



# Purchase Order Inquiry and Reporting

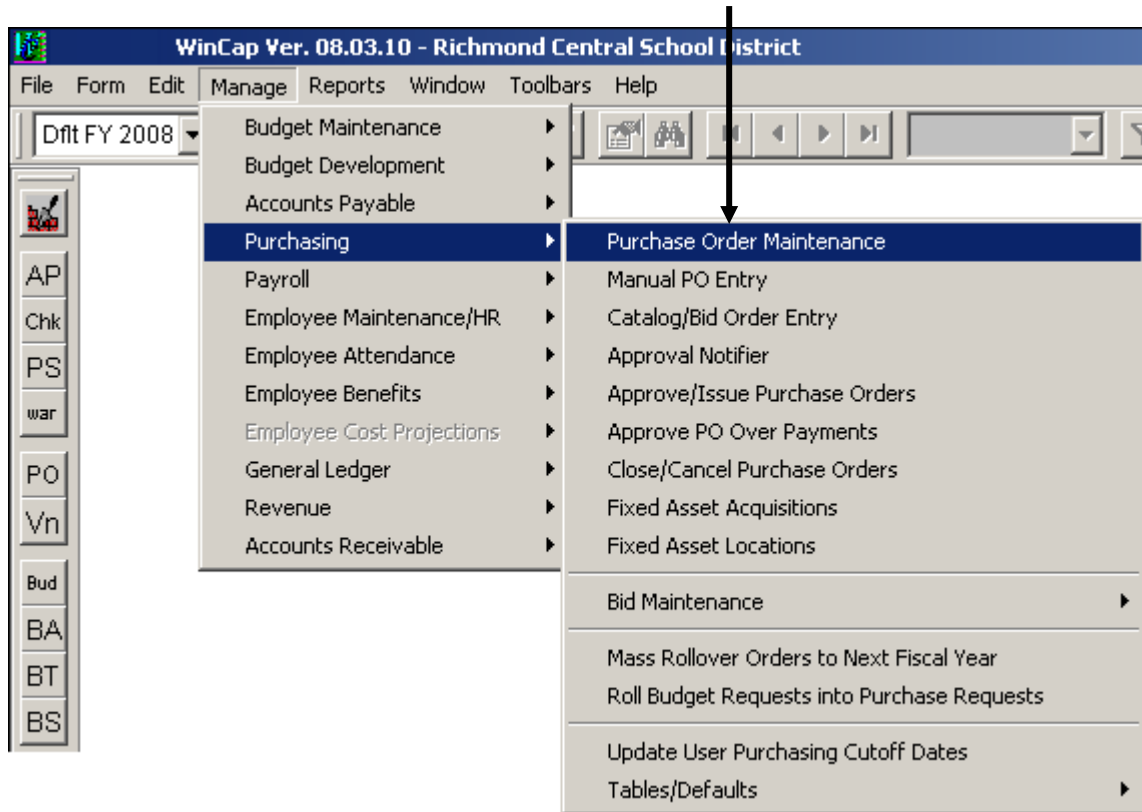
**2013 Training Session**

## Purchase Order/Requisition Inquiry

In WinCap you can review a purchase order/requisition status either by an inquiry or a report. You can use the inquiry to review an individual purchase order/requisition on screen.

Once you Logon to *WinCap*, to open/review a Purchase Order/Requisition the navigation is as follows:

Go to: **Manage/ Purchasing/ Purchase Order Maintenance**



The below form will open. The last requisition or purchase order that you processed will be displayed automatically. If you are looking for something other than this, you will need to open a “search” box.

Click on the binoculars to open a search box.

The screenshot shows the WinCap software interface. The title bar reads "WinCap - Citrix Receiver" and "WinCap Ver. 13.08.01 - EASTERN SUFFOLK BOCES". The menu bar includes File, Form, Edit, Manage, Reports, Window, Toolbars, and Help. The toolbar contains various icons, including a binoculars icon circled in black with an arrow pointing to it from the text above. The main window displays a "Purchase Requisition [PND-01613] (Copy 1)" form. The form includes fields for P.O. # (2014), Other Reference (PND-01613), Description (AVE14800 Avery Hanging File 1" Capacity), and P.O. Date (00/00/0000). The form is divided into several tabs: Information, Line Items, P.O. Text, Budget Distr., Fixed Assets, Vendor Addr, Vendor Notes, and Attachment. The Information tab is active, showing fields for Vendor (036714, W B Mason Co., Inc.), Fund (A, GENERAL FUND), Requisitioner (23397, Koral\Cheryl A.), Requestor (DIRBUS, Dir of Business Services), Department (BSS, Business Services), and Buyer (LR0D, Lisa Rodecker). There are also checkboxes for Blanket, Confirming, Print Original, External Attachment, Recurring, Issue & Pay, Prepay, and Manual. The Bid/Ctlg. field is set to Blank. The Order Address and Shipping Address sections are also visible, with Order Address ID and Shipping Address ID fields.

