right corner of the screen.



**NOTE: It is recommended NOT to delete line items once the PR has become a PO.**

**See the Purchase Order Changes document for details on how to delete a line item on a Purchase Order.**

## Purchase Request / PO Modification Approvals

There are three methods that may be used to approve a purchase request or a purchase order modification. The approvals may be applied from the POUPPR entry screen, the Workflow Tasklist on the Schools/Depts Dashboard or via email (for budget approvers).

### 1. POUPPR Entry Screen approval

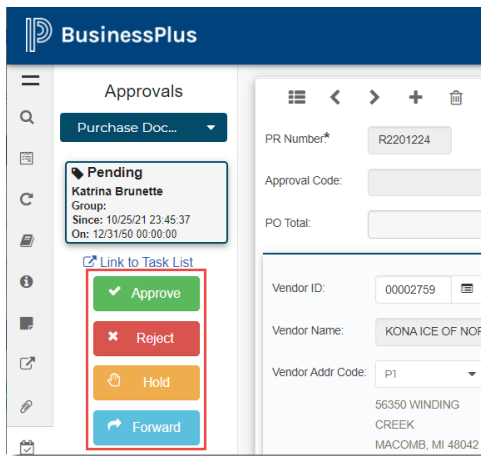
While in the purchase record in the POUPPR screen, click on the **Pending Tasks** link on the side menu.

The screenshot shows the BusinessPlus interface for Purchase Requests (POUPPR). On the left-hand side, there is a 'Menu' with various options. The 'Pending Tasks' option is highlighted with a red rectangular box. The main area of the screen displays details for a purchase request with PR Number R2201224, requested by Katrina Brunette on 10/20/2021. Vendor information for KONA ICE OF NORTHEAST OAKLAND LLC is visible, including address and contact details.

Click the drop down and select **Purchase Document**.

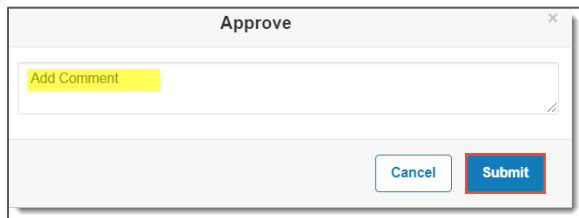
This screenshot shows the 'Approvals' section of the BusinessPlus interface. A dropdown menu is open, and the 'Purchase Document' option is highlighted in green. The main screen displays the same purchase request details as the previous screenshot, but now includes a 'Security Code' field with the value 075 and a 'PR Total' of 1,000.00.

The screen approval options (**Approve, Reject, Hold, Forward**) will display on the screen. Click the appropriate action.

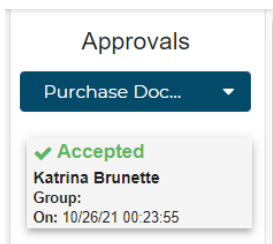


A box will display providing an option to add an optional comment. This is useful to provide purchase details to other approvers or to explain why a purchase request has been rejected.

Click **Submit**.

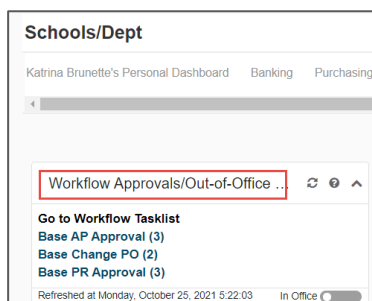


Approval history, including pending approvals, can be viewed on the screen.



## 2. Workflow Task list

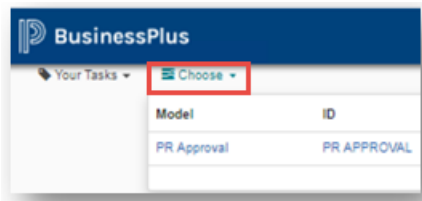
Click the **Go To Workflow Tasklist** link located in the **Workflow Approvals** section on the **Schools/Dept** Dashboard. You can also click on specific workflow models that are pending approval. Purchase requests will typically be listed under PR\_APRV\_DistrictName or PO\_Change for PO modifications.



