



# Viewing Financial Information Training Guide

**Revised February 2010**  
PeopleSoft Version 8.9

# Viewing Financial Information

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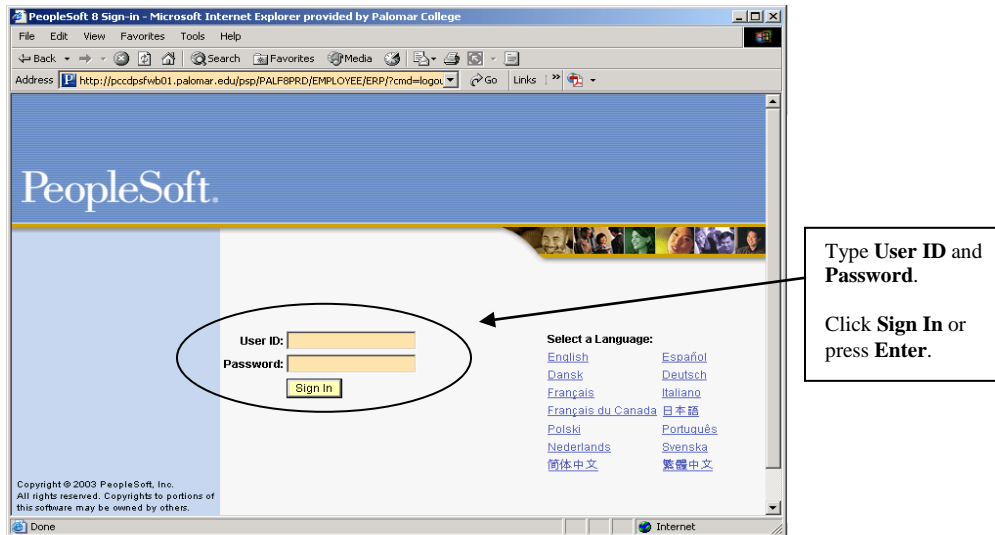
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# INTRODUCTION TO PEOPLESOFT 8 FINANCIALS

Following is an introduction to features that will help when working with PeopleSoft 8 Financials.

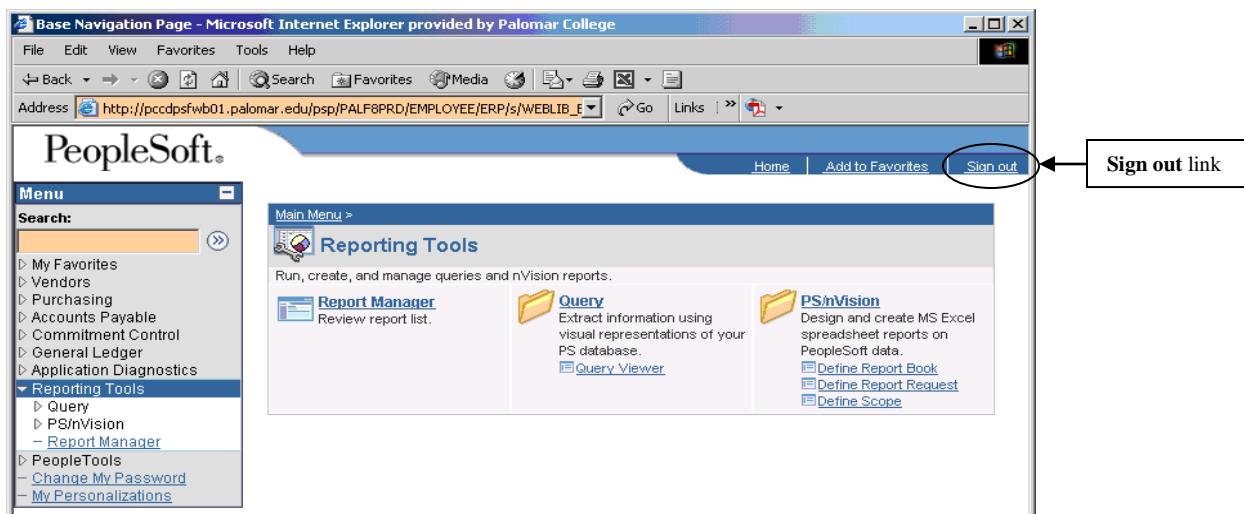
## SIGN IN PROCEDURES

1. Double-click on the desktop icon
2. Type: **User ID and Password**
3. Click: **Sign In** or press **ENTER**



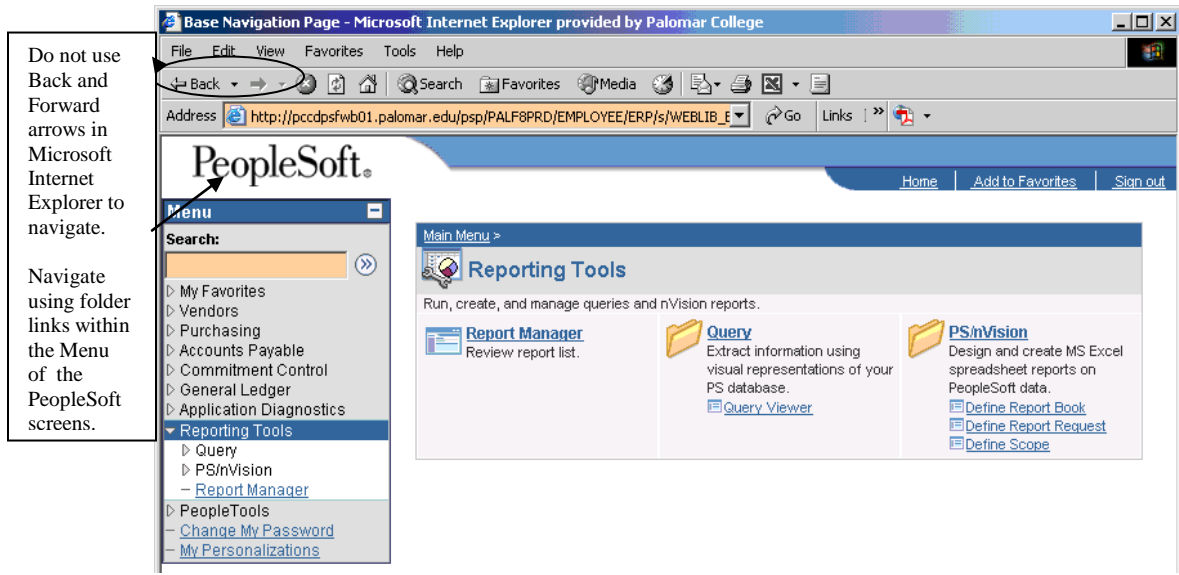
## SIGN OUT PROCEDURES

Click: **Sign out** link that is at the top right of every PeopleSoft screen



# BACK & FORWARD ARROWS IN MICROSOFT INTERNET EXPLORER

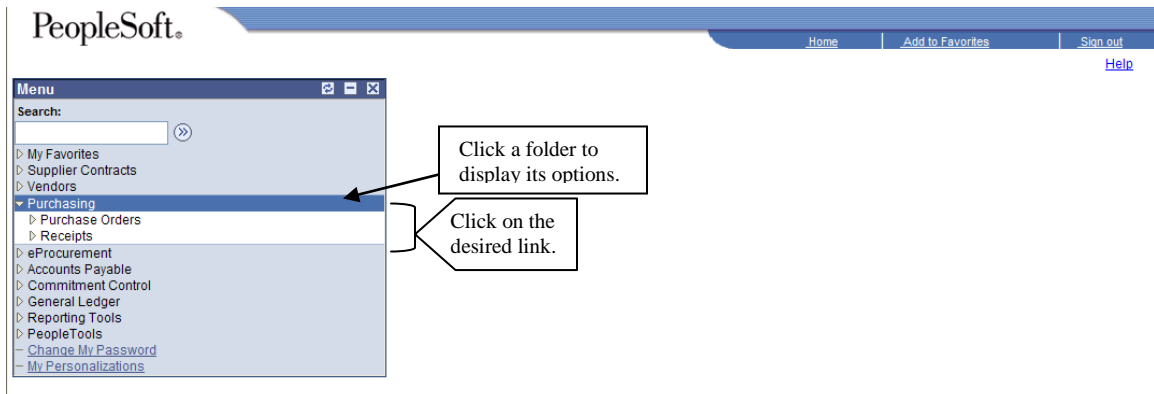
Do not use the Back and Forward arrows in the Microsoft Internet Explorer toolbar to navigate through PeopleSoft pages. Navigate using the various navigation tools that are within PeopleSoft, e.g. Menu options, Home, Return to Search, Next in List, Previous in List, etc.



## NAVIGATION

There are two ways to access PeopleSoft pages.

1. One way is to use the vertical **Menu** on the left of the screen. Click on the ► next to the appropriate folder(s) to open, and then click on the desired **link**.



2. The other way is to use the **Navigation Page**. Click the appropriate folder listed on the **Menu** located at the left side of the screen. The appropriate **Navigation Page** will display to the right of the **Menu**; click the desired link.



