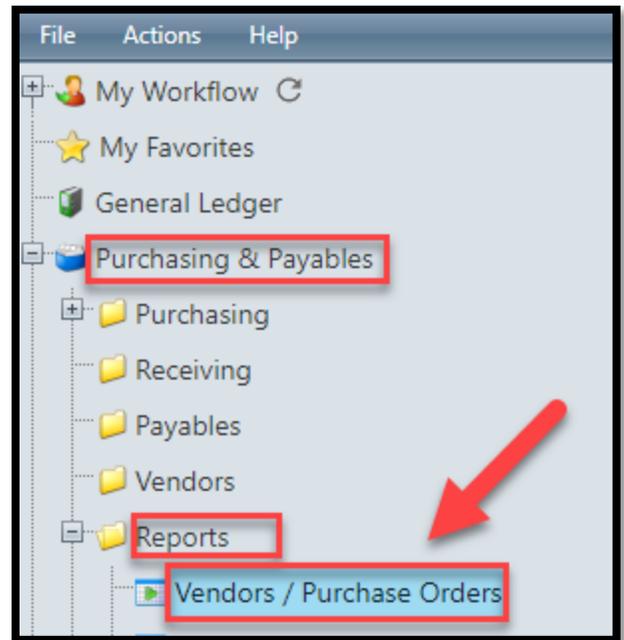
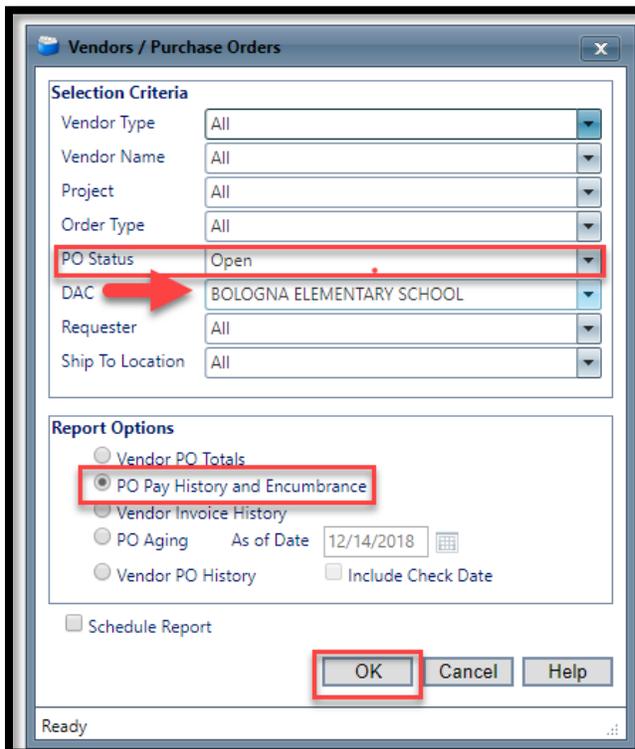


Purchase Order Pay History and Encumbrance Report

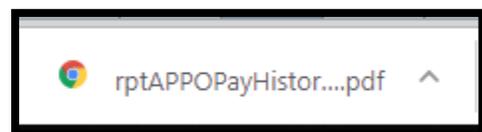
1. In iVisions go to Purchasing & Payables > Reports > Vendors/Purchase Orders



2. When the **Vendors/Purchase Orders** window appears select the following and click **OK**
 - A. **Selection Criteria**
 - i. *PO Status: Open*
 - ii. *DAC: Defaults to current DAC*
 - B. **Report Options**
 - i. Select **PO Pay History and Encumbrance**



3. The report displays at the bottom of the screen.



4. Click on the report to open.

5. The report displays the Purchase Order Pay History and Encumbrances sorted by Purchase Order including the following information
 - A. PO No
 - B. Name of Vendor
 - C. PO Date
 - D. Req Number
 - E. Original Amount
 - F. Order Type