The below search box will open where you can enter selection criteria to find desired records. Please remember when using selection criteria boxes, you do not need to fill in all of the fields; the more you enter, the narrower your search. **Enter only enough information to select the records you are searching for, for example: enter information in only the requestor field when you are searching for all the requisitions approved by a specific administrator.**

Enter the Purchase Order or Requisition number in the Document ID field.

Or

Enter the current date or a date range to select all requisitions for the day (this must be used in combination with the Requestor field).

To select only the Purchase Order or Requisition for your Building or Program click on the magnifying glass and select Building or Program

The screenshot shows the 'Document Search' window with the following fields and values:

- Fiscal Year: 2014
- Criteria Name: Last Run
- Document ID: From and To fields are empty.
- Order/Issue Date: From 00/00/0000, To 00/00/0000
- Pending Orders: All
- Issued Orders: All
- Vendor: Blank
- Requisitioner: Blank
- Requestor: PRPLC
- Department: Blank
- Buyer: Blank
- Catalog/Bid ID: Blank
- Where: (empty)
- Buttons: Query, Cancel

Callouts in the image point to the Document ID fields, the Order/Issue Date fields, the Requestor field (PRPLC), and the Query button.

Click on Query to process the inquiry.

Once you have entered your selection criteria, click Query to process the inquiry

A listing of the Purchase Orders or Requisitions that meet your selection criteria will be displayed.

Purchase Requisition [PND-01613] (Copy 1)

Document Search

DocNumber: 14-00881 Search By: DocNumber

DocNumber	Description	Amount	Vendor	Vendor Order Name	Requestor	Requisitioner	Requisitioner Desc	Department	Buyer	Other Ref	Status
14-00881	#186762 -3/4" White Loop1000 P/S115	297.23	006075	Levitt Industrial Textile	PRPLC	20859	Fitzgerald\Carol	SPED	DADA	PND-00894	Open-F
14-00882	CC530A HP Black Toner Cartridge	764.84	024804	GovConnection, Inc.	PRPLC	20859	Fitzgerald\Carol	SPED	LROD	PND-00898	Open-P
14-00883	HOD150HD Desk Calendar 12 month 22x17	1491.98	036714	W B Mason Co., Inc.	PRPLC	20859	Fitzgerald\Carol	SPED	LROD	PND-00913	Open-P

OK Criteria

To view the actual Purchase Order or Requisition, click on the line then click OK or double click on the DocNumber you wish to view. Below is the selected purchase order.

Purchase Order [14-00881] Open-Reprinted

P.O. # 2014-14-00881 Other Reference PND-00894 Description #186762 -3/4" White Loop1000 P/S115 P.O. Date 07/30/2013

Information Line Items P.O. Text Budget Distr. Fixed Assets Vendor Addr Vendor Notes Attachment

Vendor 006075 Levitt Industrial Textile  
Fund A GENERAL FUND  
Requisitioner 20859 Fitzgerald\Carol  
Requestor PRPLC Premm Learning Cntr Principal  
Department SPED Special Education  
Buyer DADA Denise Adamo

Bid/Ctlg. Blank Add to

Order Address  
Address ID Levitt Industrial Textile  
P.O. Box 7150  
Hicksville, NY 11802  
Contact 516-933-7553

Shipping Address  
Address ID 2220 Eastern Suffolk BOCES  
Premm Learning Center  
1200 Montauk Highway  
Oakdale, NY 11769  
Contact  No Delivery