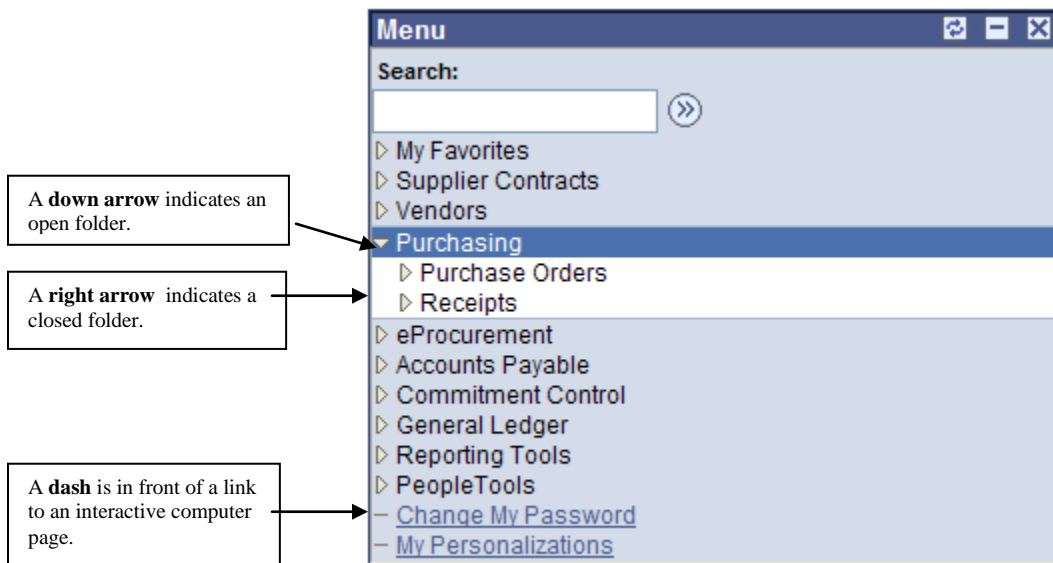
## MENU FEATURES

### **ARROWS & DASHES:**

A **down arrow** indicates an open menu folder.

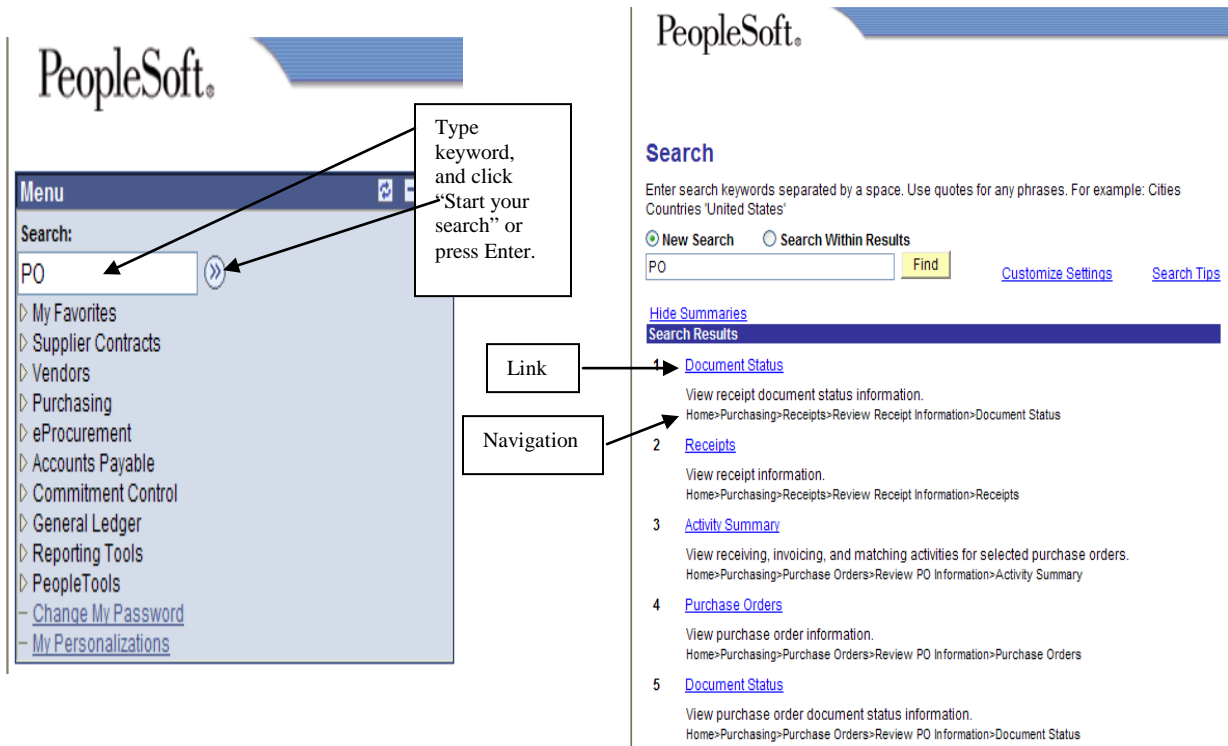
A **right arrow** indicates a closed menu folder.

A **dash** is placed in front of a link to an interactive computer page. (The underlined word or phrase is a page link.)



## MENU SEARCH:

If you do not know the navigation for what you need to do, type keywords into the **Search** box at the top of the Menu and click the **Start your search** button or press **Enter** on the keyboard. The navigation will be presented and a link that goes directly to the needed page.



The image shows two side-by-side screenshots of the PeopleSoft interface. The left screenshot shows the 'Menu' box with a search bar containing 'PO' and a search button. A callout box points to the search bar with the text: 'Type keyword, and click "Start your search" or press Enter.' Below the search bar is a list of menu items including 'My Favorites', 'Supplier Contracts', 'Vendors', 'Purchasing', 'eProcurement', 'Accounts Payable', 'Commitment Control', 'General Ledger', 'Reporting Tools', 'PeopleTools', 'Change My Password', and 'My Personalizations'. A 'Link' box points to the search results on the right, and a 'Navigation' box points to the breadcrumb trail in the search results.

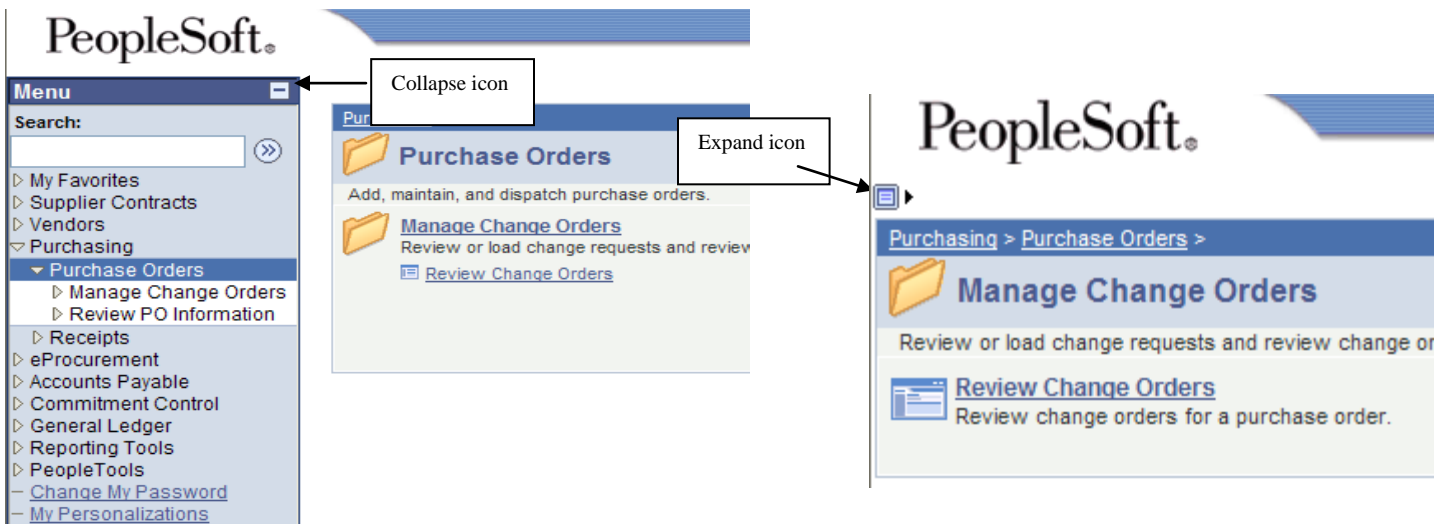
The right screenshot shows the 'Search' results page. It includes a search bar with 'PO' and a 'Find' button. Below the search bar are options for 'New Search' and 'Search Within Results'. The search results are listed as follows:

- 1 [Document Status](#)  
View receipt document status information.  
Home>Purchasing>Receipts>Review Receipt Information>Document Status
- 2 [Receipts](#)  
View receipt information.  
Home>Purchasing>Receipts>Review Receipt Information>Receipts
- 3 [Activity Summary](#)  
View receiving, invoicing, and matching activities for selected purchase orders.  
Home>Purchasing>Purchase Orders>Review PO Information>Activity Summary
- 4 [Purchase Orders](#)  
View purchase order information.  
Home>Purchasing>Purchase Orders>Review PO Information>Purchase Orders
- 5 [Document Status](#)  
View purchase order document status information.  
Home>Purchasing>Purchase Orders>Review PO Information>Document Status

## COLLAPSE/EXPAND MENU:

The Menu box can be placed out of view to provide the full screen for work in PeopleSoft pages by clicking the **Collapse** icon at the top right of the Menu box or by pressing **CTRL +Y** on the keyboard.

