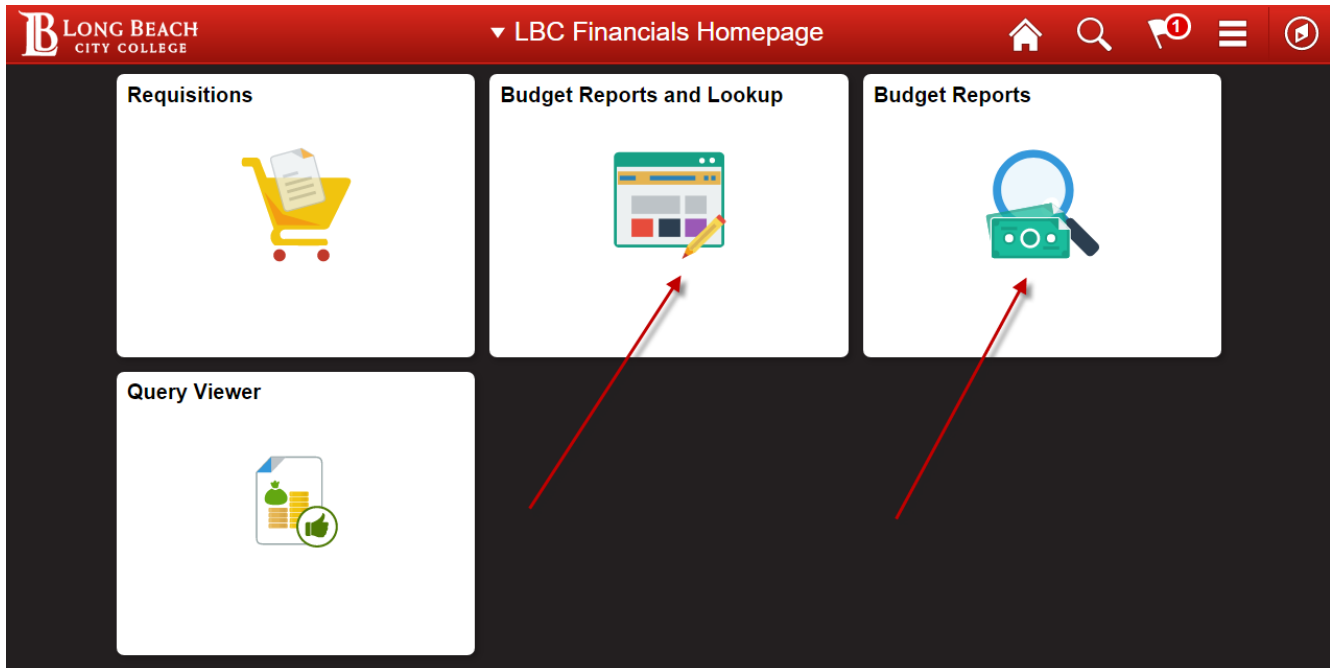




LBC PO ACTIVITY LISTING REPORT 9.2

LBC PO Activity Listing Report 9.2 – LBCGL013

1. The **LBC PO Activity Listing** is a detailed report showing Purchase Orders and Contracts, along with the corresponding Requisition number, Vendor name, and Vouchers for the Payments of the document. To view or print a report on a specific Purchase Order or Contract, access the **LBC PO Activity Listing** from either the **Budget Reports** tile or the **Budget Reports and Lookup** tile.



NOTE: When signing out or closing PeopleSoft 9.2 remember to click the  button then go to **Sign Out** and **DO NOT** just click the red  close button.

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- From the **LBC Financials Homepage** click the **Budget Reports** tile then the **LBC PO Activity Listing** menu item on the left side.

The screenshot displays the 'Budget Reports' section of the LBC Financials system. The left-hand navigation pane lists several report options, with 'LBC PO Activity Listing' highlighted and a red arrow pointing to it. The main content area shows the 'LBC Available Balances Report' interface, which includes a search bar, a 'Search Criteria' dropdown, and a 'Search by' field with the text 'Run Control ID begins with'. There are also buttons for 'Find an Existing Value', 'Add a New Value', and 'Search', along with a link to 'Advanced Search'.

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- Each user should initially set up (Add) **one time only**, a **Run Control ID** for each process/report that will be carried out (such as the LBC Available Balance Report, LBC GL Expense Detail Report, and LBC PO Activity Listing Report). The Run Control ID is keyed to the Operator ID of the user that created the Run Control. After this **Add a New Value** is done the first time you will use the **Find an Existing Value** tab for **all** future **LBC PO Activity Listing**. Please do **NOT** add any other Run Control ID's.

