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PC010 PURCHASE ORDER HISTORY REPORT JOB AID

This report displays purchase order transaction details.

Accessing the Report



1. Log on to Business Tools for Schools (BTS).

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- 2. Go to the **Reports** tab
- 3. Click on Procurement/Contracts sub-tab
- 4. Click on PC010 Purchase Order History Report

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- 5. Enter Fiscal Year
- 6. Enter Cost Center
- 7. Click Check
- 8. Click 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.

Ava	ailable Variants: 🗾 👻 Save 🕻	Save As Delete	Show Variable Personalizat
G	General Variables		
	Variable **	Current Selection	Description
•	Fiscal Year (Selection Required)	2024	2024
	PO Created On Date (Selection Opt.	0	
	PO Date (Selection Optional)	0	
	PO Number (Selection Optional)	0	
	Auto PO (Selection Optional)	0	
	Fund Center Board District (Selection Opt	đ	
	Fund Center Division (Selection Optional)	0	
	Fund Center Hierarchy (Multiple Sin	+1000POLICORPRP(Tex	1000POLICORPRP POPP (INACTIVE)
	Cost Center (Selection Optional)	0	
	Contract ID (Selection Optional)	٥	
_			
	Requester (Selection Optional)	٥	
	Invoice Processor ID (Selection Optional)	٥	
	Shopping Cart No. (Selection Optional)	0	
	STO Vendor (Selection Optional)	0	
	Storage Loc (Selection Optional)	Ø	
	Vendor No. (Selection Optional)	C C	
	WBS Element ction Optional)	0	

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PC010 PO H imer: This information is i formation is subject to co	listory the property of th nditions set forth	e Los Angeles in the LAUSD	Unified Scho Acceptable	ool District and is intended Use Policy (Bulletin 999), ti	solely for intern te LAUSD Info	tal use by authorized employees with a reason mation Protection Policy (Bulletin 1077), and re	able need to utilize it elevant Federal and :	in order to perform thos State privacy laws.	e duties assigned	by their su	pervisors.	Last Data Upda	tion is not to	be reproduce	d in any form	or viewed	by non-authorized	05/02/2 personnel n
umns	AS Dreplay As	Table	•	Into Send Print Versio	on Export to	Microsoft Excel Notes					PO Qty ^{≜∞}	Net Price [≜] *	PO Total≞≖ Amt	Effective Value	Price Condition≜≂ Amt	PO Ret ≞=	PO Open Encumbrance≜⊽	GR Amt ^{≜∉}
WS	PO Number -	PO Date -	PO Item -	Sen No. Acct Assign -	Vendor -		Shopping Cart # -	Delivery Complete -	Delivery Date -	UOM -		s	s	s	S	S	S	S
0 Number	4500837545	08/07/2023	1	1	1000020742	SCHOOL SPECIALTY, LLC.	1001584854	X	08/07/2023	each	25.00	21.28	582.54	582 54	0.00	0.00	0.00	582.54
) Date			2	1	1000020742	SCHOOL SPECIALTY, LLC.	1001584854	x	08/07/2023	each	1.00	10.64	10.64	10.64	0.00	0.00	0.00	10.64
) Item	4500840858	08/19/2023	1	1	1000003721	TEACHERS' CURRICULUM INSTITUTE	1001591678	x	08/19/2023	each	25.00	54.00	1.478.25	1.478.25	0.00	0.00	0.00	1.478.25
aq. No. Acct.Assign			2	1	1000003721	TEACHERS' CURRICULUM INSTITUTE	1001591678	X	08/19/2023	each	100.00	7.00	766.50	766.50	0.00	0.00	0.00	766.50
endor			3	1	1000003721	TEACHERS' CURRICULUM INSTITUTE	1001591678	х	08/19/2023	each	1.00	123.00	134.69	134.69	0.00	0.00	0.00	134.69
hopping Cart #	4500841970	08/24/2023	1	1	1000020712	THE CHILDREN'S HEALTH MARKET INC	1001593571	х	08/24/2023	each	28.00	63.52	1.947.52	1.947.52	0.00	0.00	0.00	1.947.52
elivery Complete			2	1	1000020712	THE CHILDREN'S HEALTH MARKET INC	1001593571	х	08/24/2023	each	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
envery Date			3	1	1000020712	THE CHILDREN'S HEALTH MARKET INC	1001593571	x	08/24/2023	each	1.00	213.43	213.43	213.43	0.00	0.00	0.00	213.43
e characteristics	4500843528	08/30/2023	1	1	1000025118	CLICK DRAG LEARN INC	1001583380	х	09/12/2023	each	1.00	8,200.00	8,200.00	8,200.00	0.00	0.00	0.00	8,200.00
ACCT ASSUM Cat	4500843601	08/30/2023	1	1	1000008282	COMPUTERWISEKIDS, INC.	1001583334	х	08/03/2023	each	0.50	24,500.00	12,250.00	12,250.00	0.00	0.00	0.00	12,250.00
sset No.				2	1000008282	COMPUTERWISEKIDS, INC.	1001583334	х	08/03/2023	each	0.50	24,500.00	12,250.00	12,250.00	0.00	0.00	0.00	12,250.00
Asset Sub No.	4500889339	03/13/2024	1	1	1000004373	AREY-JONES EDUCATIONAL SOLUTIONS	1001679573	#	03/06/2024	each	2.00	2,282.80	4,999.33	4,999.33	0.00	0.00	4,999.33	0.00
Auto PO			2	1	1000004373	AREY-JONES EDUCATIONAL SOLUTIONS	1001679573	#	03/06/2024	each	2.00	353.50	774.17	774.17	0.00	0.00	774.17	0.00
ench Contract No.	4500897282	04/15/2024	1	1	1000019134	GREAT MINDS PBC	1001696716	#	04/15/2024	each	108.00	29.10	3,441.37	3,441.37	0.00	0.00	3,441.37	0.00
Board District			2	1	1000019134	GREAT MINDS PBC	1001696716	#	04/15/2024	each	105.00	29.10	3,345.77	3,345.77	0.00	0.00	3,345.77	0.00
CO/PS Funded Program			3	1	1000019134	GREAT MINDS PBC	1001696716	#	04/15/2024	each	108.00	29.10	3,441.37	3,441.37	0.00	0.00	3,441.37	0.00
Commt Item			4	1	1000019134	GREAT MINDS PBC	1001696716	#	04/15/2024	each	110.00	29.10	3,505.10	3,505.10	0.00	0.00	3,505.10	0.00
Contract ID			5	1	1000019134	GREAT MINDS PBC	1001696716	#	04/15/2024	each	110.00	29.10	3,505.10	3,505.10	0.00	0.00	3,505.10	0.00
Contract Item			6	1	1000019134	GREAT MINDS PBC	1001696716	#	04/15/2024	each	125.00	29.10	3,983.06	3,983.06	0.00	0.00	3,983.06	0.00
Cost Center			7	1	1000019134	GREAT MINDS PBC	1001696716	#	04/15/2024	each	25.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Deletion ind.			8	1	1000019134	GREAT MINDS PBC	1001696716	#	04/15/2024	each	1.00	775.22	775.22	775.22	0.00	0.00	775.22	0.00
Delivery Address Mame	4500901532	04/28/2024	1	1	1000005953	IMAGE IV SYSTEMS, INC.	1001693507	#	04/09/2024	each	1.00	600.00	657.00	657.00	0.00	0.00	657.00	0.00
Delivery Address 140			2	1	1000005953	IMAGE IV SYSTEMS, INC.	1001693507	#	04/09/2024	each	1.00	50.00	54.75	54.75	0.00	0.00	54.75	0.00
Delivery City	4500902828	05/02/2024	1	1	1000003592	PICTURE PERFECT GRAPHICS, INC.	1001675097	#	05/07/2024	each	80.00	12.00	1,051.20	1,051.20	0.00	0.00	1,051.20	0.00
			2	1	1000003592	PICTURE PERFECT GRAPHICS, INC.	1001675097	#	05/07/2024	each	80.00	22.00	1 927 20	1 927 20	0.00	0.00	1 927 20	0.00