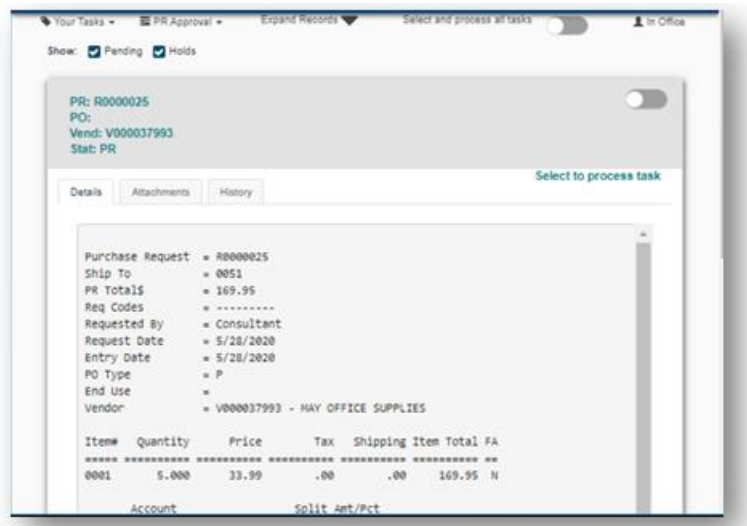
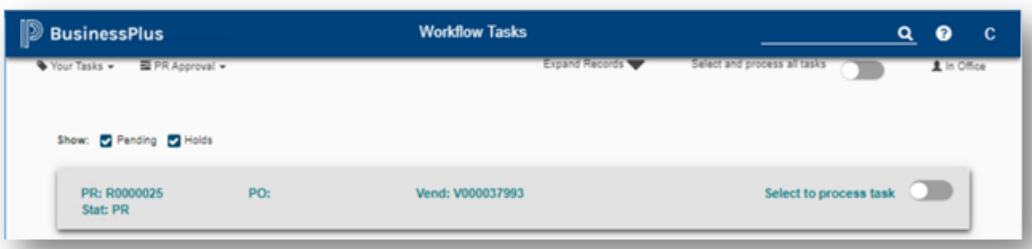
Once on the Workflow Tasklist, the user can see a list of tasks awaiting their approval by **User** or **Group**. The default is by User – Your Tasks.



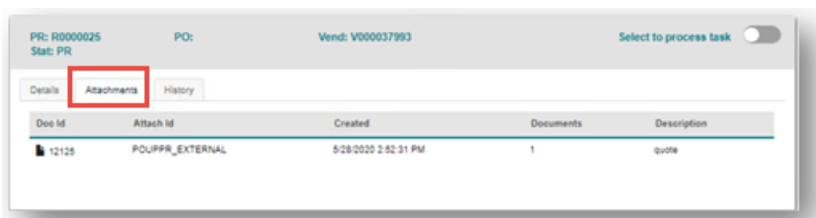
Select the **Choose** icon to display the dropdown and select PR Approval from the list. If the user is responsible for other types of approvals, they can access those lists from this page.

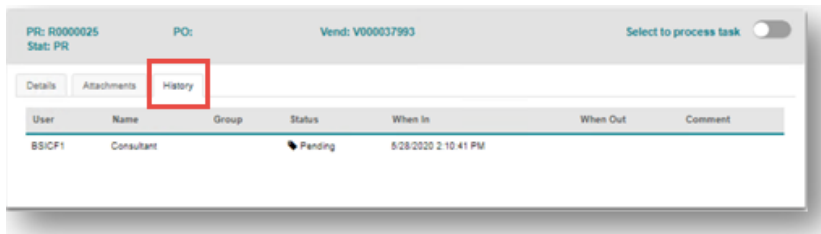


Click on the **PR number** on the list to view Details about the request.



There are also tabs to access Attachments and view approval History.



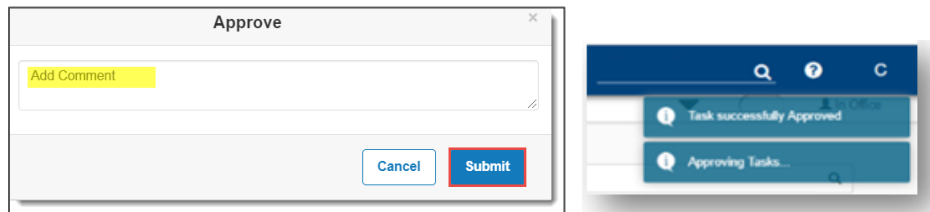


The user may then select the record(s) to Approve, Reject, Hold or Forward.