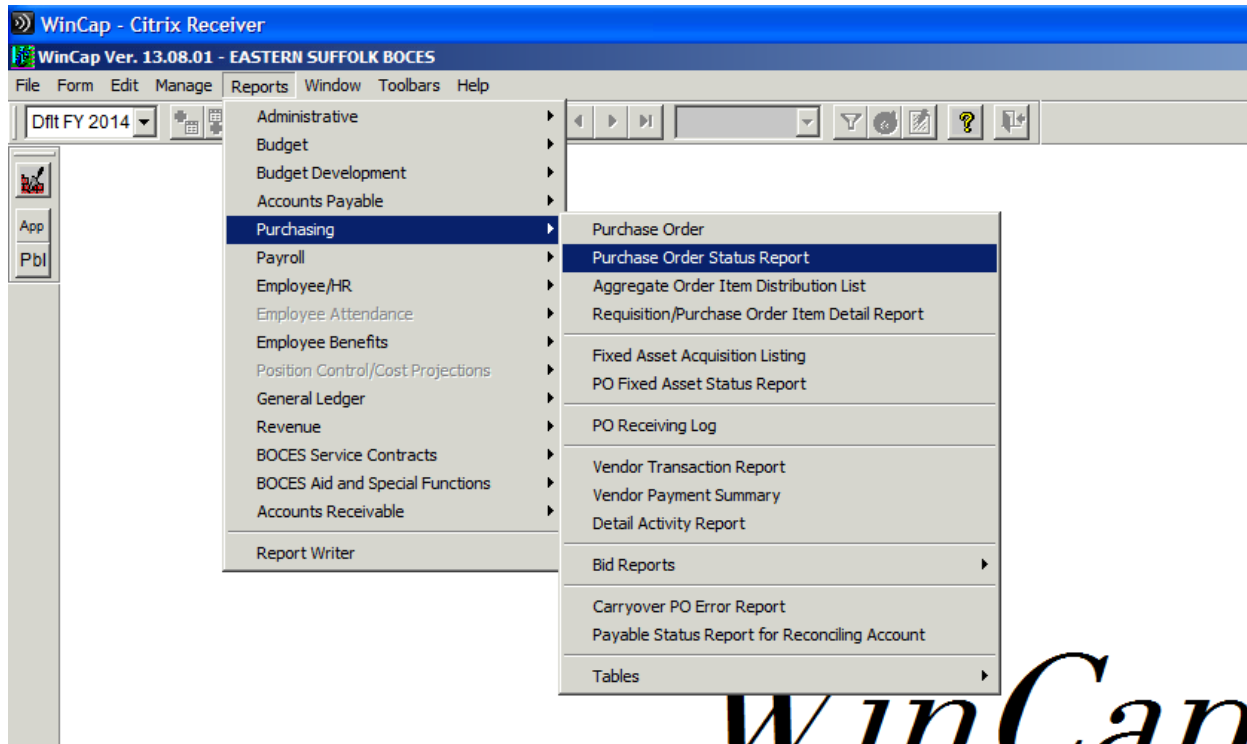
Blank  
 Confirming  
 Print Original  
 External Attachment  
 Recurring  
 Issue & Pay  Prepay  
 Manual

## Purchase Order/Requisition Reporting

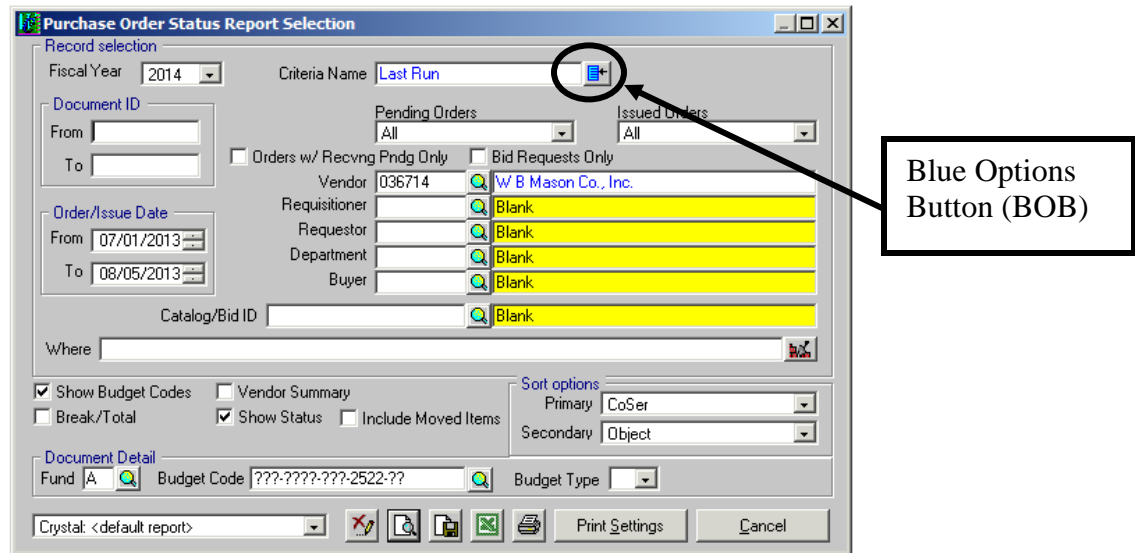
WinCap has many Purchase Order/Requisition reports that contain a variety of information. In addition, each of the reports has multiple selection criteria that can be used to produce many different reports. This document will show how to run a few of the reports and can be used as a guide when running other reports.

