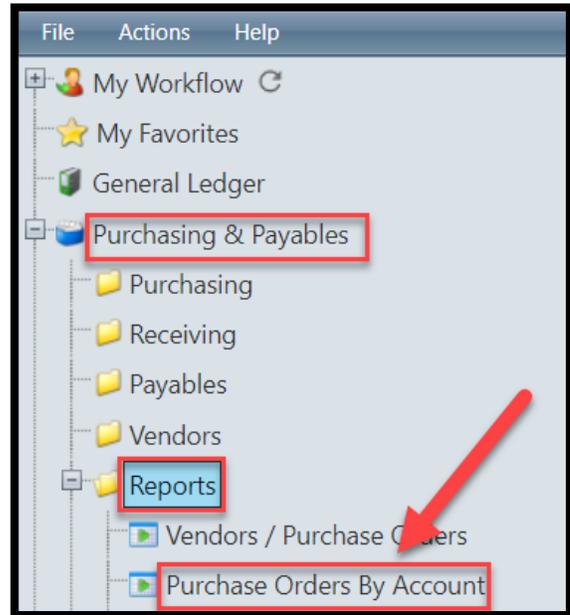
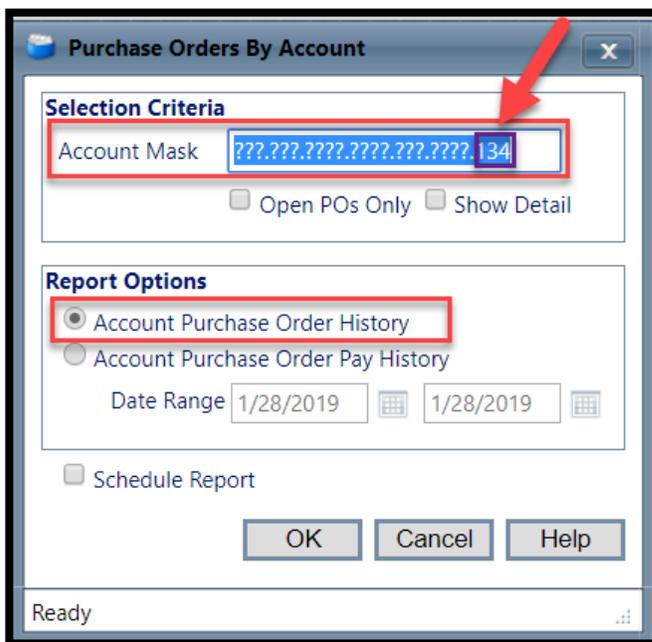


## Purchase Orders By Account

1. In iVisions go to Purchasing & Payables > Reports > Purchase Orders By Account



2. When the **Purchase Orders By Account** window appears select the following and click **OK**
  - A. **Selection Criteria**
    - i. *Account Mask: Type in your site **BUDGET CONTROL ACCOUNT CODE SEGMENT***
  - B. **Report Options**
    - i. *Select **Account Purchase Order History** (this should already be selected as the default)*



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



4. **CLICK** on the report to open.

5. The report displays the Account Purchase Order History sorted by Account Code and includes the following:
  - A. Account Code
  - B. Purchase Order Number
  - C. Name of Vendor
  - D. Purchase Order Date
  - E. Purchase Order Status
  - F. Amount Budgeted
  - G. Purchase Order Amount
  - H. Expenditure Amounts Per Purchase Order
  - I. Encumbrance Amounts Per Purchase Order

CHANDLER UNIFIED SCHOOL DISTRICT #80									
Account Purchase Order History Report						Criteria: Account Mask =???-???-????-????-134-????-???			
Fiscal Year: 2018 - 2019									
Account Num	PO	Name of Vendor	PO Date	PO Status	Budgeted	P.O. Amt	Expenditures	Encumbrance	
001.100.1000.6611.134.1001.134		INSTRUCTION-FREE SUPPLIES			Budgeted				
BUDGETED AMOUNT.....					6,470.00				
1719	9/24/2018	JULY P-CARD EXPENSE				\$10.75			
2559	11/5/2018	AUG P-CARD EXPENSE				\$148.89			
3335	12/10/2018	SEPT P-CARD EXPENSE				\$208.92			
3995	1/15/2019	OCT P-CARD EXPENSE				\$160.93			
19000164		WIST OFFICE PRODUCTS CO	07/01/2018	Open		3,000.00	1,628.96	1,371.04	
19000466		DOCUMENT TECHNOLOGIES OF AZ	07/02/2018	Open		4,000.00	687.52	3,312.48	
19000481		BEYOND TECHNOLOGY	07/02/2018	Open		3,000.00	2,480.06	519.94	
Totals:						10,000.00	5,326.03	5,203.46	
Un-Expended Bal:						1,143.97	Budget Balance:	(4,059.49)	
001.100.2621.6611.134.2621.134		CUSTODIAL-FREE SUPPLIES			Budgeted				
BUDGETED AMOUNT.....					13,300.00				
19000323		HILLYARD INC	07/02/2018	Open		10,500.00	5,927.58	4,572.42	
Totals:						10,500.00	5,927.58	4,572.42	
Un-Expended Bal:						7,372.42	Budget Balance:	2,800.00	
001.100.2640.6431.134.2640.134		EQUIP REPAIRS-FREE REPAIR/MAINT-NON TECH			Budgeted				
BUDGETED AMOUNT.....					.00				
19000914		TOSHIBA BUSINESS SOLUTIONS	07/17/2018	Closed		1,384.31	1,384.31	.00	
Totals:						1,384.31	1,384.31	0.00	
Un-Expended Bal:						(1,384.31)	Budget Balance:	(1,384.31)	
020.100.1000.6643.134.0302.134		AIMS INSTRUCT-FREE INSTRUCTIONAL AIDS			Budgeted				
BUDGETED AMOUNT.....					15,000.00				
19000222		RENAISSANCE LEARNING INC	07/02/2018	Closed		7,184.22	7,183.91	.00	
19001377		READ NATURALLY INC	07/27/2018	Closed		1,035.00	1,092.96	.00	
19001505		BARNES AND NOBLE BOOKSELLERS INC	08/01/2018	Closed		817.12	817.12	.00	
19001513		BRAIN POP LLC	08/02/2018	Closed		2,395.00	2,395.00	.00	
19002404		THINKING MAPS INC	08/21/2018	Closed		1,107.70	1,166.22	.00	