**Comments** may be added when approving or rejecting a requisition.

Click **Submit**.



Once the workflow action has been submitted, a **Task successfully Approved** message displays.

### 3. Email Approvals

Emails can be sent to approvers who can reply with a Y (yes) to approve or N (no) to reject the purchase request. Email approvals also supports the entry of comments, if desired; specific instructions for how to include a comment is included in the email notification.

#### Workflow Considerations

##### *Rejected PR's*

When a PR is rejected, an email is sent to the creator of the PR. It is necessary for the creator to make the appropriate changes to the PR in the POUPPR screen and re-submit through the workflow process.

##### *Things to Avoid*

- **Changes made to PR while routing for approval:** Only approvers for a specific PR can make a change to it while it is routing for approval. If a change is made (for example, by the final Purchasing approver) while the PR is routing for approvals, the PR will go back to the Creator for approval. It should be noted that an email will not be sent. It is best to avoid making changes to a PR while it is routing for approvals.
- **PO's with \$0 amount or line with 0 quantity:** The PR Workflow checks to insure the PO total is greater than \$0 AND that there are no line items with a quantity of 0. If either of these occur, an email will be sent to the Creator indicating a change is required and the PO will not move forward in workflow.

## Copying a Purchase Request/Order

BusinessPLUS allows for Purchase Requests to be copied. This can be useful to create purchase orders that are issued every year or if ordering the same supplies for multiple schools.

**NOTE: It is not recommended to copy a PO if it has a Change Order Number as the field is protected and cannot be deleted. Also, be sure to clear out any Req Codes that were on the original PO.**

To copy a PR, search for the PR that will be copied.

Click the **Tools Tab** on the left of the screen and click **Copy PR**

The screenshot shows the BusinessPLUS interface for a Purchase Request. On the left, a sidebar menu has the 'Tools' option highlighted with a red box. The 'Tools' dropdown menu is open, and 'Copy PR' is highlighted with a red box. The main content area shows the details of a Purchase Request with the following information:

- PR Number\*: R2201219
- PO Number: P2200986
- Approval Code: APRV
- Requested By: Katrina Brunette
- Vendor ID: 00001133
- Vendor Name: INTEGRITY TEST & SAFETY ADMIN
- Vendor Addr Code: P1
- Address: 6015 19 MILE ROAD, STERLING HEIGHTS, MI 48314-0000
- Phone Cd: FX 5869910004
- Change #: 2
- Ship ATTN To: KATRINA TEST PO

A **Copy PR** dialog box will display.

From the **PR Seed** dropdown box, click the correct **PR Seed** and click **Copy**.

The screenshot shows the 'Copy PR' dialog box with the following fields:

- From PR: R2201219
- To PR: FROM SEED
- PR Seed: PR.2022 (highlighted with a yellow background and a red box around the dropdown arrow)
- New Date: 10/26/2021

At the bottom right, there are two buttons: 'Close' and 'Copy'. The 'Copy' button is highlighted with a red box.

