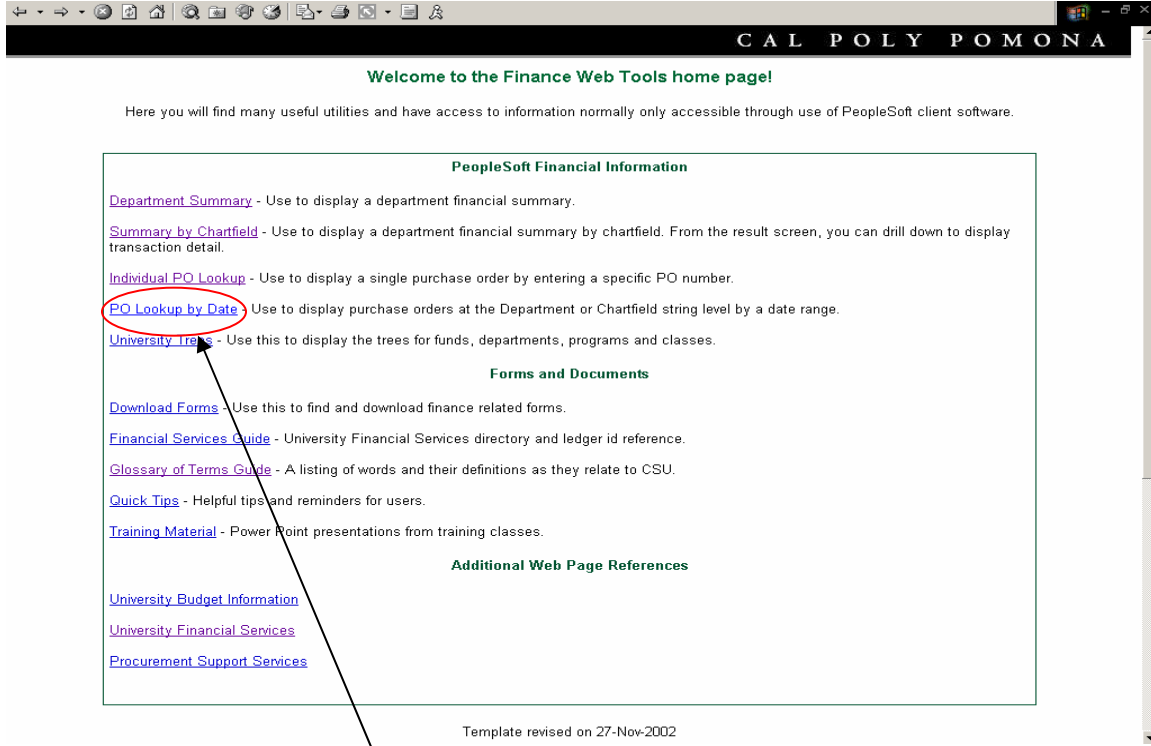


Guide to PO Lookup by Date

This utility allows you to look up purchase order information at a selected summary level by fund within a date range.

Step 1: Log on to Cal Poly Pomona Finance Web Tools <http://www.csupomona.edu/~psoft/>



Step 2: Click on PO Lookup by Date

PO Lookup by Department or Chartfield

Purchase Orders Lookup by Date

This utility allows you to look up all purchase orders within a requested date range. Please select by Department or by Chartfield Strings.

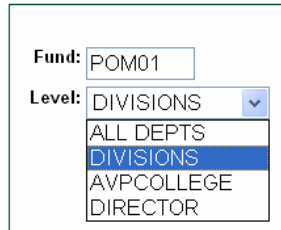
Search by: [Department](#)
[Chartfield String](#)

Step 3: Click on Department or Chartfield String

Step 4: If Search by Department is selected:

PO Lookup by Department and Date Range

This utility allows you to look up purchase order information at a selected summary level by fund within a date range. Enter the PeopleSoft Fund Code and select the summary level, then click the "Next" button.