The report is displayed in its default format sorted by PO Number.

Note: 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*.

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Adding Results (Totals)

													PO Qty ^{≜⊽}	Net Price ^{≜∓}	PO Total≜≂ Amt	Effective Value	Price Condition ## Amt	PO Ret≜≋ Amt	PO Open Encumbrance≜≑ Amt	GR Amt ^{≜≆}
9	PO	Back	00.0 (🚊 Seq. No. A	cct.Assign 🛓	Vendor 🚊		Shopping Cart # 🛓	Delivery Complete 🚊	Delivery Date 🚊	UOM 🛓		S	S	S	S	S	\$	S
	450	Filter			1		1000020742	SCHOOL SPECIALTY, LLC.	1001584854	х	08/07/2023	each	25.00	21.28	582.54	582.54	0.00	0.00	0.00	582.54
		Change D	Drilldown	•	1		1000020742	SCHOOL SPECIALTY, LLC.	1001584854	х	08/07/2023	each	1.00	10.64	10.64	10.64	0.00	0.00	0.00	10.64
	450	Distribute	and Export	Nd Export 1 Web Application 1		1000003721	TEACHERS' CURRICULUM INSTITUTE	1001591678	х	08/19/2023	each	25.00	54.00	1,478.25	1,478.25	0.00	0.00	0.00	1,478.25	
		Save View	w			1000003721	TEACHERS' CURRICULUM INSTITUTE	1001591678	х	08/19/2023	each	100.00	7.00	766.50	766.50	0.00	0.00	0.00	788.50	
		Personali	ize Web Applica			1000003721	TEACHERS' CURRICULUM INSTITUTE	1001591678	х	08/19/2023	each	1.00	123.00	134.69	134.69	0.00	0.00	0.00	134.69	
10		Properties	5	•	Characteristic	11	1000020712	THE CHILDREN'S HEALTH MARKET INC	1001593571	х	08/24/2023	each	28.00	63.52	1,947.52	1,947.52	0.00	0.00	0.00	1,947.52
		Calculatio	- ons and Transla	tions 🕨	Data Cell		1000020712	THE CHILDREN'S HEALTH MARKET INC	1001593571	х	08/24/2023	each	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Documen	nts	•	All Data Cells		1000020712	THE CHILDREN'S HEALTH MARKET INC	1001593571	х	08/24/2023	each	1.00	213.43	213.43	213.43	0.00	0.00	0.00	213.43
	450	Sort PO N	Number	•	Axis		1000025118	CLICK DRAG LEARN INC	1001583380	х	09/12/2023	each	1.00	8,200.00	8,200.00	8,200.00	0.00	0.00	0.00	8,200.00
	450	0843601	08/30/2023	1	1		1000008262	COMPUTERWISEKIDS, INC.	1001583334	х	08/03/2023	each	0.50	24,500.00	12,250.00	12,250.00	0.00	0.00	0.00	12,250.00
					2		1000008262	COMPUTERWISEKIDS, INC.	1001583334	х	08/03/2023	each	0.50	24,500.00	12,250.00	12,250.00	0.00	0.00	0.00	12,250.00
	450	0889339	03/13/2024	1	1		1000004373	AREY-JONES EDUCATIONAL SOLUTIONS	1001679573	#	03/06/2024	each	2.00	2,282.80	4,999.33	4,999.33	0.00	0.00	4,999.33	0.00
				2	1		1000004373	AREY-JONES EDUCATIONAL SOLUTIONS	1001679573	#	03/06/2024	each	2.00	353.50	774.17	774.17	0.00	0.00	774.17	0.00