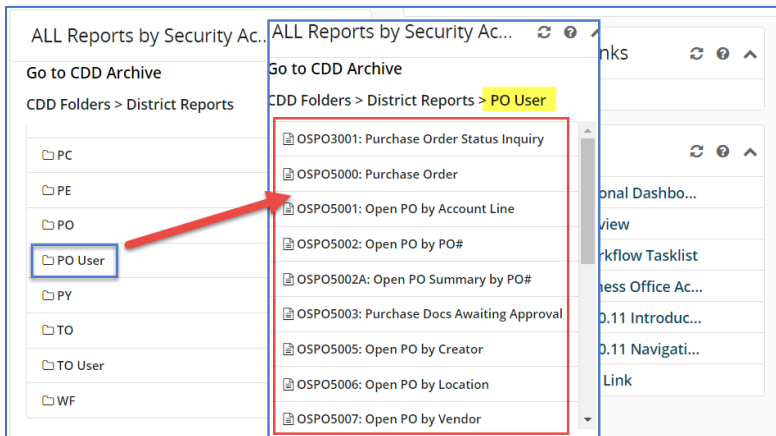
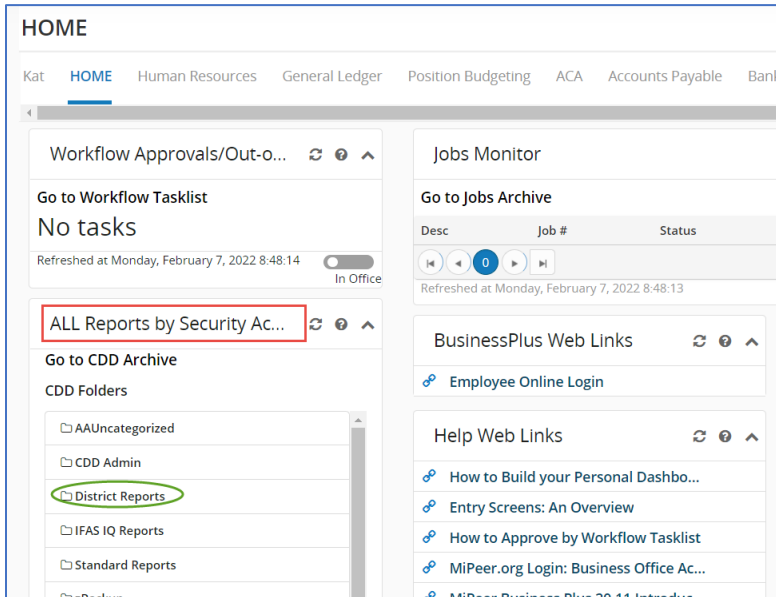
A message will display at the top right indicating the PR has been copied and the new PR is open and ready for any necessary changes to be made.



## Reports

This section highlights the recommended 'go to' reports for users.

Commonly used reports have been placed on the Schools/Depts dashboard, however, users can access additional reports from the **HOME dashboard**. In the **ALL Reports by Security Access section**, click on **District Reports**. Click on **PO User** to view other purchasing reports.



Some reports have the option to **Export to Excel**. To export the report, click the yellow highlighted paperclip and then click Excel Output. The report will download; you may have to click the downloaded file at the bottom of the page to open it.



## OSPO3001: Purchase Order Status Inquiry

The OSPO3001 report can be used as a detailed status of a Purchase Order and is broken into seven sections:

### 1. Master Information

PURCHASE ORDER STATUS INQUIRY				Report Date: 11/23/2015
MASTER INFORMATION				Partially Paid
PR Number	PO Number	Vendor ID	Vendor Name	
R1600414	P1600329	00002878	TEAMCAST LLC	
Address: P1 12066 STARCREST DR STE 100 SAN ANTONIO, TX 78247			PO Total Amount: 2,345.30	
Confirm:	Requested by: Elizabeth Cross		Blanket Number:	Req. Dt: 08/05/2015
Account:	Approved by: Jacob Stolicker		Blanket Amount:	Apr Dt: 08/06/2015
Bid:	Printed by: BSI		Blanket Remaining:	Print Dt: 08/06/2015
Contract:	PO Type: P		Req. Codes	Entry Dt: 08/05/2015
Ship To: 052	EN Flag: Y		<input type="checkbox"/> OT <input type="checkbox"/> AT <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Expr Dt:
Bill To: 075	Sec Cd: 075		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Buyer:
End Use: Adam Bican				

### 2. Items

ITEMS									
Item	Unit Price	Account	Tax1	Discount	Extended	Catalog	F/A	Print	
Qty Ordered	UN		Tax2	Charges	Work Order	Ship To	Whse	Chg	
Adult Squandra 13 L/S Jersey Style X57977 Navy Sizes 12 AM, 15 AL, 2 AXL- Good									
0001	\$24.85	GL 610-000-0000-0000-052-0315-24310773	\$0.00	\$0.00	\$720.65				N
29			\$0.00	\$0.00					
Adult Squandra 13 Short Style W53407 Navy Sizes 12 AM, 15 AL, 2 AXL- AM B/o till 9/6									
0002	\$15.62	GL 610-000-0000-0000-052-0315-24310773	\$0.00	\$0.00	\$452.98				N
29			\$0.00	\$0.00					
Adult Squandra 13 Jersey Style Z20623 White Sizes 12 AM, 15 AL, 2 AXL -Good									
0003	\$21.30	GL 210-293-0000-0000-052-0468-55998000	\$0.00	\$0.00	\$617.70				N
29			\$0.00	\$0.00					
Adult Squandra 13 Short Style Z21564 White 12 AM, 15 AL, 2 AXL-Good									
0004	\$15.62	GL 210-293-0000-0000-052-0468-55998000	\$0.00	\$0.00	\$452.98				N
29			\$0.00	\$0.00					
Ground Shipping									
0005	\$100.99	GL 210-293-0000-0000-052-0468-55998000	\$0.00	\$0.00	\$100.99				N
1			\$0.00	\$0.00					
					\$2,345.30				