NOTE: To access a **current** Run Control ID (a Run Control for LBC PO Activity Listing Report that was set up earlier), click the **Find an Existing Value** tab and then click **Search**. Choose the Run Control ID below named **LBC PO Activity Listing** and click on the blue link.

The screenshot displays the 'Budget Reports' section of the LBC Financials homepage. The left sidebar lists various reports, with 'LBC PO Activity Listing' highlighted. The main content area shows the search interface for 'LBC PO Activity Listing'. A red arrow points to the 'Find an Existing Value' tab. Below it, the 'Search Criteria' section is visible, with a search by field set to 'Run Control ID begins with'. A red circle highlights the 'Search' button. The search results table shows a list of Run Control IDs and their corresponding Language Codes. A red arrow points to the 'LBC_PO_ACTIVITY_LISTING' entry in the table.

Budget Reports

Print | New Window | Help

LBC PO Activity Listing

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Search Criteria

Search by: Run Control ID begins with

Include History Correct History Case Sensitive

[Search](#) Advanced Search


Search Results

View All First 1-7 of 7 Last

Run Control ID	Language Code
BUDGET_TRANSACTION_DETAIL	English
LBC_AVAILABLE_BALANCE	English
LBC_BUDGET_STATUS	English
LBC_GL_EXPENSE_DETAIL	English
LBC_PO_ACTIVITY_LISTING	English
PO_ACTIVITY_LISTING	English
PRINT_REQUISITIONS	English

[Find an Existing Value](#) | [Add a New Value](#)

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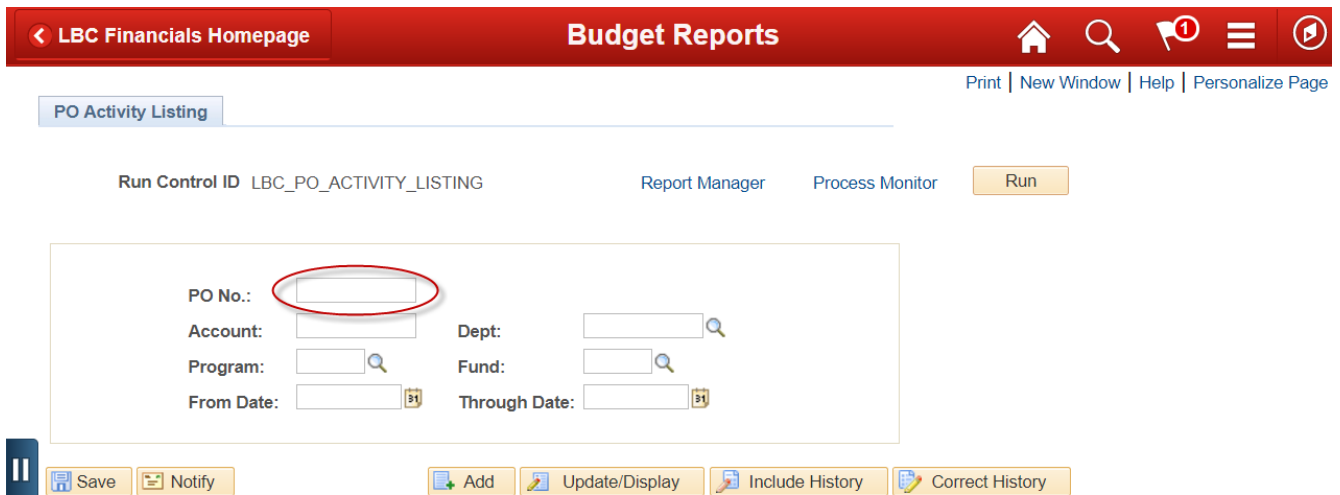
4. To Add the Run Control ID select the **Add a New Value** tab and enter **LBC_PO_ACTIVITY_LISTING** (be sure to put an underscore between each word and use caps) in the **Run Control ID** field then click **Add**. Note that the 2 vertical lines button  can be used to collapse or expand the menu on the left.



5. Enter the Purchase Order Number in the **PO No.** field for the Purchase Order number you wish to view in your report.

NOTE: The Purchase Order Number (**PO No.**) is a 10 digit field with the PO number preceded by 5 zeros. If entering a Contract number there are no preceding zeros but you do need to enter the decimal point.