- 9. Right click on the PO Number column header
- 10. Scroll to Properties
- **1.** Scroll to *Characteristic* and right click

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				D				1000					Amt		Amt	Amt	
PO Number 🛓	PO Date A	PO Item $_{\hat{\mathbb{A}}}$	Seq. No. Acc	Properties of Charac	enstic PU N	umber (Result Set Context)		ery Complete a	Delivery Date 🛓	UOM.		S	S	S	S		S
4500837545	08/07/2023	1	1	Count	Cadian	Advantad			08/07/2023	each	25.00	21.28	582.54	582.54	0.00	0.0	0
		2	1	General	Sorting	Advanced			08/07/2023	each	1.00	10.64	10.64	10.64	0.00	0.0	10
4500840858	08/19/2023	1	1	Display:		Key 👻			08/19/2023	each	25.00	54.00	1,478.25	1,478.25	0.00	0.0	0
		2	1	12 Display R	esults:	Always	- 13		08/19/2023	each	100.00	7.00	788.50	768.50	0.00	0.0	0
		3	1	Access M	ode for Resu	It Set: Always			08/19/2023	each	1.00	123.00	134.69	134,69	0.00	0.0	0
500841970	08/24/2023	1	1			Never	_		08/24/2023	each	28.00	63.52	1,947.52	1,947.52	0.00	0.0	0
		2	1			with More Than One valu			08/24/2023	each	1.00	0.00	0.00	0.00	0.00	0.0	0
		3	4						08/24/2023	each	1.00	213.43	213,43	213.43	0.00	0.0	0
500843526	08/30/2023	1	1						09/12/2023	each	1.00	8,200.00	8,200.00	8,200.00	0.00	0.0	10
4500843601	08/30/2023	1	1						08/03/2023	each	0.50	24,500.00	12,250.00	12,250.00	0.00	0.0	10
			2						08/03/2023	each	0.50	24,500.00	12,250.00	12,250.00	0.00	0.0	0
4500889339	03/13/2024	1	1						03/06/2024	each	2.00	2,282.80	4,999.33	4,999.33	0.00	0.0	0
		2	1						03/06/2024	each	2.00	353.50	774.17	774.17	0.00	0.0	10
500897282	04/15/2024	1	1						04/15/2024	each	108.00	29.10	3,441.37	3,441.37	0.00	0.0	0
		2	1				5 OK Car	icel	04/15/2024	each	105.00	29.10	3,345.77	3,345.77	0.00	0.0	0
		3	1	100001913	4 GREAT	MINDS PBC	01896716	#	04/15/2024	each	108.00	29.10	3,441.37	3,441.37	0.00	0.0	0
		4	4	100001913	4 GREAT	MINDS PBC	1001696716	#	04/15/2024	each	110.00	29.10	3,505.10	3,505.10	0.00	0.0	0
		5	1	100001913	4 GREAT	MINDS PBC	1001696716	#	04/15/2024	each	110.00	29.10	3,505.10	3,505.10	0.00	0.0	0
		6	1	100001913	4 GREAT	MINDS PBC	1001696716	#	04/15/2024	each	125.00	29,10	3,983.06	3,983.06	0.00	0.0	10
		7	1	100001913	4 GREAT	MINDS PBC	1001696716	#	04/15/2024	each	25.00	0.00	0.00	0.00	0.00	0.0	10
		8	1	100001913	4 GREAT	MINDS PBC	1001896716	#	04/15/2024	each	1.00	775.22	775.22	775.22	0.00	0.0	10
500901532	04/28/2024	1	1	100000595	3 IMAGE	V SYSTEMS, INC.	1001693507	#	04/09/2024	each	1.00	600.00	657.00	657.00	0.00	0.0	0
		2	1	100000595	3 IMAGE	V SYSTEMS, INC.	1001693507	#	04/09/2024	each	1.00	50.00	54.75	54.75	0.00	0.0	10
500902828	05/02/2024	1	1	10000359	2 PICTUR	E PERFECT GRAPHICS, INC.	1001675097	#	05/07/2024	each	80.00	12.00	1,051.20	1,051.20	0.00	0.0	0
		2	1	10000350	2 PICTUR	E PERFECT GRAPHICS, INC.	1001675097	#	05/07/2024	each	80.00	22.00	1,927,20	1,927,20	0.00	0.0	00