### 3. Encumbrances

ENCUMBRANCES									
Item #	PR Number	Batch ID	Account	Post Date	EN Amount	PD Amount	Balance	Tp	
Adult Squandra 13 L/S Jersey									
0001	R1600414	PO	GL 610-000-0000-0000-052-0315-24310773	08/06/15	\$720.65	\$0.00	\$720.65		EN
0001	R1600414	OH000981	GL 610-000-0000-0000-052-0315-24310773	08/19/15	\$0.00	\$773.46	(\$52.81)		PP
Adult Squandra 13 Short									
0002	R1600414	PO	GL 610-000-0000-0000-052-0315-24310773	08/06/15	\$452.98	\$0.00	\$452.98		EN
0002	R1600414	OH000981	GL 610-000-0000-0000-052-0315-24310773	08/19/15	\$0.00	\$452.98	\$0.00		PP
Adult Squandra 13 Jersey									
0003	R1600414	PO	GL 210-293-0000-0000-052-0468-55998000	08/06/15	\$617.70	\$0.00	\$617.70		EN
0003	R1600414	OH000982	GL 210-293-0000-0000-052-0468-55998000	08/19/15	\$0.00	\$665.88	(\$48.18)		PP
Adult Squandra 13 Short									
0004	R1600414	PO	GL 210-293-0000-0000-052-0468-55998000	08/06/15	\$452.98	\$0.00	\$452.98		EN
0004	R1600414	OH000982	GL 210-293-0000-0000-052-0468-55998000	08/19/15	\$0.00	\$452.98	\$0.00		PP
Ground Shipping									
0005	R1600414	PO	GL 210-293-0000-0000-052-0468-55998000	08/06/15	\$100.99	\$0.00	\$100.99		EN
<b>PO Balance:</b>					\$2,345.30	\$2,345.30	\$0.00		

4. Receiving Detail

RECEIVING DETAIL								
Item #	Date Received	Quantity Received	Quantity Paid	Quantity Damaged	User	Entry Date	Warehouse	Fixed Asset ID
0001	08/19/2015	29.00	0.00	0.00	JSTOLICKER	08/19/2015		
		<u>29.00</u>	<u>0.00</u>	<u>0.00</u>				
0002	08/19/2015	29.00	0.00	0.00	JSTOLICKER	08/19/2015		
		<u>29.00</u>	<u>0.00</u>	<u>0.00</u>				
0003	08/19/2015	29.00	0.00	0.00	JSTOLICKER	08/19/2015		
		<u>29.00</u>	<u>0.00</u>	<u>0.00</u>				
0004	08/19/2015	29.00	0.00	0.00	JSTOLICKER	08/19/2015		
		<u>29.00</u>	<u>0.00</u>	<u>0.00</u>				
0005	08/19/2015	1.00	0.00	0.00	JSTOLICKER	08/19/2015		
		<u>1.00</u>	<u>0.00</u>	<u>0.00</u>				

5. Open Hold Activity

OPEN HOLD ACTIVITY									
Item #	Sts	Vend.ID	Set ID	Account	Check #	Check Date	Invoice #	Invoice Date	Amount
0001	PD	00002878	OH000981	610-000-0000-0000-052-0315-2431C	00300523	08/21/2015 40597	08/05/2015	08/05/2015	773.46
0002	PD	00002878	OH000981	610-000-0000-0000-052-0315-2431C	00300523	08/21/2015 40597	08/05/2015	08/05/2015	452.98
0003	PD	00002878	OH000982	210-293-0000-0000-052-0468-5599E	00300523	08/21/2015 39304	07/01/2015	07/01/2015	665.88
0004	PD	00002878	OH000982	210-293-0000-0000-052-0468-5599E	00300523	08/21/2015 39304	07/01/2015	07/01/2015	452.98
<b>TOTAL AMOUNT CHECK AP 00300523:</b>									<u>\$2,345.30</u>
<b>TOTAL PAYMENTS FOR PO P1600329:</b>									<u>\$2,345.30</u>