NOTE: The **LBC PO Activity Listing** can also be run by using the account string (Account, Department, Program and Fund) and a **From Date** and a **Through Date**, and leaving the **PO No.** field blank to view all the PO's issued with that criteria.



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6. After entering the Purchase Order number under the **PO No.** field click the yellow **Run** button on the top right side.

NOTE: If you enter a specific PO Number to run the report then it is important to leave **ALL other fields blank in the criteria fields.** If you do not have a PO Number you can enter the **From Date** and the **Through Dates** along with the Chartfields (Account, Dept, Program, and Fund) for the area you need and then view all PO's that are issued for a specific Chartfield string.

The screenshot shows the 'Budget Reports' interface with the 'PO Activity Listing' report selected. The 'Run' button is circled in red. The 'PO No.' field is also circled in red and contains the value '0000080308'. Other fields include Account, Dept, Program, Fund, From Date, and Through Date.

7. In the Process Scheduler Request panel you will see the report Name/Description **LBC PO Activity Listing**. Next click the yellow **OK** button below and **DO NOT MAKE ANY OTHER CHANGES** in this panel.

The screenshot shows the 'Process Scheduler Request' dialog box. The 'LBC PO Activity Listing' entry in the 'Process List' table is circled in red. The 'OK' button is also circled in red. The dialog box contains fields for User ID, Run Control ID, Server Name, Run Date, Recurrence, Run Time, and Time Zone.

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	LBC PO Activity Listing	LBCGL013	SQR Report	Web	PDF	Distribution

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8. After clicking the **OK** button this previous panel will show again yet the **Process Instance** indicates that the report is running so **DO NOT** click the Run button again. From this panel click the **Report Manager** link at the top of the page. The report can be viewed by clicking the Notification button



on the red title bar as well.

9. The next panel under the **Administration** tab click the yellow **Refresh** button on the right side until the **Status** is **Posted** and the **Details** link shows to the right of the **Posted** status. In the Report Manager panel the current report will always be at the top of the Report List. To view the report you can either click the blue **LBC PO Activity Listing** link **OR** click the **Details** link next to the **Posted** Status on the **LBC PO Activity Listing** line.

NOTE: If you need to access a report from a previous day you can change the number under **Last** from 1 to any number up to 7 Days and then click the yellow **Refresh** button.

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10. In the **Report Detail** panel click the **LBCGL013 .PDF** name under the File List.

Report Detail

Report

Report ID: 1038375 Process Instance: 1173678 Message Log

Name: LBCGL013 Process Type: SQR Report

Run Status: Success

LBC PO Activity Listing

Distribution Details

Distribution Node: XCOPY Expiration Date: 01/28/2018

File List

Name	File Size (bytes)	Datetime Created
LBCGL013_1173678.PDF	4,540	08/01/2017 8:58:26.873000AM PDT
LBCGL013_1173678.out	131	08/01/2017 8:58:26.873000AM PDT
SQR_LBCGL013_1173678.log	2,309	08/01/2017 8:58:26.873000AM PDT

Distribute To

Distribution ID Type: *Distribution ID

User: 0005349

OK Cancel

11. Selecting the **LBCGL013. PDF** file opens another page with the report. From this page the report can be saved, printed or emailed by clicking one of the icons on the left side of the panel.

Report ID: LBCGL013.SQR LONG BEACH COMMUNITY COLLEGE DISTRICT Page No. 1
 PO ACTIVITY LISTING REPORT Date 08/01/2017

Run By: 0005349

PO ID	PO Date	Status	Req ID Voucher ID	Account	Fund	Org	Prog	Encumbrance Amount	Expense Amount	Posted Date	Vendor Name
0000080308	07/24/2017	D	0000036520 00182817	589500	01	678000	0000	\$ 849.00	\$849.00	07/31/2017	REDROCK SOFTWARE CORP REDROCK SOFTWARE CORP
0000080308	07/24/2017	D	0000036520 00182817	589500	01	678000	0000	\$ 200.00	\$200.00	07/31/2017	REDROCK SOFTWARE CORP REDROCK SOFTWARE CORP
0000080308	07/24/2017	D	0000036520 00182817	589500	01	678000	0000	\$ 50.00	\$50.00	07/31/2017	REDROCK SOFTWARE CORP REDROCK SOFTWARE CORP
Final Totals								\$ 1,099.00	\$ 1,099.00		