**Report #1 – Purchase Order Status Report** – a listing of the purchase orders for a select vendor, budget code, requisitioner, requestor or department.

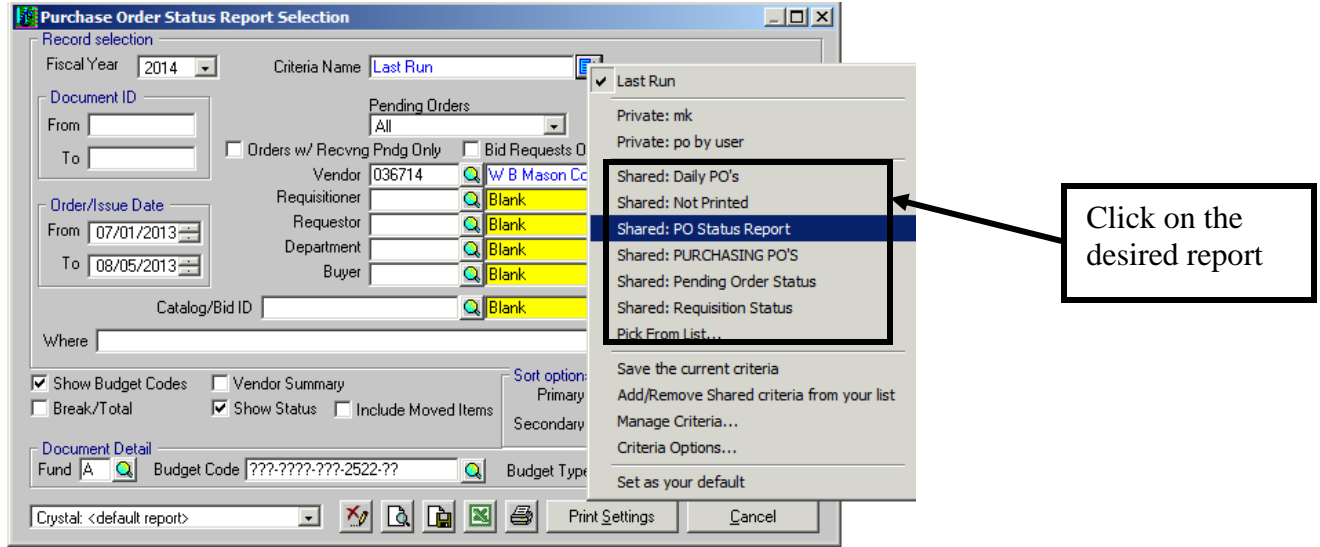
Go to: **Report/ Purchasing/ Purchase Order Status Report**



A Report selection box will be displayed. You can enter your own report parameters or use one of the shared templates that were created in WinCap.



To access a Shared template click on the blue option button, the below menu will appear.



When a report template is selected the Criteria Name field displays the name of the template.

If you wanted to see all the purchase orders for a specific vendor you can search for the vendor number by clicking on the magnifying glass.

In the Budget Account Field enter the part of the budget code that you want to see. For example, if you wanted to see all the Supply (300) lines that your security gives you access to, enter 300 in the object code section of the budget code. If you wanted to see all the items for a specific location code you could enter that in the location part of the budget code.

Once the required information is entered, you can now run the report by clicking on one of the below icons



Print preview - the report will run to the screen



Excel – open the report in Excel



Save report to file - will save the report to a file



Printer – send the report directly to your default printer

You may also want to check your print setting by clicking on the “Print Settings” icon to make sure your correct printer is selected. For problems with printing contact the Help Desk.



When Print Preview is selected the report will be displayed on the screen and can be printed by clicking on the printer icon on the bottom of the page.

