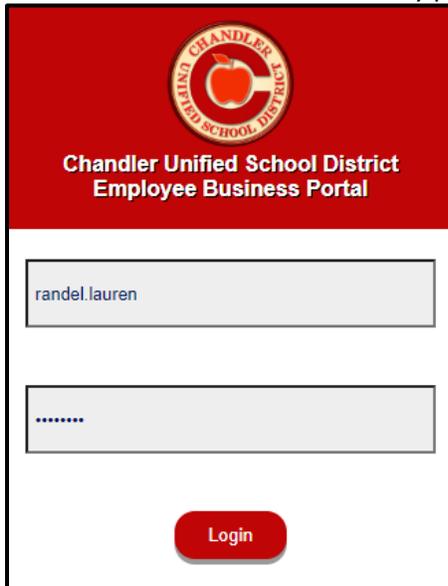


Open Purchase Order Report

1. Login to the [CUSD Employee Business Portal](https://employeeweb.cusd80.com/ebp/) : <https://employeeweb.cusd80.com/ebp/>
 - User name = lastname.firstname
 - Password = active directory password

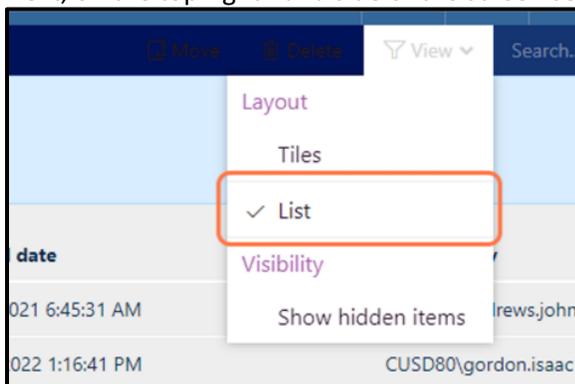


The screenshot shows the login page for the Chandler Unified School District Employee Business Portal. At the top, there is a red header with the district's logo and the text "Chandler Unified School District Employee Business Portal". Below the header, there are two input fields: the first contains the username "randel.lauren" and the second contains a masked password ".....". A red "Login" button is positioned below the password field.

2. From the CUSD Employee Business Portal home screen click on the SSRS Reports tab.



3. Next, on the top right hand side of the screen select "View" and then click "List" on the drop down menu.



- Select the folder titled "REQwEPAR".

Type	Name ^
	Accounting
	Human Resources
	Purchasing
	REQwEPAR

- Select the report titled "Open Purchase Orders".

<input type="checkbox"/>		Open Purchase Orders	... Lists all open
<input type="checkbox"/>		Outstanding Vendor POs - Sites	...
<input type="checkbox"/>		Over FTE	...

- Once the report is selected, the report criteria screen appears. Choose your site from the dropdown next to Department List, **Click False** next to Show Notes, and then **Click View Report** to run the report.

Departments List: v Show Notes: True False

- The report will list all current open POs for your site including order total and amount paid:

Open Purchase Orders									
DAC	PO#	Req#	Status	Vendor	Total	Paid	Req User Name	Ref	Buyer
SHUMWAY ELEMENTARY SCHOOL	20004351	24727	Open	AZ FURNISHINGS	\$332.87	\$0.00	Lalley, Allyson	18M-AZF- 0130	larson.dale
SHUMWAY ELEMENTARY SCHOOL	20004721	24962	Open	CHANDLER UNIFIED SD	\$231.00	\$0.00	Lalley, Allyson		gall.michelle