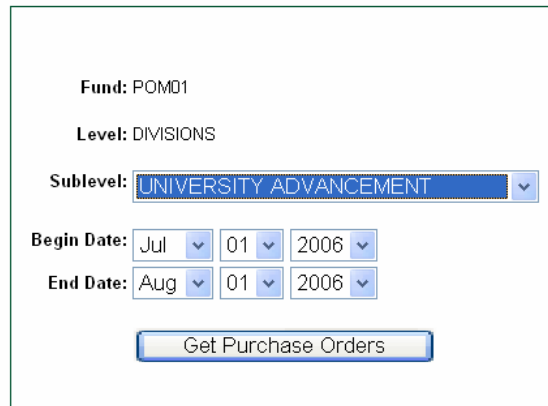
Fund: POM01
Level: DIVISIONS
ALL DEPTS
DIVISIONS
AVPCOLLEGE
DIRECTOR

Template revised on 15-SEP-2006

- **Enter Fund**
- **Click arrow and choose a level**
- **Click next**

PO Lookup by Department and Date Range - Choose Organization or Unit

Choose the Organization or Unit for the level you selected. Dates are required, select date range and click the "Get Purchase Orders" button. The result of the lookup will show the Department, PO Date, PO Number, Vendor and PO Amount.



Fund: POM01
Level: DIVISIONS
Sublevel: UNIVERSITY ADVANCEMENT
Begin Date: Jul 01 2006
End Date: Aug 01 2006
Get Purchase Orders

- **Click arrow and choose a sublevel**
- **Enter date range and click on Get Purchase Orders**

Step 4 cont: If Search by Chartfield String is selected:

PO Lookup by Chartfield String and Date Range

This utility allows you to look up purchase orders for a specific chartfield string within a date range. Wildcards can be used for searching. Use percent sign (%) for any group of characters at the end of chartfield value (65%). Use underscore (_) for any single character any where in the chartfield value (65_071). Wildcards will be filled in any part of chartfield string that is blank. Dates are required, select date range and click the "Get Purchase Orders" button. The result of the lookup will show the Chartfield String, PO Date, PO Number, Vendor and PO Amount.

Fund:	POM01	Fill in blank or select from this list
Department ID:	74300	Fill in blank or select from this list
Program:	%	Fill in blank or select from this list
Class:	%	Fill in blank or select from this list
Account:	%	Fill in blank or select from this list
Begin Date:	Jul	01 2006
End Date:	Aug	30 2006
<input type="button" value="Get Purchase Orders"/>		

- **Fill in Chartfield String (a percent sign can be used as a wildcard for any of the chartfield values)**
- **Enter date range and click on Get Purchase Orders**

Results of Lookup by Department

PO Lookup by Department and Date Range Results for

UNIVERSITY ADVANCEMENT

Between 01-Jul-2006 and 30-Aug-2006

Print Date: 2007-3-9

Department	PO Date	PO Number	PO Status	Vendor	PO Amt
Alumni	2006-08-14	0000025493	Dispatched	SPARKLETTS	200.00
Alumni	2006-08-15	0000025504	Complete	DREAM BOX CREATIONS INC	5,840.00
Alumni	2006-08-29	0000025842	Complete	CITROGRAPH LLC	3,481.10
Annual Fund	2006-08-16	0000025527	Dispatched	XEROX CORP	1,020.00
Annual Fund	2006-08-16	0000025532	Dispatched	ACCURINT	5,000.00
Annual Fund	2006-08-23	0000025808	Dispatched	SPARKLETTS	650.00
Development	2006-08-13	0000025472	Complete	CAL POLY POMONA FOUNDATION INC	2,278.17
Public Affairs	2006-08-02	0000025321	Dispatched	SAMYS CAMERA	1,000.00
Public Affairs	2006-08-04	0000025354	Dispatched	ALLENS PRESS CLIPPING BUREAU	1,300.00
Public Affairs	2006-08-08	0000025467	Dispatched	NIKON INC	1,000.00
VP Univ Advancement Office	2006-07-13	0000025032	Dispatched	DATAQUICK INFO SYS INC	1,200.00
VP Univ Advancement Office	2006-08-06	00005730-4	Dispatched	KYOCERA MITA AMER INC	6,636.19
VP Univ Advancement Office	2006-08-06	00005731-4	Dispatched	KYOCERA MITA AMER INC	7,118.52
VP Univ Advancement Office	2006-08-18	0000025560	Dispatched	ARROWHEAD MT SPRING WATER SERV	750.00
VP Univ Advancement Office	2006-08-22	0000025589	Dispatched	SPARKLETTS	1,000.00

Results of Lookup by Chartfield String

PO Lookup by Chartfield and Date Range Results for

Fund: POM01
 Department ID: 74300
 Program: %
 Class: %
 Account: %

Between 01-Jul-2006 and 30-Aug-2006

Print Date: 2007-3-9

Chart Field String	PO Date	PO Number	PO Status	Vendor	PO Amt
860003-POM01-74300-0601-00000	2006-08-06	<u>00005730-4</u>	Dispatched	KYOCERA MITA AMER INC	6,836.19
860003-POM01-74300-0601-00000	2006-08-06	<u>00005731-4</u>	Dispatched	KYOCERA MITA AMER INC	7,118.52
860003-POM01-74300-0601-00000	2006-08-18	<u>0000025560</u>	Dispatched	ARROWHEAD MT SPRING WATER SERV	750.00
860003-POM01-74300-0601-00000	2006-08-22	<u>0000025599</u>	Dispatched	SPARKLETTS	1,000.00
860005-POM01-74300-0601-00000	2006-07-13	<u>0000025032</u>	Dispatched	DATAQUICK INFO SYS INC	1,200.00

[Printable Summary](#)

This link will open a new window displaying the summary in a printable format.