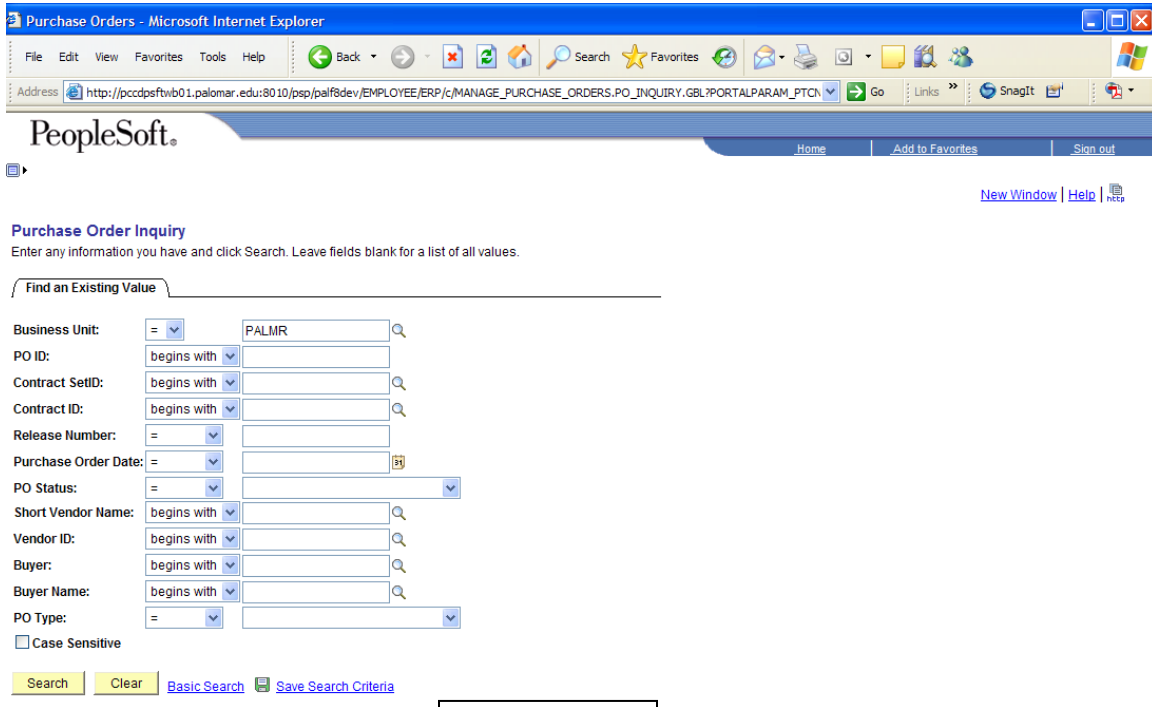
To restore the Menu, click the **Expand** icon at the top left of the screen or press **CTRL+Y**.



The image shows two side-by-side screenshots of the PeopleSoft interface. The left screenshot shows the 'Menu' box with a search bar and a list of menu items. A callout box points to the search bar with the text: 'Collapse icon'. The right screenshot shows the 'Menu' box collapsed, with a callout box pointing to the 'Expand icon' at the top left of the screen. The main content area shows the 'Purchase Orders' page with a breadcrumb trail: 'Purchasing > Purchase Orders > Manage Change Orders'. Below the breadcrumb trail is a list of menu items including 'Manage Change Orders' and 'Review Change Orders'.

## VIEW – F11 FUNCTION:

The normal screen view includes multiple rows of Microsoft Internet Explorer toolbars. Pressing **F11** on the keyboard closes all except the standard toolbar allowing more viewable area of the working screen. Toggle with **F11** to restore the original toolbars and screen view.



Purchase Orders - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [http://pccdpsftwb01.palomar.edu:8010/psp/palf8dev/EMPLOYEE/ERP/c/MANAGE\\_PURCHASE\\_ORDERS.PO\\_INQUIRY.GBL?PORTALPARAM\\_PTCN](http://pccdpsftwb01.palomar.edu:8010/psp/palf8dev/EMPLOYEE/ERP/c/MANAGE_PURCHASE_ORDERS.PO_INQUIRY.GBL?PORTALPARAM_PTCN)

PeopleSoft. Home Add to Favorites Sign out

New Window Help

### Purchase Order Inquiry

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

Find an Existing Value

Business Unit: = PALMR

PO ID: begins with

Contract SetID: begins with

Contract ID: begins with

Release Number: =

Purchase Order Date: =

PO Status: =

Short Vendor Name: begins with

Vendor ID: begins with

Buyer: begins with

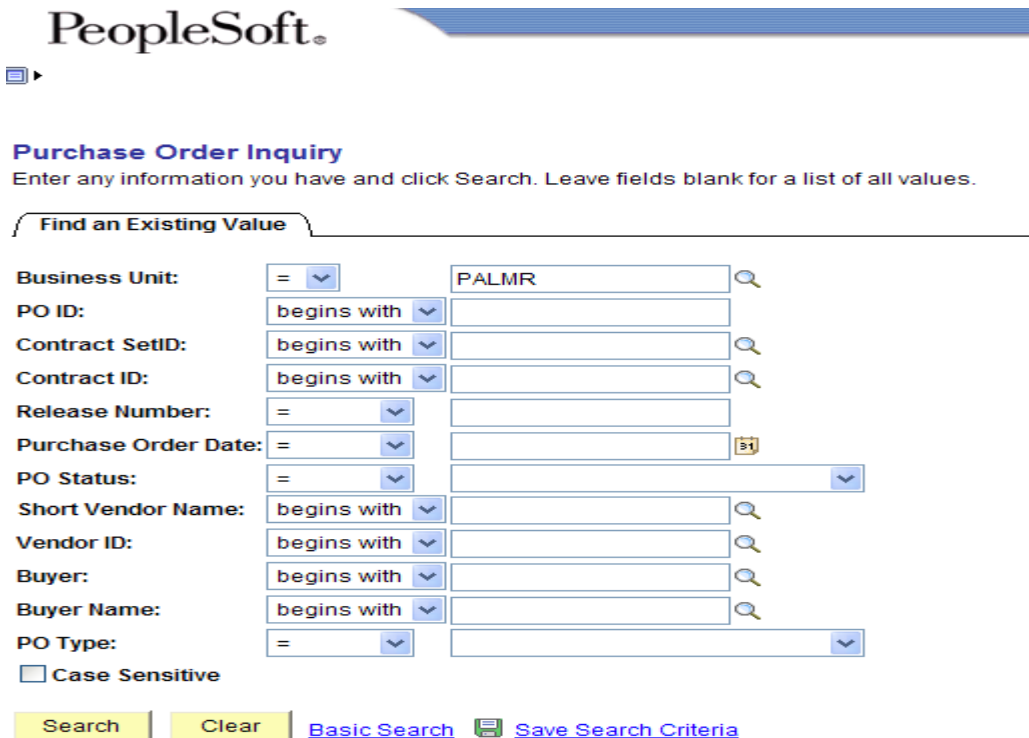
Buyer Name: begins with

PO Type: =

Case Sensitive

Search Clear Basic Search Save Search Criteria

Normal screen view



PeopleSoft.

### Purchase Order Inquiry

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

Find an Existing Value

Business Unit: = PALMR

PO ID: begins with

Contract SetID: begins with

Contract ID: begins with

Release Number: =

Purchase Order Date: =

PO Status: =

Short Vendor Name: begins with

Vendor ID: begins with

Buyer: begins with

Buyer Name: begins with

PO Type: =

Case Sensitive

Search Clear Basic Search Save Search Criteria

Full-screen view

## SEARCH PAGES:

Clicking on a [page link](#) opens a search page. This is where search criteria are entered in order to retrieve a needed computer page. Drop-down list boxes provide operators to help define the search criteria. To conduct a search, enter the search criteria and click the **Search** button.

**Menu**

Search: [ ]

- My Favorites
- Supplier Contracts
- Vendors
- Purchasing
  - Purchase Orders
  - Manage Change Orders
  - Review PO Information
    - Purchase Orders**
    - Activity Summary
    - PO Accounting Entries
    - Print POs
    - Document Status
- Receipts
- eProcurement
- Accounts Payable
- Commitment Control
- General Ledger
- Reporting Tools
- PeopleTools
  - Change My Password
  - My Personalizations

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

Find an Existing Value

Business Unit: [=] PALMR

PO ID: [begins with] [ ]

Contract SetID: [begins with] [ ]

Contract ID: [begins with] [ ]

Release Number: [=] [ ]

Purchase Order Date: [=] [ ]

PO Status: [=] [ ]

Short Vendor Name: [begins with] [ ]

Vendor ID: [begins with] [ ]

Buyer: [begins with] [ ]

Buyer Name: [begins with] [ ]

PO Type: [=] [ ]

Case Sensitive

Search Clear Basic Search Save Search Criteria

Drop-down list boxes

Enter criteria here.