12. Go to Display Results

- **13.** Click on the dropdown arrow to display selections
- 14. Select Always
- 15. Click OK

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										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 🚊	Ve	andor 🛓	Shopping Cart # 🛓	Delivery Complete 🚊	Delivery Date 🚊	UOM 🛓		S	S	S	S	S	S	\$
5500236092	10/10/2023	10	1	#	Not assigned	232307382	х	10/23/2023	Case	2.00	28.99	57.98	0.00	0.00	0.00	0.00	57.98
5500236272	10/17/2023	10	1	#	Not assigned	232308438	х	10/30/2023	Case	1.00	28.99	28.99	0.00	0.00	0.00	0.00	28.99
		20	1	#	Not assigned	232308438	х	10/30/2023	Pack	1.00	9.99	9.99	0.00	0.00	0.00	0.00	9.99
5500237030	10/31/2023	10	1	#	Not assigned	232312971	х	11/13/2023	Pack	1.00	9.99	9.99	0.00	0.00	0.00	0.00	9.99
		20	1	#	Not assigned	232312971	х	11/13/2023	Case	1.00	28.99	28.99	0.00	0.00	0.00	0.00	28.99
5500237886	11/14/2023	10	1	#	Not assigned	232315252	х	11/27/2023	Case	2.00	28.99	57.98	0.00	0.00	0.00	0.00	57.98
5500238260	11/21/2023	10	1	#	Not assigned	232316383	х	12/04/2023	Case	1.00	28.99	28.99	0.00	0.00	0.00	0.00	28.99
5500238588	11/28/2023	10	1	#	Not assigned	232319815	х	12/11/2023	Case	4.00	28.99	115.98	0.00	0.00	0.00	0.00	115.96
5500239028	12/28/2023	10	1	#	Not assigned	232321847	х	01/08/2024	Case	3.00	28.99	86.97	0.00	0.00	0.00	0.00	86.97
5500242489	01/09/2024	10	1	#	Not assigned	232325742	х	01/22/2024	Case	3.00	28.99	86.97	0.00	0.00	0.00	0.00	86.97
5500242805	01/16/2024	10	1	#	Not assigned	232327268	х	01/29/2024	Case	2.00	28.99	57.98	0.00	0.00	0.00	0.00	57.98
5500243359	01/23/2024	10	1	#	Not assigned	232330581	х	02/05/2024	Pack	1.00	4.99	4.99	0.00	0.00	0.00	0.00	4.99
		20	1	#	Not assigned	232330581	х	02/05/2024	Dozen	1.00	1.49	1.49	0.00	0.00	0.00	0.00	1.49
5500243844	01/30/2024	10	1	#	Not assigned	232331988	х	02/12/2024	Case	3.00	28.99	86.97	0.00	0.00	0.00	0.00	86.97
5500244664	02/13/2024	10	1	#	Not assigned	232337983	х	02/26/2024	Case	1.00	28.99	28.99	0.00	0.00	0.00	0.00	28.99
5500246319	02/27/2024	10	1	#	Not assigned	232342639	#	03/11/2024	Case	1.00	28.99	28.99	0.00	0.00	0.00	0.00	28.99
5500248559	03/05/2024	10	1	#	Not assigned	232344353	х	03/18/2024	Case	3.00	28.99	86.97	0.00	0.00	0.00	0.00	86.97
5500247952	03/26/2024	10	1	#	Not assigned	232348356	Х	04/08/2024	Case	3.00	28.99	86.97	0.00	0.00	0.00	0.00	86.97
5500248295	04/02/2024	10	1	#	Not assigned	232350548	х	04/15/2024	Case	2.00	28.99	57.98	0.00	0.00	0.00	0.00	57.98
		20	1	#	Not assigned	232350546	х	04/15/2024	each	1.00	1.89	1.89	0.00	0.00	0.00	0.00	1.89
5500249226	04/09/2024	10	1	#	Not assigned	232352213	х	04/22/2024	Case	2.00	28.99	57.98	0.00	0.00	0.00	0.00	57.98
5500249431	04/16/2024	10	1	#	Not assigned	232353523	х	04/29/2024	Case	1.00	28.99	28.99	0.00	0.00	0.00	0.00	28.99
		20	1	#	Not assigned	232353523	х	04/29/2024	each	1.00	1.89	1.89	0.00	0.00	0.00	0.00	1.89
5500250128	04/23/2024	10	1	#	Not assigned	232355823	Х	05/08/2024	Case	2.00	28.99	57.98	0.00	0.00	0.00	0.00	57.98
Overall Result										3,750.00	75,163,42	117.495.82	77,780,46	0.00	0.00	40,352.51	77.172.95
	age 32 of	32 💌 🗵	Σ.											nt	4 4 F	age 1 of 2 🚺	- FI FI

The results will be displayed at the end of the report.