6. Workflow Activity

WORKFLOW ACTIVITY					
WF Role	Approver	Approved?	Assigned	Responded	Delegatee
	ECROSS	Obsolete	2015/08/05 16:06:1	2015/08/05 16:19:20	
	ECROSS	Obsolete	2015/08/05 16:19:2	2015/08/05 16:22:24	
	ECROSS	Obsolete	2015/08/05 16:22:2	2015/08/05 16:29:29	
	ECROSS	Obsolete	2015/08/05 16:29:2	2015/08/05 16:30:47	
	ECROSS	Obsolete	2015/08/05 16:30:4	2015/08/05 16:32:49	
	ECROSS	Obsolete	2015/08/05 16:32:4	2015/08/05 16:39:55	
	ECROSS	Accepted	2015/08/05 16:39:5	2015/08/05 16:43:46	
PR_PURCH	PCALVIN	Obsolete	2015/08/05 16:43:5	2015/08/05 16:56:08	
	ECROSS	Accepted	2015/08/05 16:56:0	2015/08/06 8:35:14	
PR_PURCH	JSTOLICKER	Accepted	2015/08/06 8:35:1	2015/08/06 8:36:36	
PR_PURCH	PCALVIN	Obsolete	2015/08/06 8:35:1	2015/08/06 8:36:36	

7. PO Log Data (Changes)

PO LOG DATA				
PO	BSI	2015/08/06 0:00:00		P1600329

## OSAP3000: Payables by Vendor

This report can be run for a specific Vendor and date range and will show checks cut and invoices posted for payment. It is recommended to run the report by the Vendor number (PE ID).

NOTE: This report can *also* be run to *see outstanding invoices or credits* that have been posted, but not printed/paid. Enter **DS,WP** (no spaces) in the **Status prompt**. If run without a Vendor ID, it will display all distributed/posted (DS) and WP (waiting payment) records for ALL vendors, if any.

**Payables by Vendor**  
**Post Dates: 1/1/2022 - 2/7/2022**

Invoice Number	Invoice Date	Due Date	Post Date	Description	PR #	PO #	Bank ID	Check #	Check Date	Status	Dist. Amount	Inv. Total
<b>Vendor ID: 063680    Vendor Name: STAPLES BUSINESS ADVANTAGE</b>												
3497087302	01/06/2022	01/06/2022	01/28/2022	Pilot G2 Retractable Gel Pens,	R2201030	P2200873	EP	00001742	02/04/2022	PD	101.90	<b>101.90</b>
3497592856	01/15/2022	01/15/2022	01/19/2022	2022 AT-A-GLANCE 8.5" x 11" Mo	R2201060	P2200884	EP	00001683	01/20/2022	PD	53.22	
3497592858	01/15/2022	01/15/2022	01/24/2022	TRU RED File Folder, 1/3 Cut T	R2201112	P2200920	EP	00001719	01/27/2022	PD	18.50	<b>18.50</b>
3498758693	01/29/2022	01/29/2022	02/07/2022	Westcott Titanium Bonded 8" Ti	R2201104	P2200954	AP			DS	141.28	<b>141.28</b>
<b>Vendor Total: STAPLES BUSINESS ADVANTAGE</b>											<b>314.90</b>	
<b>Report Total:</b>											<b>314.90</b>	

The first 3 lines have check numbers; the last invoice has been posted, but not paid yet

## OSPO5010: Open PO by Responsibility Code

This report will show all open purchase orders by Responsibility Code. This report defaults to allow the user to export the data to Excel. If exporting to Excel is not desired, change the Y to N.

Enter a Responsibility Code to run the report. This report can be exported to Excel.

