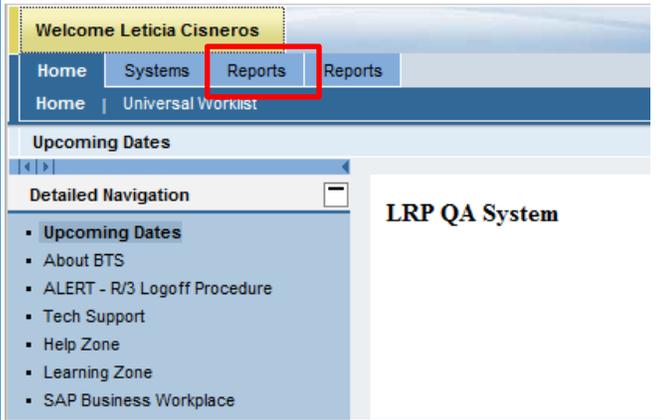


This job aid will guide you with steps on how to access and run the PO History report.

1. To view the PO's history, from the Home tab, click on the Reports tab.



Welcome Leticia Cisneros

Home Systems **Reports** Reports

Home | Universal Worklist

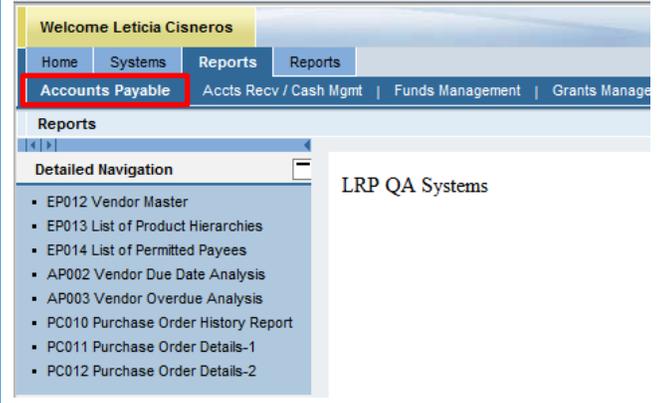
Upcoming Dates

Detailed Navigation

- Upcoming Dates
- About BTS
- ALERT - R/3 Logoff Procedure
- Tech Support
- Help Zone
- Learning Zone
- SAP Business Workplace

LRP QA System

2. From the sub-tabs, Click on Accounts Payable sub-tab.



Welcome Leticia Cisneros

Home Systems Reports Reports

**Accounts Payable** Accts Recv / Cash Mgmt | Funds Management | Grants Manage

Reports

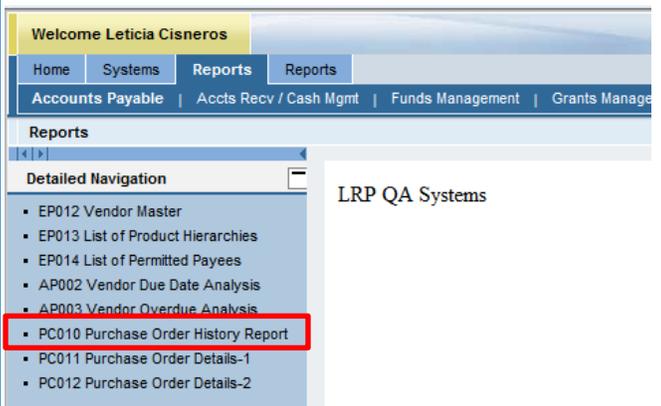
Detailed Navigation

- EP012 Vendor Master
- EP013 List of Product Hierarchies
- EP014 List of Permitted Payees
- AP002 Vendor Due Date Analysis
- AP003 Vendor Overdue Analysis
- PC010 Purchase Order History Report
- PC011 Purchase Order Details-1
- PC012 Purchase Order Details-2

LRP QA Systems

3. Access the PC010 Purchase Order History Report, from the Detailed Navigation, click on the report link.

The Purchase Order History Report will open in a new tab.



Welcome Leticia Cisneros

Home Systems Reports Reports

Accounts Payable | Accts Recv / Cash Mgmt | Funds Management | Grants Manage

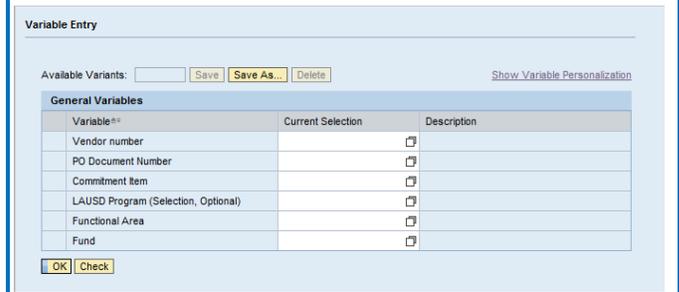
Reports

Detailed Navigation

- EP012 Vendor Master
- EP013 List of Product Hierarchies
- EP014 List of Permitted Payees
- AP002 Vendor Due Date Analysis
- AP003 Vendor Overdue Analysis
- PC010 Purchase Order History Report**
- PC011 Purchase Order Details-1
- PC012 Purchase Order Details-2