Click Search button.

### Purchase Order Inquiry

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

Find an Existing Value

Business Unit: [=] PALMR

PO ID: [begins with] [ ]

Contract SetID: [begins with] [ ]

Contract ID: [contains] [ ]

Release Number: [=] [ ]

Purchase Order Date: [<=] [ ]

PO Status: [>=] [ ]

Short Vendor Name: [between] [ ]

Vendor ID: [in] [ ]

Buyer: [begins with] [ ]

Buyer Name: [begins with] [ ]

PO Type: [=] [ ]

Case Sensitive

Search Clear Basic Search Save Search Criteria

Operators in drop-down list

Click Search button.

## ACTIVE/INACTIVE PAGES:

Some screens have access to multiple PeopleSoft pages of information. Each page is accessible by what looks like a manila folder tab. The **active** page, where the user can interact, is indicated by a white tab; the **inactive** pages are indicated by colored tabs.

To make an inactive page the active page, click on the desired tab.

The screenshot shows the PeopleSoft interface with a menu on the left and a main content area. The menu includes options like 'My Favorites', 'Supplier Contracts', 'Vendors', 'Purchasing', 'eProcurement', 'Accounts Payable', 'Commitment Control', 'Review Budget Activities', 'Budgets Overview', 'Activity Log', 'Budget Reports', 'General Ledger', 'Reporting Tools', 'PeopleTools', 'Change My Password', and 'My Personalizations'. The 'Budgets Overview' page is active, indicated by a white tab. Below the page title, there is a search bar with the text 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below the search bar, there are two tabs: 'Find an Existing Value' (white tab) and 'Add a New Value' (colored tab). Below the tabs, there is an 'Inquiry Name' field with a dropdown menu set to 'begins with' and an input field. Below the input field, there are buttons for 'Search' and 'Clear', and links for 'Basic Search' and 'Save Search Criteria'. Below the buttons, there are links for 'Find an Existing Value' and 'Add a New Value'. A callout box points to the 'Add a New Value' tab with the text 'Inactive page (colored tab)'. Another callout box points to the 'Find an Existing Value' tab with the text 'Active page (white tab)'.

## NEW WINDOW

To look at more than one page at a time, use the **New Window** link, and then navigate to another computer page.

The screenshot shows the PeopleSoft interface with a menu on the left and a main content area. The menu includes options like 'My Favorites', 'Supplier Contracts', 'Vendors', 'Purchasing', 'eProcurement', 'Accounts Payable', 'Commitment Control', 'Review Budget Activities', 'Budgets Overview', 'Activity Log', 'Budget Reports', 'General Ledger', 'Reporting Tools', 'PeopleTools', 'Change My Password', and 'My Personalizations'. The 'Budgets Overview' page is active, indicated by a white tab. Below the page title, there is a search bar with the text 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below the search bar, there are two tabs: 'Find an Existing Value' (white tab) and 'Add a New Value' (colored tab). Below the tabs, there is an 'Inquiry Name' field with a dropdown menu set to 'begins with' and an input field. Below the input field, there are buttons for 'Search' and 'Clear', and links for 'Basic Search' and 'Save Search Criteria'. Below the buttons, there are links for 'Find an Existing Value' and 'Add a New Value'. A callout box points to the 'New Window' link in the top right corner with the text 'Click New Window then navigate to another page.' The 'New Window' link is circled in blue.

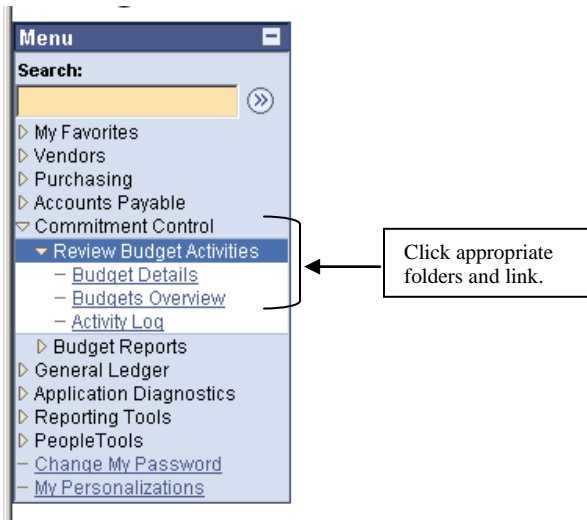
## **MY FAVORITES**

Favorites can be set for quick access to pages that are frequently used and/or have cumbersome navigations.

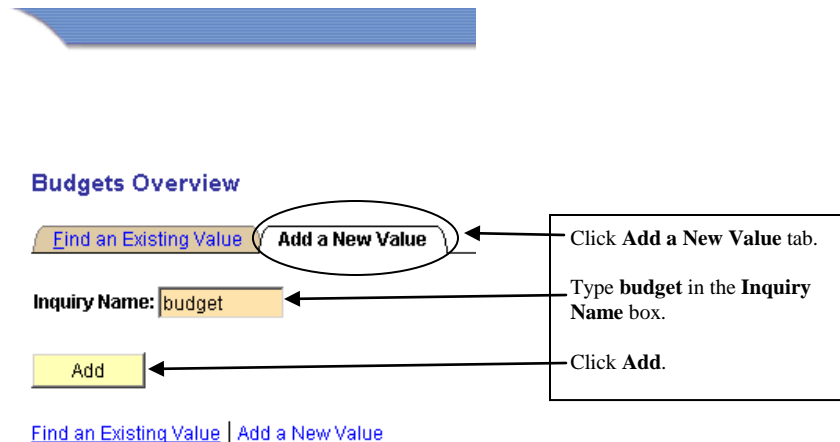
### **HOW TO ADD A FAVORITE**

A good example to show why and how to set a Favorite is the multi-step navigation necessary to view budgets. The steps are as follows:

1. Click: **Commitment Control** on the Menu
2. Select: **Review Budget Activities**
3. Select: **Budgets Overview**



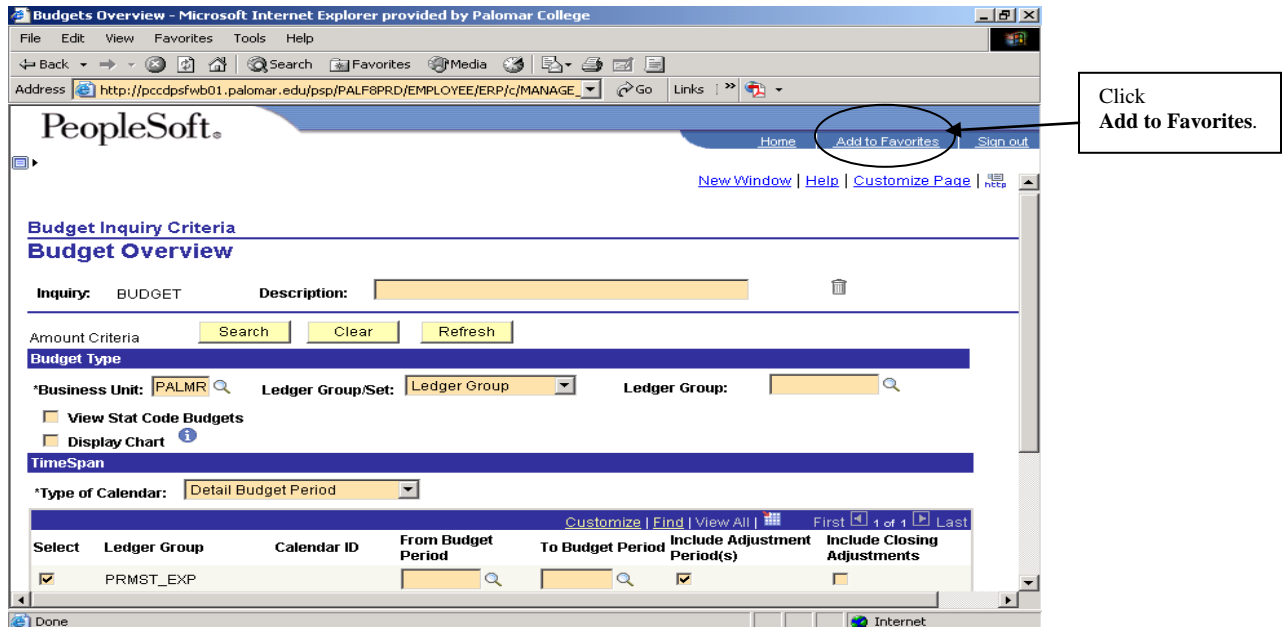
4. Click: **Add a New Value** tab on Budgets Overview search page
5. Type: **BUDGET** in Inquiry Name box



6. Click: **Add** or press **Enter**

The **Budget Inquiry Criteria Budget Overview** page will appear.