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Printing the Report

PC010 PO H Disclaimer: This information is to This information is subject to co New Analysis Open Save	listory the property of the nditions set forth As Dreplay Ar [e Los Angeles in the LAUSD Table	Unified Scho Acceptable U	ol District and is Jse Policy (Bullets Info) Send Print Versio		ly for internal us AUSD Informati Export to Micro	e by authorized emp on Protection Policy I soft Excel Notes	loyees with a reasonabl Bulletin 1077), and rele	le need to utilize it vant Federal and \$	in order to State priva	perform the	se duties as	signed by thei	r supervisors.	Leet Date Update	on is not t	o be reproduced in	i any form or vi
 Columns Key Figures 											PO Qty ^{≜⊽}	Net Price ^{≜≆}	PO Total≜≑ Amt	Effective ≜⇒ Value	Price Condition≜≑ Amt	PO Ret≜≂ Amt	PO Open Encumbrance ## Amt	GR Amt ^{≜⊽}
▼ Rows	PO Number 🛓	PO Date 🛓	PO Item	Seq. No. Acct.Assign 🚊	Ve	endor 🚊	Shopping Cart # _	Delivery Complete 🚊	Delivery Date 🛓	UOM 🛓		S	S	\$	S	S	S	\$
 PO Number 	5500236092	10/10/2023	10	1	#	Not assigned	232307362	X	10/23/2023	Case	2.00	28.99	57.98	0.00	0.00	0.00	0.00	57.98
 PO Date 	5500238272	10/17/2023	10	1	#	Not assigned	232308438	x	10/30/2023	Case	1.00	28.00	28.00	0.00	0.00	0.00	0.00	28.00
 PO Item 			20	1	#	Not assigned	232308438	x	10/30/2023	Pack	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
 Seq. No. Acct.Assign 	5500227020	10/21/2022	10	1	#	Not assigned	202000400	×	11/12/2022	Paak	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
 Vendor 	5500257050	10/31/2023	20	1		Not assigned	202012071	^ V	11/13/2023	Case	1.00	8.88	8.88	0.00	0.00	0.00	0.00	9.99
Shopping Cart #			20	1		Not assigned	232312971	^	11/13/2023	Case	1.00	28.99	28.99	0.00	0.00	0.00	0.00	28.99
 Delivery Complete 	5500237886	11/14/2023	10	1	#	Not assigned	232315252	X	11/2//2023	Case	2.00	28.99	57.98	0.00	0.00	0.00	0.00	57.98
Delivery Date	5500238260	11/21/2023	10	1	#	Not assigned	232316383	х	12/04/2023	Case	1.00	28.99	28.99	0.00	0.00	0.00	0.00	28.99
• UOM	5500238588	11/28/2023	10	1	#	Not assigned	232319815	х	12/11/2023	Case	4.00	28.99	115.98	0.00	0.00	0.00	0.00	115.96
Free characteristics	5500239028	12/28/2023	10	1	#	Not assigned	232321847	х	01/08/2024	Case	3.00	28.99	86.97	0.00	0.00	0.00	0.00	86.97