Aug 05, 2013  
02:46:27 pm

**EASTERN SUFFOLK BOCES**  
Purchase Order Status Report  
Fiscal Year: 2014

Page 1

Date	Order No. Other Ref.	Status	Vendor Name Order Description Budget Code	Amount	Encumbrance	Liquidated	Expended	Enc. Balance
<b>203 Special Education 6-1-1</b>								
<b>300 Supplies &amp; Materials</b>								
07/30/2013	14-00898	O	036714 - W B Mason Co., Inc. Fellowes Laminator FEL5217901 203-4230-300-2522-00 R	226.02	226.02	0.00	0.00	226.02
<b>300 Object Subtotal</b>				<b>226.02</b>	<b>226.02</b>	<b>0.00</b>	<b>0.00</b>	<b>226.02</b>
<b>203 Co Ser Subtotal</b>				<b>226.02</b>	<b>226.02</b>	<b>0.00</b>	<b>0.00</b>	<b>226.02</b>
<b>205 Special Education 8-1-1</b>								
<b>300 Supplies &amp; Materials</b>								
07/29/2013	14-00828	O	036714 - W B Mason Co., Inc. HP 98P C9364W N 205-4235-300-2522-00 R	1,761.69	1,761.69	0.00	0.00	1,761.69
07/29/2013	14-00830	O	036714 - W B Mason Co., Inc. Steno Book UNV96820 205-4235-300-2522-00 R	1,517.06	1,517.06	0.00	0.00	1,517.06
<b>300 Object Subtotal</b>				<b>3,278.75</b>	<b>3,278.75</b>	<b>0.00</b>	<b>0.00</b>	<b>3,278.75</b>
<b>205 Co Ser Subtotal</b>				<b>3,278.75</b>	<b>3,278.75</b>	<b>0.00</b>	<b>0.00</b>	<b>3,278.75</b>
<b>Total Purchase Orders</b>				<b>3</b>				
<b>Report Totals</b>				<b>3,504.77</b>	<b>3,504.77</b>	<b>0.00</b>	<b>0.00</b>	<b>3,504.77</b>

**Selection Criteria**

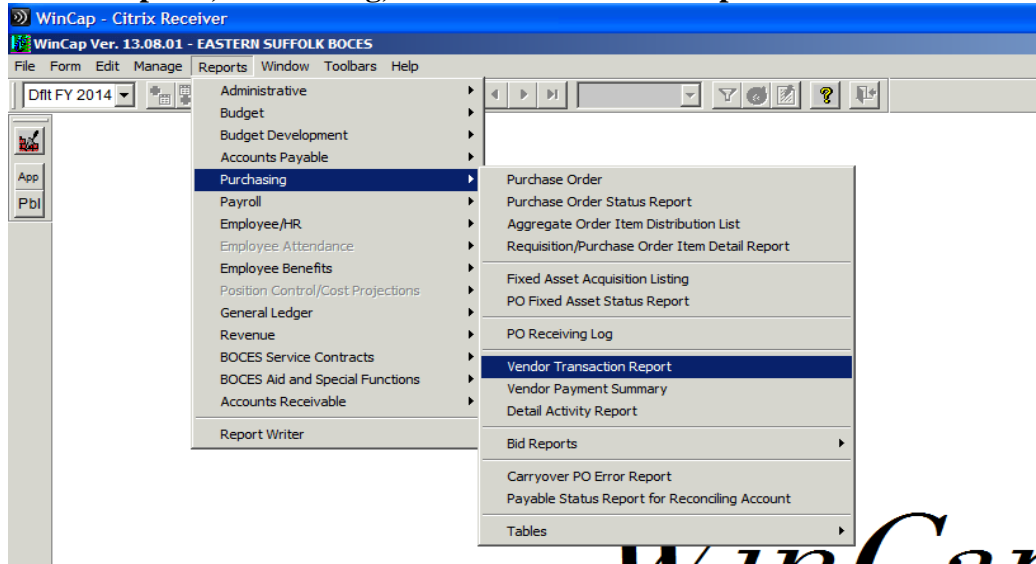
Criteria Name: Shared: PO Status Report Modified  
Transaction date(s): from 07/01/2013 to 08/05/2013  
Pending Orders Selected: All  
Issued Orders Selected: All  
Vendor: 036714 - W B Mason Co., Inc.  
Show Budget Codes? Yes  
Fund: A  
Budget codes like: ???-????-??-2522-??  
Sort by: CoSer/ObjectDate/Document