CHANDLER UNIFIED SCHOOL DISTRICT #80										
Purchase Order Pay History and Encumbrance			Vendor: All Order Type: All DAC: BOLOGNA ELEMENTARY SCHOOL Ship To: All			Project: All PO Status: Open Requester: All				
Fiscal Year: 2018 - 2019										
PO No	Name of Vendor	PO Date	Req Number	Original Amount	Requester	Project	Award #	Order Type		
19001261	HILLYARD INC	07/25/18	1892	10,500.00	ADMIN ASSISTANT	None	MOHAVE	Blanket		
Item #	Account	Qty	Description	Amount	Amount Paid	Encumbrance				
13116	001.100.2621.6611.124.2621.124	8000	OPEN PO FOR CUSTODIAL SUPPLIES NTE \$8000 FY18-19	8,000.00						
29873	001.100.2621.6431.124.2621.124	2500	OPEN PO FOR REPAIRS/SERVICE FOR EQUIPMENT, NTE FY 18-19	2,500.00						
13116	001.100.2621.6611.124.2621.124	354.83	Invoice:603083315	Voucher: 1089	Check:1800007979	09/27/18	\$354.83			
29873	001.100.2621.6431.124.2621.124	39.24	Invoice:700340372	Voucher: 1089	Check:1800007979	09/27/18	\$39.24			
13116	001.100.2621.6611.124.2621.124	3426.13	Invoice:603086664	Voucher: 1089	Check:1800007979	09/27/18	\$3,426.13			
13116	001.100.2621.6611.124.2621.124	58.16	Invoice:603115696	Voucher: 1132	Check:1800009057	11/01/18	\$58.16			
13116	001.100.2621.6611.124.2621.124	522.37	Invoice:603166079	Voucher: 1132	Check:1800009057	11/01/18	\$522.37			
29873	001.100.2621.6431.124.2621.124	88.32	Invoice:700351834	Voucher: 1132	Check:1800009057	11/01/18	\$88.32			
29873	001.100.2621.6431.124.2621.124	108	Invoice:700351835	Voucher: 1132	Check:1800009057	11/01/18	\$108.00			
29873	001.100.2621.6431.124.2621.124	627.16	Invoice:700351840	Voucher: 1132	Check:1800009057	11/01/18	\$627.16			
				PO Totals:	\$10,500.00	\$5,224.21	\$5,275.79			
19003262	DOCUMENT TECHNOLOGIES OF AZ	09/14/18	3738	4,000.00	ADMIN ASSISTANT	None	CUSD - BID	Blanket		
Item #	Account	Qty	Description	Amount	Amount Paid	Encumbrance				
30068	001.100.1000.6611.124.1001.124	4000	OPEN PO FOR RIZO SUPPLIES AND TONER FY18-19 NTE	4,000.00						
30068	001.100.1000.6611.124.1001.124	2824.65	Invoice:INV136167	Voucher: 1135	Check:1800009184	11/01/18	\$2,824.65			
				PO Totals:	\$4,000.00	\$2,824.65	\$1,175.35			
19004447	JUNIOR ACHIEVEMENT OF ARIZONA INC	11/05/18	4807	1,188.00	ADMIN ASSISTANT	None	CUSD - RFP	Purchase Order		
Item #	Account	Qty	Description	Amount	Amount Paid	Encumbrance				
39751	526.610.1000.6891.124.6000.124	66	JA BIZTOWN STUDENT FEE-VISIT 11.6.18	1,188.00						
				PO Totals:	\$1,188.00	\$0.00	\$1,188.00			
19004654	FASTSIGNS CHANDLER	11/13/18	5050	2,430.89	ADMIN ASSISTANT	None	Purchase Order			
Item #	Account	Qty	Description	Amount	Amount Paid	Encumbrance				
43853	110.100.2210.6611.124.2210.509	7	UV PRINT ON BANNER FINISHED SIZE WITH POLE POCKETS	814.97						
43854	110.100.2210.6611.124.2210.509	7	METALCRAFT POLE BANNER KITS (SILVER)	996.07						
43855	110.100.2210.6611.124.2210.509	1	INSTALLATION OF SIGNS AND GRAPHICS	619.85						
43853	110.100.2210.6611.124.2210.509	7	Invoice:CH-61711	Voucher: 1193	Check:1800010508	12/13/18	\$795.34			
43854	110.100.2210.6611.124.2210.509	3	Invoice:CH-61711	Voucher: 1193	Check:1800010508	12/13/18	\$416.60			
43855	110.100.2210.6611.124.2210.509	1	Invoice:CH-61711	Voucher: 1193	Check:1800010508	12/13/18	\$604.92			
				PO Totals:	\$2,430.89	\$1,816.86	\$614.03			