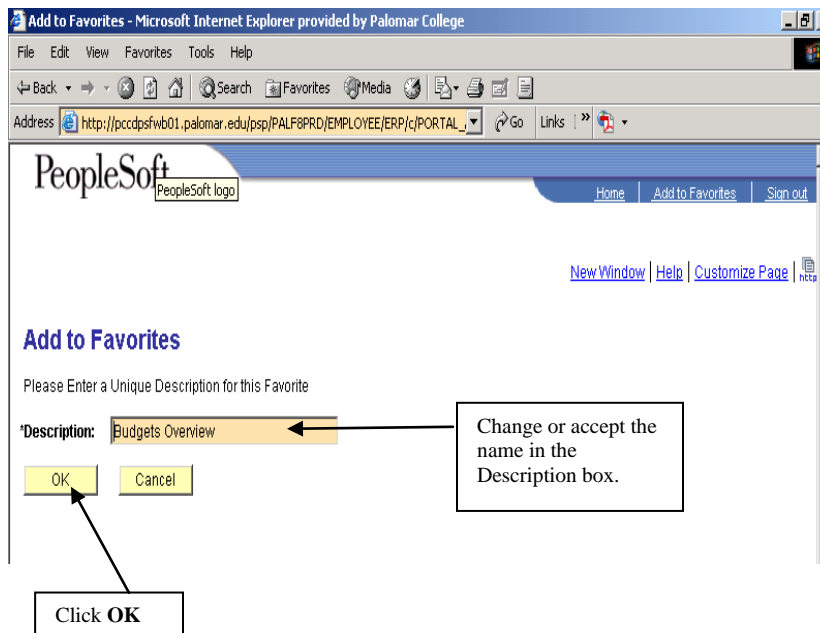
7. Click: **Add to Favorites** link at the top right of the screen



The **Add to Favorites** page will appear.

8. Change or accept the name of the favorite presented in the **Description** box.

9. Click: **OK**

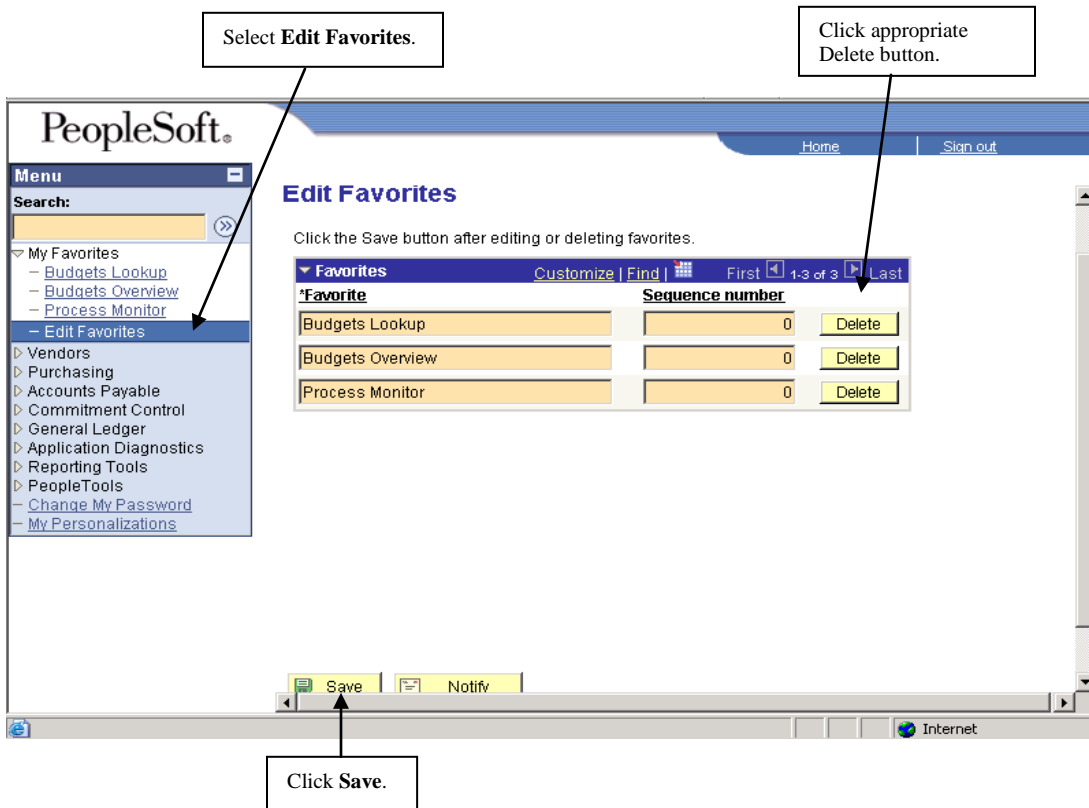


## HOW TO USE A FAVORITE

1. Click: **My Favorites** on the Menu
2. Click: the link to the desired favorite

## HOW TO DELETE A FAVORITE

1. Click: **My Favorites** on the Menu
2. Select: **Edit Favorites**
3. Click: **Delete** button to the right of the Favorite to delete
4. Click: **OK** in the dialog box that states:  
**Delete current/selected rows from this page? The delete will occur when the transaction is saved.**
5. Click: **Save** button at the bottom of the page



## MY PERSONALIZATIONS

My Personalizations is an area where preferences can be set. Preferences can be set for the tab to pass over stops not needed often, making data entry quicker. A preference can also be set to automatically collapse the menu out of the way whenever a menu option is selected. For example, directions to set **Automatic menu collapse** are as follows:

1. Click: **My Personalizations** on the Menu
2. Click: **Personalize Option** button to the right of the **NAVIGATION** category

Click My Personalizations link.

Personalizations  
Leslie F. Briggs

Personalized settings are in effect.  
Changes to Personalization settings require you to log off and log back on in order to take effect.

Description	Personalize Option
GENERAL	Personalize Option
LOCALE	Personalize Option
MESSAGES	Personalize Option
NAVIGATION	Personalize Option

Restore Defaults

Click the **Personalize Option** to the right of **NAVIGATION**.

The **Option Category: NAVIGATION Personalization** page will appear. Scroll up and down to view all the options.

3. Click: the **Override Value** box to the right of **Automatic menu collapse**
4. Select: **Yes**
5. Click: **OK** button at the bottom left of the screen

Option Category: NAVIGATION

Personalization Option	Default Value	Override Value
Tab over Add/Del Buttons (+/-)	No	
Automatic menu collapse	No	Yes
Show browser address location	Yes	
Show browser navigation bar	Yes	
Slow browser links	Yes	
-	...	
Tab over Related Page Links	No	
Tab over Toolbar	No	

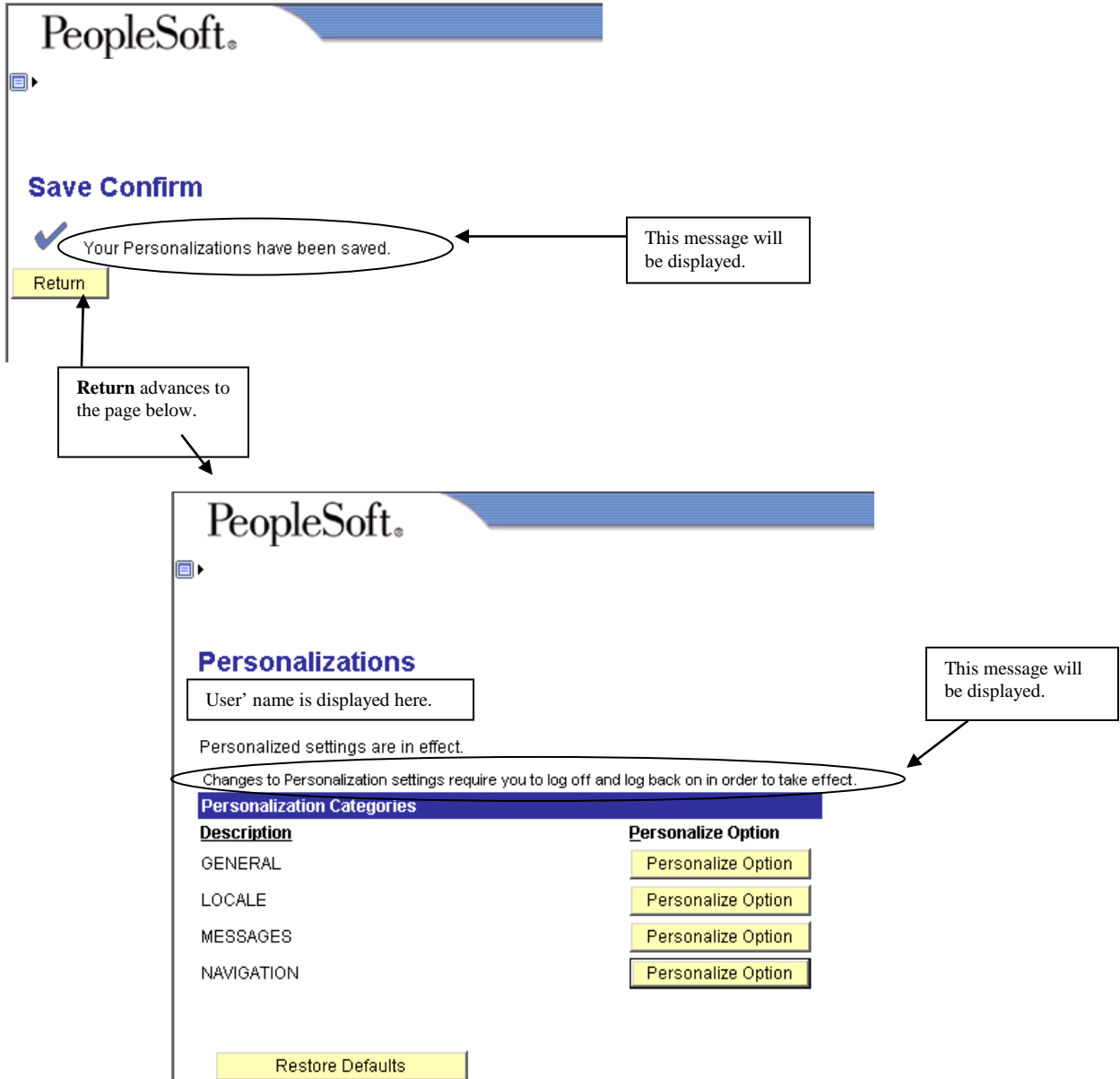
Restore Category Defaults

OK Cancel

Click OK.