Crystal Report Shared: Purchase Order Status Report

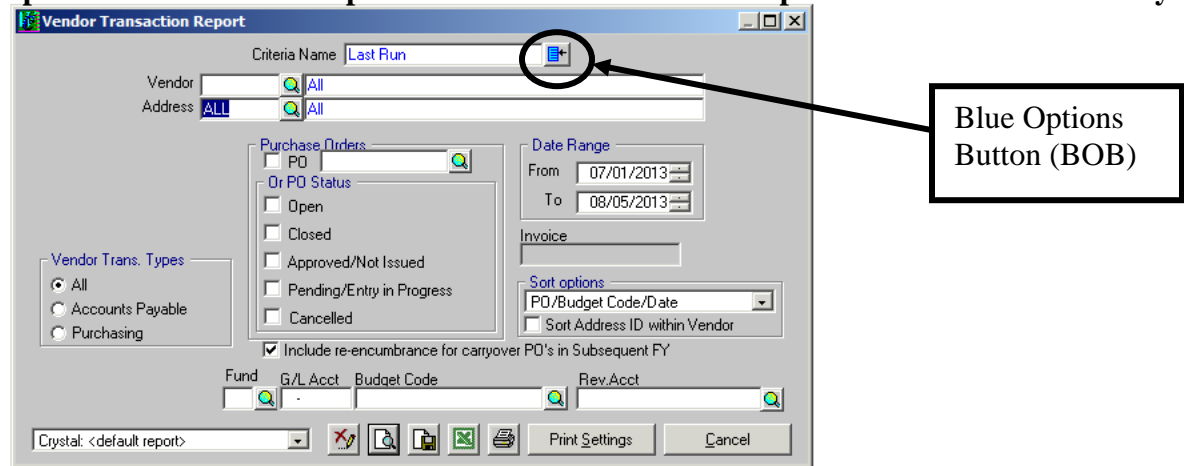
Crystal (Wincap/Crystal) Record: 225/363 Record Unlocked

**Report #2 – Purchase Orders and Payment Report** – a report to view transactions by Vendor or Purchase Order including payments.

**Go to: Reports, Purchasing, Vendor Transaction Report**



A Report selection box will be displayed. You can enter your own report parameters or use one of the shared templates that were created in WinCap. **To use a shared template click on the blue options button and select the template named Vendor PO/Payment.**



Enter your selection criteria for vendor, purchase order number or budget code.

The screenshot shows the 'Transaction Report' dialog box. At the top, the 'Criteria Name' is set to 'Shared: Vendor PO/Payment'. Below this are search fields for 'Vendor' (set to 'All'), 'Address' (set to 'ALL'), and 'Purchase Orders' (set to 'PO'). The 'Purchase Orders' section includes checkboxes for 'Or PO Status' with options: Open, Closed, Approved/Not Issued, Pending/Entry in Progress, and Cancelled. There is also a checkbox for 'Include re-encumbrance for carryover PO's in Subsequent FY'. To the right, there are date pickers for 'From' (07/01/2013) and 'To' (08/02/2013), an 'Invoice' field, and 'Sort options' set to 'PO/Budget Code/Date'. At the bottom, there are fields for 'Fund', 'G/L Acct', and 'Budget Code'. The 'Print Settings' button is circled in red, and a callout points to it with the text 'Click on the Print Preview Button to view the Report.' Other callouts explain search criteria: 'For transactions for a specific Vendor – Enter vendor number here or use the magnifying glass to search', 'For transactions for a specific PO – Enter PO number here or use the magnifying glass to search', and 'For transactions for a specific Budget Code – Enter the Budget Code here or use the magnifying glass to search'.

For transactions for a specific Vendor – Enter vendor number here or use the magnifying glass to search

For transactions for a specific PO – Enter PO number here or use the magnifying glass to search

For transactions for a specific Budget Code – Enter the Budget Code here or use the magnifying glass to search

Click on the Print Preview Button to view the Report.

## **Purchase Order/Requisition Reports**

The following shared templates have been created under the below listed report menu items.

### **Purchase Order Status Report**

PO Status Report – a listing of all purchase orders and requisitions within a selected budget code or group of budget codes

Requisition Status – a listing of the requisitions for a specific requestor or requisitioner

### **Vendor Transaction Report**

Vendor PO/Payment – a listing of all the purchase orders and payments made to a specific vendor