[Export Summary](#)

To export summary into Excel, click this link, when data appears do the following: click the edit button on the menu bar, click select all, then click the edit button again and click copy. Open a blank sheet in Excel, click the edit button and click paste special, when box appears, click on Text then OK. If data is not in separate columns, then highlight Column A, click on Data, then click on Text to Columns, delimited should be checked, click on Next and choose Semicolon, then click on Finish. Format data to meet your needs and then save file.

All PO's for the month of July and August are displayed for both Lookups.

Step 5: By clicking on any amount that is underlined you can display transaction detail.

Results of Purchase Order Drilldown

PO Lookup Result

PO Number is: 0000025032.

PO Status: Dispatched

Here are the results:

PO Date:	<u>2006-07-13</u>							
Vendor Name:	DATAQUICK INFO SYS INC							
Buyer:	BAPEPPING							
Line	Chart Field String and Line Item Description	PO Qty	Rec Qty	Rec Date	Item Amt	Sale/Use Tax	Ship Amt	Sub-total
1	660005-POM01-74300-0601-00000 BLANKET SERVICE ORDER TO PROVIDE REAL ESTATE ASSESSMENT EVALUATION INFORMATION VIA INTERNET ACCESS FOR UNIVERSTIY ADVANCEMENT SERVICES. TERM OF SERVICE TO BE 7/1/06 - 6/30/07. MONTHLY MINIMUM \$75. BILLING CYCLE TO BE MONTHLY IN ARREARS.				1,200.00	0.00	0.00	1,200.00
PO TOTAL								1,200.00

[Payments](#)

This link will open a new window displaying all payments.

[Printable Summary](#)

This link will open a new window displaying the summary in a printable format.

[Export Summary](#)

To export summary into Excel, click this link, when data appears do the following: click the edit button on the menu bar, click select all, then click the edit button again and click copy. Open a blank sheet in Excel, click the edit button and click paste special, when box appears, click on Text then OK. If data is not in separate columns, then highlight Column A, click on Data, then click on Text to Columns, delimited should be checked, click on Next and choose Semicolon, then click on Finish. Format data to meet your needs and then save file.

Step 6: Click on Payments to get detail of payments made for this Purchase Order

Note:

PO Date – Original date of purchase order (will not change with PO revisions)

PO Status

Dispatched – An open Purchase Order that has been sent to the vendor

Complete – Purchase Order has been closed

Results for Payments drilldown

Payments for

PO Number: 0000025032

Vendor: DATAQUICK INFO SYS INC
PO Total: \$1,200.00
Print Date: 2007-3-9

Chart Field String	Pay Date	Invoice #	Voucher #	Payment
660005-POM01-74300-0601-00000	2006-08-22	B1-830336	00108049	123.00
660005-POM01-74300-0601-00000	2006-09-19	B1-848545	00109009	75.00
660005-POM01-74300-0601-00000	2006-10-17	B1-866727	00110162	75.00
660005-POM01-74300-0601-00000	2006-11-21	B1-885176	00112064	75.00
660005-POM01-74300-0601-00000	2006-12-21	B1-903420	00113441	75.00
660005-POM01-74300-0601-00000	2007-01-23	B1-921982	00114859	75.00
660005-POM01-74300-0601-00000	2007-02-22	B1-940563	00116159	131.50
TOTAL PAYMENTS				629.50

Remaining Total: \$570.50

[Printable Version](#)

This link will open a new window displaying the summary in a printable format.

[Export Version](#)

To export summary into Excel, click this link, when data appears do the following, click the edit button on the menu bar, click select all, then click the edit button again and click copy. Open a blank sheet in Excel, click the edit button and click paste special, when box appears, click on Text then OK. If data is not in separate columns, then highlight Column A, click on Data, then click on Text to Columns, delimited should be checked, click on Next and choose Semicolon, then click on Finish. Format data to meet your needs and then save file.