Click in the **Override Value** box and select the appropriate value. In this case, select **Yes**.

A screen will appear stating: **Your Personalizations have been saved.** By clicking on the Return button, the user will be returned to the Personalizations page, and this message will appear: **Changes to Personalization settings require you to log off and log back on in order to take effect.**



## **CHANGE MY PASSWORD**

Passwords in the Finance application must be at least five (5) characters and must be changed at least every six months.

1. Click: on the **Change My Password** link.

PeopleSoft®



2. Type: Current password, New Password and Confirm Password
3. Click: Change Password to set

### **Change Password**

User ID:

Description:

\*Current Password:

\*New Password:

\*Confirm Password:

Change Password

Click to change password

Type new password and confirm

4. Click: OK
5. Click: Home to navigate back to Menu

### **Password Saved**



Your password has successfully been changed.

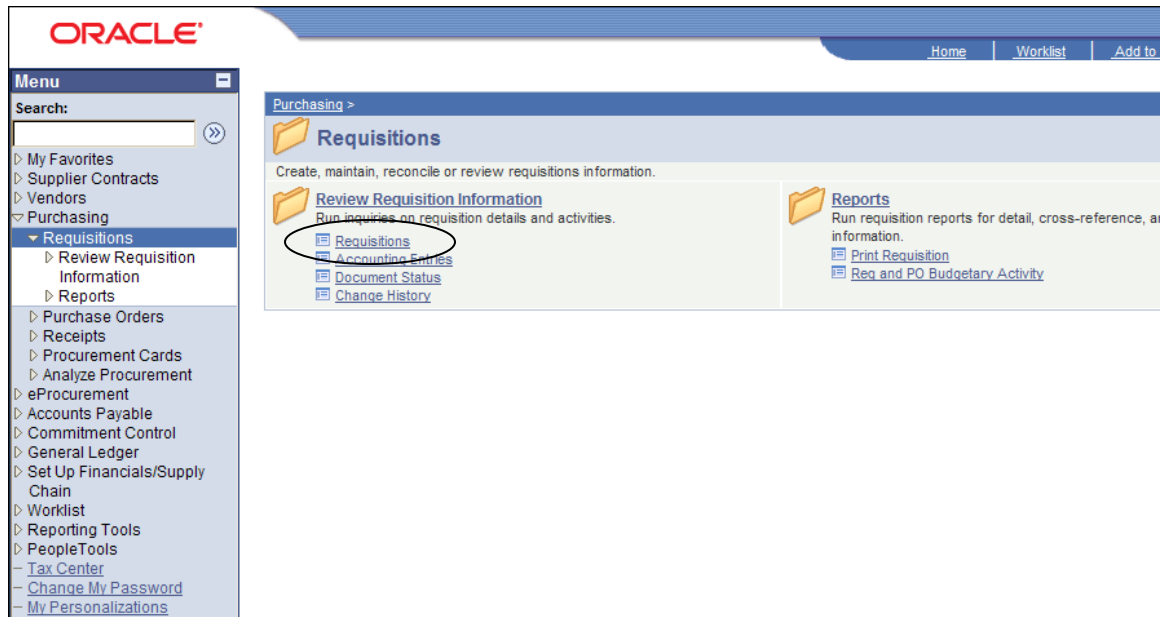
OK

## VIEW PURCHASING INFORMATION

### REQUISITION INQUIRY:

From the Menu, navigate to the **Requisition Inquiry** page.

1. Click: **Purchasing** on the Menu
2. Click: **Requisitions** on the Menu
3. Select: **Review Requisition Information – Requisitions**



The **Requisition Inquiry** page will appear.

There are several options for using this page to search for Requisitions. The fields on this page can be used alone or in conjunction with others.

- **Requisition ID:** If you know the Req number, enter it in the **Requisition ID** box. (Include all the leading zeroes.)
- **To Req:** If you want to look at a range of Req numbers, put the first number in the **Requisition ID** box and the last number in the **To Req** box.
- **Origin:** If you want to see all Reqs that were approved by the same person, put that person's Origin Code in this box.
- **Requester:** To see all Reqs for a particular Requester, put that person's User ID in this box.
- **Vendor ID:** To see all Reqs for a particular vendor, put the Vendor ID number in this box. (Use the [Vendor Lookup](#) link to search for the Vendor ID, if necessary.)
- **Req Status:** This field is best used in conjunction with another field, such as **Origin** or **Requester**. For example, to see all Reqs for a particular user that haven't been fully approved, enter **P** (for Pending Approval) in the **Req Status** box and the User ID in the **Requester** box.

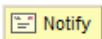
4. Enter: the desired search criteria
5. Click: **OK** or press **Enter**

The **Req Inquiry** page will appear.

Requisitions

Req Inquiry					
Details		Status			
Unit	Requisition	Status	Requester	Req Date	Total Amt
PALMR	<a href="#">0000000347</a>	Complete	McCroy, Margery	01/28/2010	6,804.480 USD
PALMR	<a href="#">0000000346</a>	Complete	Chmura, Lerina	01/28/2010	1,353.200 USD
PALMR	<a href="#">0000000345</a>	Pending	o'neill, yasue	01/28/2010	306.000 USD
PALMR	<a href="#">0000000344</a>	Approved	Cummins, Diane	01/27/2010	546.500 USD
PALMR	<a href="#">0000000343</a>	Approved	Morrison, Anna	01/27/2010	443.700 USD
PALMR	<a href="#">0000000342</a>	Approved	Renner, Donna	01/27/2010	973.310 USD
PALMR	<a href="#">0000000341</a>	Approved	Farrell, Dorothy	01/26/2010	109.950 USD
PALMR	<a href="#">0000000340</a>	Approved	Renner, Donna	01/26/2010	870.530 USD
PALMR	<a href="#">0000000339</a>	Approved	Ramirez, Griselda	01/26/2010	2,000.000 USD
PALMR	<a href="#">0000000338</a>	Complete	Chmura, Lerina	01/25/2010	5,416.880 USD
PALMR	<a href="#">0000000337</a>	Approved	Chmura, Lerina	01/25/2010	25,385.840 USD

[Search](#)



On the **Details** tab, you can see the current status of the Reqs in the **Status** column:

- Pending:** The Req has not been fully approved.
- Approved:** The Req has been fully approved.
- Complete:** The Req has been made into a PO, we've been invoiced by the vendor, and we've paid the vendor.

Requisitions

Req Inquiry											
Details		Status									
Unit	Requisition	Change Order	On RFO	On PO	Direct Ship	Received	On MSR	On Voucher	Use ProCard	Document Status	Approval History
PALMR	<a href="#">0000000347</a>	Y		Y				Y			
PALMR	<a href="#">0000000346</a>	Y		Y				Y			
PALMR	<a href="#">0000000345</a>										
PALMR	<a href="#">0000000344</a>	Y		Y				Y			
PALMR	<a href="#">0000000343</a>	Y		Y				Y			
PALMR	<a href="#">0000000342</a>	Y		Y							
PALMR	<a href="#">0000000341</a>	Y		Y				Y			
PALMR	<a href="#">0000000340</a>	Y		Y				Y			
PALMR	<a href="#">0000000339</a>	Y		Y							
PALMR	<a href="#">0000000338</a>	Y		Y				Y			
PALMR	<a href="#">0000000337</a>	Y		Y							

[Search](#)



On the **Status** tab, you can see where the Req is in its lifecycle.

- A [Y](#) in the **On PO** column means that the Req has been made into a PO. Clicking on the [Y](#) will take you to the PO Inquiry page.
- A [Y](#) in the **On Voucher** column means that we've been invoiced by the vendor, and that invoice has been entered into the system as a voucher. Clicking on the [Y](#) will take you to the Voucher Inquiry page.
- If you click on the in the **Document Status** column, a new window opens, taking you to the **Req DOC Status** page.