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										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. Acc	Export Dialog							× S	S	S	S	S	S	
5500236092	10/10/2023	10	1	Section	Easter						28.99	57.98	0.00	0.00	0.00	0.00	57.9
5500236272	10/17/2023	10	1	 Fit to 	Page Width	Page					28.99	28.99	0.00	0.00	0.00	0.00	28.9
		20	1		Repeat colum	n headers Theme	Black and Whit				9.99	9.99	0.00	0.00	0.00	0.00	9.9
5500237030	10/31/2023	10	1	○ Fit to	Page	Size:	Letter 8.5 x 11	Inch T			9.99	9.99	0.00	0.00	0.00	0.00	9.9
		20	1	O Post	er	Alianm	ent: Landscape For	mat 💌			28.99	28.99	0.00	0.00	0.00	0.00	28.9
5500237886	11/14/2023	10	1	1	Repeat lead o	olumns					28.99	57.98	0.00	0.00	0.00	0.00	57.9
5500238260	11/21/2023	10	1	\checkmark	Repeat colum	n headers					28.99	28.99	0.00	0.00	0.00	0.00	28.9
5500238588	11/28/2023	10	1			Heade	r				28.99	115.96	0.00	0.00	0.00	0.00	115.9
5500239028	12/28/2023	10	1	Margins	in mm	Left:	None	*			28.99	86.97	0.00	0.00	0.00	0.00	86.9
5500242489	01/09/2024	10	1			Center	: None				28.99	86.97	0.00	0.00	0.00	0.00	86.9
5500242805	01/16/2024	10	1	Top:	6.35	Right:	None				28.99	57.98	0.00	0.00	0.00	0.00	57.9
5500243359	01/23/2024	10	1	Bottom:	6.35	7					4.99	4.99	0.00	0.00	0.00	0.00	4.9
		20	1	Left:	6.35	i .					1.49	1.49	0.00	0.00	0.00	0.00	1.4
5500243844	01/30/2024	10	1	Right:	6.35	- Footer	r				28.99	86.97	0.00	0.00	0.00	0.00	86.9
5500244884	02/13/2024	10	1			Left:	None	*			28.99	28.99	0.00	0.00	0.00	0.00	28.9
5500246319	02/27/2024	10	1			Center	Page 1 of ?	-			28.99	28.99	0.00	0.00	0.00	0.00	28.9
5500246559	03/05/2024	10	1			Right:	Date Time	-			28.99	86.97	0.00	0.00	0.00	0.00	86.9
5500247952	03/26/2024	10	1								28.99	86.97	0.00	0.00	0.00	0.00	86.9
5500248295	04/02/2024	10	1								28.99	57.98	0.00	0.00	0.00	0.00	57.9
		20	1							Cancel	1.89	1.89	0.00	0.00	0.00	0.00	1.8
5500249228	04/09/2024	10	1	**	Not assigned	202002210	~	04/22/2024	-	2.00	28.99	57.98	0.00	0.00	0.00	0.00	57.9
5500249431	04/16/2024	10	1	#	Not assigned	232353523	х	04/29/2024	Case	1.00	28.99	28.99	0.00	0.00	0.00	0.00	28.9
		20	1	#	Not assigned	232353523	Х	04/29/2024	each	1.00	1.89	1.89	0.00	0.00	0.00	0.00	1.8
5500250128	04/23/2024	10	1	#	Not assigned	232355823	Х	05/08/2024	Case	2.00	28.99	57.98	0.00	0.00	0.00	0.00	57.9
Overall Result										3,750.00	75,163.42	117,495.82	77,780.48	0.00	0.00	40,352.51	77,172.9

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Key Figures										Qty ^{±+}	Net Price ^{≜∞}	PO Total≜≠ Amt	Effective Value	Price Condition == Amt	PO P Ret≜≂ E Amt A	PO Open Encumbrance≜≕ Amt	GR Amt ^{ev}		ty (7) can						
Key Figures Rows	PO Number 🛓	PO Date 🛓	PO Item ±	Seq. No. Acct.Assign 🚊	Vendor 🛓	Shopping Cart # 🛓	Delivery Complete 🛓	Delivery Date 🛓	UOM	Qty ^{év}	Net Price [≜] ° S	PO Total±= Amt	Effective _{#*} Value	Price Condition ** Amt \$	PO F Ret == E Amt A	PO Open Encumbrance±= Amt \$	GR ≜≕ Amt [≞] \$		tx (3).sap Removed						
Key Figures Rows PO Number	PO Number <u>a</u> 5500236092	PO Date _ 10/10/2023	PO Item ±	Seq. No. Acct.Assign1	Vendor _ # Not assigned	Shopping Cart # 232307362	Delivery Complete X	Delivery Date 10/23/2023	UOM 🛓 Case	2.00	Net Price ^{®®} \$ 28.99	PO Total== Amt \$ 57.98	Effective #* Value \$ 0.00	Price Condition == Amt \$ 0.00	PO Ret == Amt \$ 0.00	PO Open Encumbrance=* Amt \$ 0.00	GR #* Amt ** \$ 57.98		tx (3).sap Removed						
Key Figures Rows PO Number PO Date PO Item	PO Number <u>a</u> 5500238092 5500238272	PO Date _ 10/10/2023 10/17/2023	PO Item 10 10	Seq. No. Acct Assign _{&} 1 1	Vendor # Not assigned # Not assigned	Shopping Cart # _ 232307362 232308436	Delivery CompleteX X	Delivery Date _ 10/23/2023 10/30/2023	UOM <u>i</u> Case Case	2.00 1.00	Net Price ^{®®} \$ 28.99 28.99	PO Total≜≂ Amt \$ 57.98 28.99	Effective he Value S 0.00 0.00	Price Condition == Amt \$ 0.00 0.00	PO Ret == Amt	PO Open Encumbrance≜⇒ Amt S 0.00 0.00	GR Amt [±] " \$ 57.98 28.99		tx (3).sap Removed						
Key Figures Rows PO Number PO Date PO Item Seq. No. Acct Assig	PO Number <u>a</u> 5500236092 5500236272	PO Date <u>a</u> 10/10/2023 10/17/2023	PO Item 10 10 20	Seq. No. Acct Assign " 1 1	Vendor # Not assigned # Not assigned # Not assigned	Shopping Cart # 232307382 232308438 232308438	Delivery Complete X X X	Delivery Date 10/23/2023 10/30/2023 10/30/2023	UOM Case Case Pack	2.00 1.00	Net Price ^{®®} 28.99 28.99 9.99	PO Total±+ Amt \$ 57.98 28.99 9.99	Effective #* Value 0.00 0.00 0.00	Price Condition ** Amt 0.00 0.00 0.00	PO Ret == Amt	PO Open Encumbrance #* Amt 0.00 0.00 0.00	GR Amt ^{#*} 57.98 28.99 9.99		t x (3),sap Removed t x (3),sap Removed						
Key Figures Rows PO Number PO Date PO Item Seq. No. Acct.Assig Vendor	PO Number <u>*</u> 5500238092 5500238272 10 5500237030	PO Date 10/10/2023 10/17/2023 10/31/2023	PO Item 10 10 20 10	Seq. No. Acct Assign _ 1 1 1 1	Vendor # Not assigned # Not assigned # Not assigned # Not assigned	Shopping Cart # 232307382 232308438 232308438 232312971 232312971	Delivery Complete .a X X X X X	Delivery Date 10/23/2023 10/30/2023 10/30/2023 11/13/2023	UOM Case Case Pack Pack	2.00 1.00 1.00	Net Price ** \$ 28.99 28.99 9.99 9.99	PO Total±* Amt \$ 57.98 28.99 9.99 9.99	Effective #* Value \$ 0.00 0.00 0.00 0.00	Price Condition ** Amt \$ 0.00 0.00 0.00 0.00	PO Ret == Amt = 0.00 0.00 0.00 0.00	PO Open Encumbrance ** Amt 0.00 0.00 0.00 0.00	GR #** Amt ** 57.98 28.99 9.99 9.99		tx (3).sap Removed tx (3).sap Removed						