**BusinessPlus**
OSPO5010
?

Selection Criteria Default

as of Date: 02/07/2022

Responsibility Code: \*

Export to Excel? Y

Cancel
Submit

Open PO by Responsibility Code												
As of 2/7/2022												
Resp.	PO #	Date Entered	Vendor Name	Item#	Account #	Description	Status	Type	PO Amount	Liquidation	Encumbrance	
0100	P2200620	10/28/2021	ADVANCED LIGHTING AND	0001	110-232-0000-0000-000-0100-53190000	FIELD SERVICE CALL TRICASTER SOFTWAREUPDATE AND SERVICE	PP	B	\$360.00	\$360.00	\$0.00	
0100	P2200620	10/28/2021	ADVANCED LIGHTING AND	0002	110-232-0000-0000-000-0100-53190000	PARTS	PP	B	\$70.00	\$70.00	\$0.00	
0100	P2200620	10/28/2021	ADVANCED LIGHTING AND	0003	110-232-0000-0000-000-0100-53190000	QUOTE #16588	PP	B	\$0.00	\$0.00	\$0.00	
0100	P2200622	10/28/2021	ADVANCED LIGHTING AND	0001	110-232-0000-0000-000-0100-53190000	E1 H.264 HD SDI TO IP WIRED	PP	B	\$390.00	\$390.00	\$0.00	
0100	P2200622	10/28/2021	ADVANCED LIGHTING AND	0002	110-232-0000-0000-000-0100-53190000	SRT, RTSP, RTMP OR RTP TO SDI/HDMI/DVIDECODER INTERLACED FORMATS	PP	B	\$385.00	\$385.00	\$0.00	
0100	P2200622	10/28/2021	ADVANCED LIGHTING AND	0003	110-232-0000-0000-000-0100-53190000	INSTALLATION LABOR - REPLACE AND INSTALLNEW ENCODER AND DECODER FOR SIGNAL FROMCHURCHILL TO WOAK	PP	B	\$450.00	\$450.00	\$0.00	
0100	P2200922	01/12/2022	AMAZON.COM SERVICES LLC	0001	110-282-0000-0000-000-0100-55910000	72" Artist Easel Stand, Ohuhu ExtraThick Easels for Display, AluminumMetal Tripod Field Easel with Bag forTable-Top/Floor/Flip Charts, Black ArtEasels W/Adjustable Height from 25" to72	PO	P	\$94.47	\$0.00	\$94.47	
									<b>Resp. 0100 Total:</b>	<b>\$1,749.47</b>	<b>\$1,655.00</b>	<b>\$94.47</b>
<b>Total # of PO: 3</b>									<b>Grand Total: \$1,749.47 \$1,655.00 \$94.47</b>			

End of Report

## OSEN5001: Encumbrance Summary w Accounting Lines by PO Number

This report displays POs that have a balance greater than zero and shows the total encumbrances, payments and balance by PR Line Item.

BusinessPlus
OSEN5001: Encumbrance Summary w Accounting Line by PO Number

Default
?
Q

as of Date:

PO Number:

PE ID:

Key:

Object:

Fund:

Function:

Promgram:

Grant:

Location:

Responsibility:

Export to Excel? (Y, N)