**Req DOC Status**

Business Unit: PALMR      Req ID: [000000338](#)      Status: Complete  
 Document Date: 01/25/2010      Document Type: Requisition      Budget Status: Valid  
 Currency: USD      Amount: 5,416.88  
 Requester: Chmura, Lerina

**Associated Document**      Customize | Find | View All | First 1-4 of 4 Last

Documents      Related Info

SetID	Business Unit	DOC ID	Document Type	Status	Document Date	Vendor ID	Location
PALMR		<a href="#">0000052065</a>	Payment	Posted	02/04/2010	0000023912	0000000001
	PALMR	<a href="#">0000001178</a>	PO	Compl	02/01/2010	0000023912	0000000001
	PALMR	<a href="#">00166765</a>	Voucher	Posted	01/31/2010	0000023912	0000000001
	PALMR	<a href="#">00166769</a>	Voucher	Posted	01/31/2010	0000023912	0000000001

[Return to Search](#)

The **Documents** tab shows all the documents in the system that are related to this Req. In the **DOC ID** column is the ID number of the related documents. In the **Document Type** column, it tells you what kind of document it is. The ID numbers are links that will take you to the associated inquiry pages.

You can also navigate directly to this page:

## REQUISITION DOCUMENT STATUS:

From the menu, navigate to the **Requisition Document Status** page

1. Click: **Purchasing** on the Menu
2. Select: **Requisitions – Review Requisition Information – Document Status**

**ORACLE**      Home      Worklist

**Menu**

Search: [ ]

- My Favorites
- Supplier Contracts
- Vendors
- Purchasing
  - Requisitions
    - Review Requisition Information
      - Requisitions
      - Accounting Entries
      - Document Status
      - Change History
    - Reports
    - Purchase Orders
    - Receipts
    - Procurement Cards
    - Analyze Procurement
  - eProcurement
  - Accounts Payable
  - Commitment Control
  - General Ledger
  - Set Up Financials/Supply Chain

**Requisition Document Status**

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

Find an Existing Value

Business Unit: [ = ] [ PALMR ] [ 🔍 ]

Requisition ID: [ begins with ] [ ] [ 🔍 ] ← Enter Requisition number here

Requisition Status: [ = ] [ ] [ 🔍 ]

Requisition Date: [ = ] [ ] [ 🔍 ]

Origin: [ begins with ] [ ] [ 🔍 ]

Requester: [ begins with ] [ ] [ 🔍 ]

Description: [ begins with ] [ ] [ 🔍 ]

Case Sensitive

[ Search ] [ Clear ] [Basic Search](#) [Save Search Criteria](#)

3. Type: **Requisition ID** number (it's okay to use a wildcard (%) in place of the leading zeros)
4. Click: **Search** or press **Enter**

The **Requisition Document Status** page will appear.

**Req DOC Status**

---

**Business Unit:** PALMR      **Req ID:** [0000000338](#)      **Status:** Complete  
**Document Date:** 01/25/2010      **Document Type:** Requisition      **Budget Status:** Valid  
**Currency:** USD      **Amount:** 5,416.88  
**Requester:** Chmura, Lerina

**Associated Document** [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1-4 of 4](#) | [Last](#)

[Documents](#)    [Related Info](#)    [\[...\]](#)

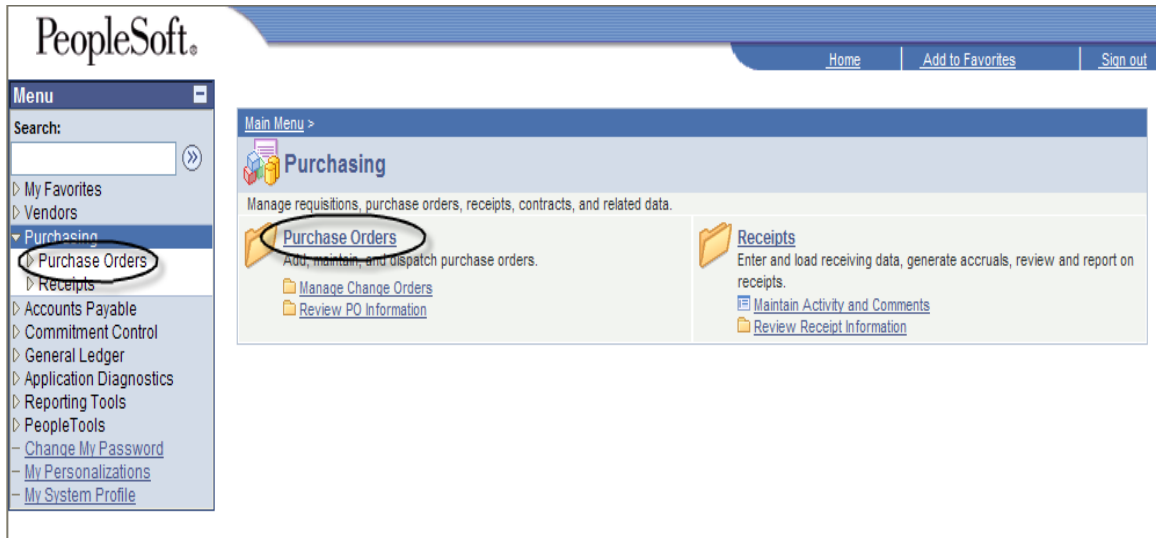
SetID	Business Unit	DOC ID	Document Type	Status	Document Date	Vendor ID	Location	
PALMR		<a href="#">0000052065</a>	Payment	Posted	02/04/2010	0000023912	0000000001	
PALMR		<a href="#">0000001178</a>	PO	Compl	02/01/2010	0000023912	0000000001	
PALMR		<a href="#">00166765</a>	Voucher	Posted	01/31/2010	0000023912	0000000001	
PALMR		<a href="#">00166769</a>	Voucher	Posted	01/31/2010	0000023912	0000000001	

[Return to Search](#)

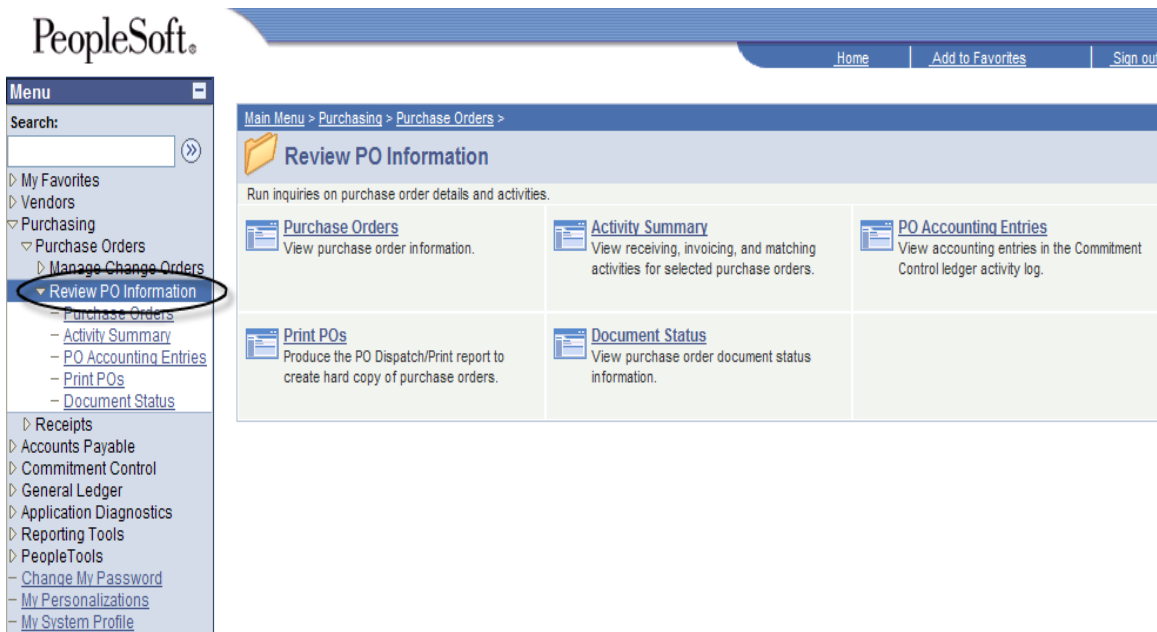
## **PURCHASE ORDER INQUIRY:**

From the Menu, navigate to the **Purchase Order Inquiry** window.

1. Click: **Purchasing** on the Menu
2. Select: **Purchase Orders**



3. Select: **Review PO Information**
4. Select: **Purchase Orders**



The **Purchase Order Inquiry** page will appear.

**PeopleSoft** Home Add to Favorites Sign out

Menu Search: [ ] [ ]

My Favorites Vendors Purchasing Purchase Orders Manage Change Orders Review PO Information Purchase Orders Activity Summary PO Accounting Entries Print POs Document Status Receipts Accounts Payable Commitment Control General Ledger Application Diagnostics Reporting Tools PeopleTools Change My Password My Personalizations My System Profile

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

Find an Existing Value

Business Unit: [=] PALMR [Q] **Required Field**

PO ID: [begins with] [ ] [Q] **Type in PO #**

Contract SetID: [begins with] [ ] [Q]

Contract ID: [begins with] [ ] [Q]

Release Number: [=] [ ]

Purchase Order Date: [=] [ ] [B]

PO Status: [=] [ ] [v]

Short Vendor Name: [begins with] [ ] [Q]

Vendor ID: [begins with] [ ] [Q]

Buyer: [begins with] [ ] [Q]

Buyer Name: [begins with] [ ] [Q]

PO Type: [=] [ ] [v]

Case Sensitive

Search Clear Basic Search Save Search Criteria

**Click Search or press Enter**

5. Select: **Business Unit** using the drop down. (default is PALMR)
6. Type: **Purchase Order number** (partial or full number) in PO ID field
7. Click: **Search** or press **Enter**.