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Query Description	PC010 PO History

										PO Qty	Net Price	PO Total Amt	Effective Value	Price Condition Amt	PO Ret Amt	PO Open Encumbrance Amt	GR Amt	GR Qty	IR Amt	IR Qty	Tax (Prorated)	PO Pay Term Discount
PO Number	PO Date	PO Item 🕏	Seq. No. Acct.Assign 🗢	Vendor 🕏		Shopping Cart # 🕏	Delivery Complete 🕏	Delivery Date 🕏	иом 🗢		\$	s	S	s	S	\$	s		\$		s	i \$
4500837545	08/07/2023	1	1	1000020742	SCHOOL SPECIALTY, LLC.	1001584854	x	08/07/2023	each	25.00	21.28	582.54	582.54	0.00	0.00	0.00	582.54	25.00	582.54	25.00	50.54	0.00
		2	1	1000020742	SCHOOL SPECIALTY, LLC.	1001584854	x	08/07/2023	each	1.00	10.64	10.64	10.64	0.00	0.00	0.00	10.64	1.00	11.65	1.00	0.00	0.00
4500840856	08/19/2023	1	1	1000003721	TEACHERS' CURRICULUM INSTITUTE	1001591678	x	08/19/2023	each	25.00	54.00	1,478.25	1,478.25	0.00	0.00	0.00	1,478.25	25.00	1,478.25	25.00	128.25	i 0.00
		2	1	1000003721	TEACHERS' CURRICULUM INSTITUTE	1001591678	x	08/19/2023	each	100.00	7.00	766.50	766.50	0.00	0.00	0.00	766.50	100.00	766.50	100.00	66.50	0.00
		3	1	1000003721	TEACHERS' CURRICULUM INSTITUTE	1001591678	x	08/19/2023	each	1.00	123.00	134.69	134.69	0.00	0.00	0.00	134.69	1.00	0.00	0.00	11.69	0.00
4500841970	08/24/2023	1	1	1000020712	THE CHILDREN'S HEALTH MARKET INC	1001593571	x	08/24/2023	each	28.00	63.52	1,947.52	1,947.52	0.00	0.00	0.00	1,947.52	28.00	0.00	0.00	168.96	i 0.00
		2	1	1000020712	THE CHILDREN'S HEALTH MARKET INC	1001593571	x	08/24/2023	each	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00
		3	1	1000020712	THE CHILDREN'S HEALTH MARKET INC	1001593571	x	08/24/2023	each	1.00	213.43	213.43	213.43	0.00	0.00	0.00	213.43	1.00	0.00	0.00	0.00	0.00
4500843526	08/30/2023	1	1	1000025118	CLICK DRAG LEARN INC	1001583360	x	09/12/2023	each	1.00	8,200.00	8,200.00	8,200.00	0.00	0.00	0.00	8,200.00	1.00	8,200.00	1.00	0.00	0.00
4500843601	08/30/2023	1	1	1000006262	COMPUTERWISEKIDS, INC.	1001583334	x	08/03/2023	each	0.50	24,500.00	12,250.00	12,250.00	0.00	0.00	0.00	12,250.00	0.50	12,250.00	0.50	0.00	0.00
			2	1000006262	COMPUTERWISEKIDS, INC.	1001583334	x	08/03/2023	each	0.50	24,500.00	12,250.00	12,250.00	0.00	0.00	0.00	12,250.00	0.50	12,250.00	0.50	0.00	0.00