LRP QA Systems

4. The Purchase Order History Report will open in a new tab.



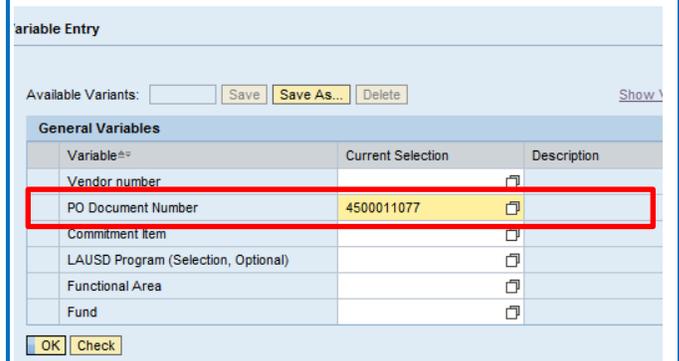
Variable Entry

Available Variants:  Save Save As... Delete Show Variable Personalization

Variable <sup>≠</sup>	Current Selection	Description
Vendor number		
PO Document Number		
Commitment Item		
LAUSD Program (Selection, Optional)		
Functional Area		
Fund		

OK Check

5. Enter the new PO number in the PO Document Number field.



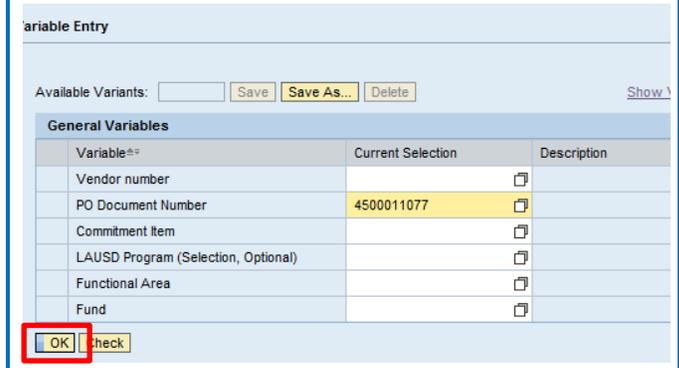
Variable Entry

Available Variants:  Save Save As... Delete Show

Variable <sup>≠</sup>	Current Selection	Description
Vendor number		
PO Document Number	4500011077	
Commitment Item		
LAUSD Program (Selection, Optional)		
Functional Area		
Fund		

OK Check

6. To view the history for the converted PO, click the OK button.



Variable Entry

Available Variants:  Save Save As... Delete Show

Variable <sup>≠</sup>	Current Selection	Description
Vendor number		
PO Document Number	4500011077	
Commitment Item		
LAUSD Program (Selection, Optional)		
Functional Area		
Fund		

**OK** Check

\*\*\*\*\*

## 7. The history for the PO will display.



Last Data Update: 06/19/2013 05:31:12

**PC010 Purchase Order History Report**

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New Analysis | Open | Save As... | Display As: Table | Info | Send | Print Version | Export to Microsoft Excel | Notes

Filter Settings

BW: Document Number <sup>23</sup>	BW: Document Item <sup>24</sup>	Document Date <sup>25</sup>	Vendor <sup>26</sup>	Status of GR <sup>27</sup>	PO Budgeted Amount <sup>28</sup>	PO Encumbered Amount <sup>29</sup>	Budget remaining in PO <sup>30</sup>	PO Ordered Amount <sup>31</sup>	Order quantity <sup>32</sup>	Retention in CC Cray <sup>33</sup>	
					\$	\$	\$		EA		
4500011077	1	05/09/2013	1000001410	AIRE FILTER PRODUCTS	\$ 0.00	9.60	9.60	9.60	\$ 0.00	4	\$ 0.00
	2	05/09/2013	1000001410	AIRE FILTER PRODUCTS	\$ 0.00	2.40	2.40	2.40	\$ 0.00	1	\$ 0.00
	3	05/09/2013	1000001410	AIRE FILTER PRODUCTS	\$ 0.00	28.80	28.80	28.80	\$ 0.00	12	\$ 0.00
	4	05/09/2013	1000001410	AIRE FILTER PRODUCTS	\$ 0.00	5.06	5.06	5.06	\$ 0.00	2	\$ 0.00
	5	05/09/2013	1000001410	AIRE FILTER PRODUCTS	\$ 0.00	15.18	15.18	15.18	\$ 0.00	6	\$ 0.00
	6	05/09/2013	1000001410	AIRE FILTER PRODUCTS	\$ 0.00	10.76	10.76	10.76	\$ 0.00	4	\$ 0.00
	7	05/09/2013	1000001410	AIRE FILTER PRODUCTS	\$ 0.00	12.44	12.44	12.44	\$ 0.00	4	\$ 0.00
	8	05/09/2013	1000001410	AIRE FILTER PRODUCTS	\$ 0.00	11.52	11.52	11.52	\$ 0.00	6	\$ 0.00
	9	05/09/2013	1000001410	AIRE FILTER PRODUCTS	\$ 0.00	8.80	8.80	8.80	\$ 0.00	4	\$ 0.00
	#	05/09/2013	1000001410	AIRE FILTER PRODUCTS	0.00	0.00	0.00	0	0.00	0	0.00

Analysis Area