Add Prompt
Cancel
Submit

Encumbrance Summary w Accounting Line by PO Number						
As of Date: 01/15/2022						
Item#	Description	EN Type	Account Number	Encumbrance	Payment	Balance
<b>PO Number: P2200001</b>		<b>PE ID</b>	005761	<b>PE Name DELTA NETWORK</b>		
0002	FORTIGATE-601E	EN	110-284-0000-0000-000-1800-54270000	13,570.00	0.00	13,570.00
0002	FORTIGATE-601E	PP	110-284-0000-0000-000-1800-54270000	0.00	13,570.00	(13,570.00)
0003	AC POWER SUPPLY FOR	EN	110-284-0000-0000-000-1800-54270000	760.00	0.00	760.00
0003	AC POWER SUPPLY FOR	PP	110-284-0000-0000-000-1800-54270000	0.00	760.00	(760.00)
0004	10GE SFP+ TRANSCEIVER	EN	110-284-0000-0000-000-1800-54270000	200.00	0.00	200.00
0004	10GE SFP+ TRANSCEIVER	PP	110-284-0000-0000-000-1800-54270000	0.00	200.00	(200.00)
0005	OM4 LASER-OPTIMIZED,	EN	110-284-0000-0000-000-1800-54270000	84.00	0.00	84.00
0005	OM4 LASER-OPTIMIZED,	PP	110-284-0000-0000-000-1800-54270000	0.00	84.00	(84.00)
0006	FREIGHT	EN	110-284-0000-0000-000-1800-54270000	50.00	0.00	50.00
0006	FREIGHT	PP	110-284-0000-0000-000-1800-54270000	0.00	50.00	(50.00)
0007	ENGINEERING SERVICES	EN	110-284-0000-0000-000-1800-54270000	4,200.00	0.00	4,200.00
0007	ENGINEERING SERVICES	PP	110-284-0000-0000-000-1800-54270000	0.00	4,200.00	(4,200.00)
<b>P2200001 Total</b>				18,864.00	18,864.00	0.00
<b>PO Number: P2200002</b>		<b>PE ID</b>	005761	<b>PE Name DELTA NETWORK</b>		
0002	1500VA/1500W LINE	EN	110-284-0000-0000-000-1800-54270000	36,288.00	0.00	36,288.00
0002	1500VA/1500W LINE	PP	110-284-0000-0000-000-1800-54270000	0.00	36,288.00	(36,288.00)
0003	INSTALLATION OF ABOVEEN	EN	110-284-0000-0000-000-1800-54270000	9,000.00	0.00	9,000.00
0005	2000VA/2000W LINE	EN	110-284-0000-0000-000-1800-54270000	3,739.20	0.00	3,739.20
0006	INSTALLATION OF ABOVEEN	EN	110-284-0000-0000-000-1800-54270000	800.00	0.00	800.00
0008	UPS FREIGHT COSTS IF	EN	110-284-0000-0000-000-1800-54270000	3,920.00	0.00	3,920.00
0008	UPS FREIGHT COSTS IF	PP	110-284-0000-0000-000-1800-54270000	0.00	3,920.00	(3,920.00)
<b>P2200002 Total</b>				53,747.20	40,208.00	13,539.20

## OSGL6004: Budget to Actual by Fund-Responsibility

This report displays account budget, encumbrances, actual expenses and the balance. Additional details can be accessed by drilling down in the report (look for a drill as the cursor moves across the report).

BusinessPlus OSGL6004: Budget to Actual by Fund-Responsibility

Current Date or a Prior Month End Date:

Ledger Code:

Budget Version:

Budget Control:

Fund:

Function:

Program:

Grant:

Location:

Responsibility:  Enter Responsibility Code and 55\* to limit to Supply Expense accounts

Key:

Object:

Including Line With All Zero's? (Y, N)

Download to Excel?

**Submit**

**Budget to Actual by Fund-Responsibility**  
As of 2/7/2022

Org Key / Object	Key Description	Object Description	WB Budget	Encumbrance	Actual	Balance	% of Utilization
<b>Type: 5 EXPENDITURE</b>							
<b>Fund: 110 GENERAL FUND</b>							
<b>Resp. Code: 1600</b>							
110-111-0000-0000-160-1600-55110000	UPTON 16	TEACHING SUPPLIES	3,973.00	701.74	3,994.56	-723.30	118.20%
110-111-0000-0000-160-1600-55211000	UPTON 16	SUPPLEMENTAL TEXTBOOKS	401.00	350.00	90.75	-39.75	109.91%
110-222-0000-0000-160-1600-55310000	UPTON LIBRARY 16	EDUCATIONAL MEDIA	1,043.00	0.00	0.00	1,043.00	0.00%
110-222-0000-0000-160-1600-55410000	UPTON LIBRARY 16	PERIODICALS	80.00	0.00	0.00	80.00	0.00%
110-241-0000-0000-160-1600-55910000	UPTON PRIN 16	OFFICE SUPPLIES	780.00	131.43	648.05	0.52	99.93%
	<b>Resp. Code: 1600</b>	<b>UPTON PRINCIPAL</b>	<b>Total:</b>				
			<b>6,277.00</b>	<b>1,183.17</b>	<b>4,733.36</b>	<b>360.47</b>	<b>94.25%</b>
	<b>Fund: 110</b>	<b>GENERAL FUND</b>	<b>Total:</b>				
			<b>6,277.00</b>	<b>1,183.17</b>	<b>4,733.36</b>	<b>360.47</b>	<b>94.25%</b>
	<b>Type: 5</b>	<b>EXPENDITURE</b>	<b>Total:</b>				
			<b>6,277.00</b>	<b>1,183.17</b>	<b>4,733.36</b>	<b>360.47</b>	<b>94.25%</b>
<b>Grand Total:</b>			<b>-6,277.00</b>		<b>-4,733.36</b>		

End of Report