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▼ Rows	PO Number 🛓	PO Date 🚊	PO Item	Seq. No. Acct.Assign 🚊	Ve	endor 🚊	Shopping Cart # _	Delivery Complete 🚊	Delivery Date 🛓	UOM 🛓		S	S	\$	\$	\$	S	S
 PO Number 	5500236092	10/10/2023	10	1	#	Not assigned	232307362	X	10/23/2023	Case	2.00	28.99	57.98	0.00	0.00	0.00	0.00	57.98
 PO Date 	5500236272	10/17/2023	10	1	#	Not assigned	232308436	X	10/30/2023	Case	1.00	28.00	28.00	0.00	0.00	0.00	0.00	28.00
 PO Item 			20	1	#	Not assigned	232308438	x	10/30/2023	Pack	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
 Seq. No. Acct.Assign 	5500227020	10/21/2022	10	1		Not assigned	2222000100	×	11/12/2022	Paak	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
 Vendor 	5500257050	10/31/2023	20	1		Not assigned	202012871	×	11/13/2023	Case	1.00	8.88	8.88	0.00	0.00	0.00	0.00	9.99
Shopping Cart #			20	1		Not assigned	232312871	^	11/13/2023	Case	1.00	28.99	28.99	0.00	0.00	0.00	0.00	28.99
 Delivery Complete 	5500237886	11/14/2023	10	1	#	Not assigned	232315252	X	11/2//2023	Case	2.00	28.99	57.98	0.00	0.00	0.00	0.00	57.98
 Delivery Date 	5500238260	11/21/2023	10	1	#	Not assigned	232316383	х	12/04/2023	Case	1.00	28.99	28.99	0.00	0.00	0.00	0.00	28.99
• UOM	5500238588	11/28/2023	10	1	#	Not assigned	232319815	х	12/11/2023	Case	4.00	28.99	115.98	0.00	0.00	0.00	0.00	115.96
Free characteristics	5500239028	12/28/2023	10	1	#	Not assigned	232321847	x	01/08/2024	Case	3.00	28.99	86.97	0.00	0.00	0.00	0.00	88.97

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▼ Rows	PO Nur	ber⊾ PO Dat	e ▲ PO Item	Seq. No. Acct.Assign ≜	Vendor .	Shopping Cart # ≜	Delivery Complete a	Delivery Date ≜	UOM ≜		S	S	S	S	S	S	S				
PO Number	450083	545 08/07/2	023 1	1	1000020742 SCHOOL SPECIALTY, LLC.	1001584854	x	08/07/2023	each	25.00	21.28	582.54	582.54	0.00	0.00	0.00	582.54				
PO Date PO Item			2	1	1000020742 SCHOOL SPECIALTY, LLC.	1001584854	x	08/07/2023	each	1.00	10.64	10.64	10.64	0.00	0.00	0.00	10.64				

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6									PO Qty	Net Price	PO Total Amt	Effective Value	Price Condition Amt	PO Ret Amt	PO Open Encumbrance Amt	GR Amt	GR II Qty A	R I Amt (IR Ti Qty (F	ax Prorated)	PO Pay Term Discount
7 PO Nu	umber	PO Date PO II	tem Seq. No. Acct.Assign	Vendor	Shopping Cart #	Delivery Complete	Delivery Date	UOM		S		s s	5	S	5	s s		s		S	
8 45008	837545	08/07/2023 1	1	1000020742 SCHOOL SPECIALTY, LLC.	1001584854	x	08/07/2023	each	25.00	21.28	582.5	4 582.54	4 0.	00 0.0	0.0	0 582.54	25.00	582.54	25.00	50.54	
9 45008	837545	08/07/2023 2	1	1000020742 SCHOOL SPECIALTY, LLC.	1001584854	х	08/07/2023	each	1.00	10.64	10.6	4 10.64	4 0.	00 0.0	0.0	0 10.64	1.00	11.65	1.00	0.00	
10 45008	840856	08/19/2023 1	1	1000003721 TEACHERS' CURRICULUM INSTITUTE	1001591678	x	08/19/2023	each	25.00	54.00	1,478.2	5 1,478.25	5 0.	00 0.0	0.0	0 1,478.25	25.00	1,478.25	25.00	128.25	
11 45008	840856	08/19/2023 2	1	1000003721 TEACHERS' CURRICULUM INSTITUTE	1001591678	x	08/19/2023	each	100.00	7.00	766.5	0 766.50	0.0.	00 0.0	0.0	0 766.50	100.00	766.50	100.00	66.50	
12 45008	840856	08/19/2023 3	1	1000003721 TEACHERS' CURRICULUM INSTITUTE	1001591678	X	08/19/2023	each	1.00	123.00	134.6	9 134.69	9 0.	0.0	0.0	0 134.69	1.00	0.00	0.00	11.69	

22. File opens in Excel and can be formatted and saved.