**PeopleSoft** Home Add to Favorites Sign out

Menu Search: [ ] [ ]

My Favorites Supplier Contracts Vendors Purchasing Purchase Orders Manage Change Orders Review PO Information Purchase Orders Activity Summary PO Accounting Entries Print POs Document Status Receipts eProcurement Accounts Payable eProcurement Accounts Payable Commitment Control General Ledger Reporting Tools PeopleTools Change My Password My Personalizations

**Purchase Order Inquiry**  
**Purchase Order**

Unit: PALMR PO Status: Compl  
PO ID: 0680113 Budget Status: Valid

Header

PO Date: 07/01/2005 Doc Tol Status: Valid  
Vendor: KNIGHT S-001 Backorder Status: None  
Vendor ID: 0000000652 [Vendor Details](#) Receipt: Received  
Buyer: Simonds, Kimberly  Hold From Further Processing

PO Reference: 36059

[Header Details](#) [All RTV](#) [Matching](#)  
[Header Comments...](#) [Document Status](#)  
[Change Order](#)

**Amount Summary**

Merchandise:	148,200
Freight/Tax/Misc.:	0.000
<b>Total:</b>	<b>148,200 USD</b>

Select Lines To Display

**Click to view PO Document Status Page**

Lines Customize Find View All First 1 of 1 Last

Line	Item	Item Description	Category	PO Qty	UOM	Amount	Status
1		BILATERAL AGREEMENT FOR CONTIN	MAEQP	1.0000	LOT	148,200 USD	Closed

There are two ways to view the Purchase Order Status page. Click the link on this page or follow the instructions listed below. Skip steps 1 - 4  
Underlined, blue text - links to other information pertaining to the PO.

## **PURCHASE ORDER DOCUMENT STATUS:**

From the menu, navigate to the **Purchase Order Document Status** window

1. Click: **Purchasing** on the Menu
2. Select: **Purchase Orders – Review PO Information – Document Status**

**PeopleSoft.** Home Add to Favorites Sign out

Menu Search:

My Favorites Vendors Purchasing Purchase Orders Manage Change Orders Review PO Information Purchase Orders Activity Summary PO Accounting Entries Print POs Document Status Receipts Accounts Payable Commitment Control General Ledger Application Diagnostics Reporting Tools PeopleTools Change My Password My Personalizations My System Profile

**Purchase Order Document Status**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: = PALMR  
PO Number: begins with 0680113 **Type PO #**  
Purchase Order Date: =  
Origin: begins with  
Purchase Order Reference: begins with  
 Case Sensitive

Search Clear Basic Search Save Search Criteria  
Click Search or press Enter

**Search Results**  
View All First 1 of 1 Last

Business Unit	PO Number	Purchase Order Date	Origin	Purchase Order Reference
PALMR	0680113	07/01/2005	ONL	36059

3. Type: **PO Number**
4. Click: **Search** or press **Enter**

The **Purchase Order Document Status** page will appear.

**PeopleSoft.** Home Add to Favorites Sign out

Menu Search:

My Favorites Vendors Purchasing Purchase Orders Manage Change Orders Review PO Information Purchase Orders Activity Summary PO Accounting Entries Print POs Document Status Receipts Accounts Payable Commitment Control General Ledger Application Diagnostics Reporting Tools PeopleTools Change My Password My Personalizations My System Profile

**PO Document Status**  
Click - PO Inquiry page will appear

Business Unit: PALMR PO ID: 0680113 Status: Compl  
Document Date: 07/01/2005 Document Type: Purchase Order Budget Status: Valid  
Currency: USD Amount: 148,200  
Buyer: Kimberly A. Simonds

**Associated Document** Customize | Find | View All | First 1-2 of 2 Last

SetID	Business Unit	DOC ID	Document Type	Accounting Entries
PALMR	PALMR	00107049	Voucher	<a href="#">Accounting Entries</a>
PALMR		000004209	Payment	<a href="#">Accounting Entries</a>

Click - Payment Inquiry page will appear

Return to Search

5. Click: The **DOC ID (Payment)** to view payment information on this PO.

The **Payment Inquiry** page will appear.

PeopleSoft®

Menu

Search:

- ▷ My Favorites
- ▷ Supplier Contracts
- ▷ Vendors
- ▷ Purchasing
- ▷ eProcurement
- ▷ Accounts Payable
  - ▷ Vouchers
  - ▷ Review Accounts Payable Info
  - ▷ Vouchers
  - ▷ Payments
    - Document Status
    - Payment
- ▷ Commitment Control
- ▷ General Ledger
  - ▷ vouchers
  - ▷ Payments
    - Document Status
    - Payment
- ▷ Commitment Control
- ▷ General Ledger
  - ▷ vouchers
  - ▷ Payments
    - Document Status
    - Payment
- ▷ Commitment Control
- ▷ General Ledger
  - ▷ vouchers
  - ▷ Payments
    - Document Status
    - Payment
- ▷ Commitment Control
- ▷ General Ledger
  - ▷ vouchers
  - ▷ Payments
    - Document Status
    - Payment
- ▷ Commitment Control
- ▷ General Ledger
  - ▷ vouchers
  - ▷ Payments
    - Document Status
    - Payment
- ▷ Commitment Control
- ▷ General Ledger
  - ▷ vouchers
  - ▷ Payments
    - Document Status
    - Payment
- ▷ Reporting Tools
- ▷ PeopleTools
- Change My Password
- My Personalizations

## Payment Inquiry

### Search Criteria

Search Name:

Vendor Name:  From:  To:

\*Amount Rule:

Amount:

Currency:

Bank SetID:

Bank Code:

Bank Account:

Bank Account #:

Reference:

Payment Date:

Payment Method:

Pay Cycle:

Seq Num:

Payment Status:

Remit SetID:

Remit Vendor:

Settle by:

Settlement Status:

Single Payment Vouchers:

Max Rows:

Show Chart      \*Chart Type:

### Sorting Criteria

1st sort:   Descending    2nd sort:   Descending   

Payment Inquiry Result

Payment Details    Additional Info    Vendor Details    Financial Gateway

Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
VCHR	<a href="#">76147590</a>	Check	1,585.640	USD	09/22/2005	09/22/2005	Paid	Unrecon	

Click - Payment Reference ID to view vouchers for this payment.

6. Click:      The **Payment Reference ID** to view voucher information for this payment.

## Vouchers For a Payment

[Back To Payment Inquiry](#)

**Bank Name:** Wells Fargo Central Bank

**Pymnt Ref ID:** 76147590

**Bank Account #:** 4759-037567

**Accounting Date:** 09/22/2005

**Pay Cycle:** AP      **Seq Num:** 35

**Payment Date:** 09/22/2005

**Vendor Name:** KNIGHT SECURITY & FIRE SYSTEMS

**Days Outstanding:** 175

**Address:** 535 STATE PL

**Payment Clear Date:**

**Reconcile Date:**

ESCONDIDO CA 92029 USA

**Value Date:** 09/22/2005

**Payment Amount:** 1,585.640 USD      **Payment Method:** CHK

**Description:**

<a href="#">Customize</a>   <a href="#">Find</a>   <a href="#">View</a>										
<u>Business Unit</u>	<u>Voucher ID</u>	<u>Advice Seq</u>	<u>Advice Date</u>	<u>Invoice Number</u>	<u>Gross Paid Amount</u>	<u>Paid Amount</u>	<u>Currency</u>	<u>Discount Taken</u>	<u>Late Charge</u>	<u>Stat</u>
PALMR	<a href="#">00107051</a>	1	09/09/2005	360928	233.700	233.700	USD			Acc
PALMR	<a href="#">00107050</a>	1	09/09/2005	360927	58.440	58.440	USD			Acc
PALMR	<a href="#">00107049</a>	1	07/01/2005	356427	148.200	148.200	USD			Acc
PALMR	<a href="#">00107048</a>	1	07/01/2005	356444	467.400	467.400	USD			Acc
PALMR	<a href="#">00107025</a>	1	09/07/2005	360914	28.000	28.000	USD			Acc
PALMR	<a href="#">00107020</a>	1	09/07/2005	360915	182.500	182.500	USD			Acc
PALMR	<a href="#">00107019</a>	1	07/01/2005	356431	467.400	467.400	USD			Acc

# ENTER A REQUISITION NUMBER AND VIEW THE CORRESPONDING PURCHASE ORDER

## PO ACTIVITY SUMMARY:

From the Menu, navigate to the **PO Activity Summary** window

1. Click: **Purchasing** on the Menu
2. Select: **Purchase Orders - Review PO Information - Activity Summary**

PeopleSoft. Home Add to Favorites Sign out

New Window | Help | ntp

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

Find an Existing Value

Business Unit: = PALMR

PO Number: begins with

Purchase Order Date: =

Purchase Order Reference: begins with **Type Req #**

Vendor ID: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

**Click Search or press Enter**

3. Type: Requisition number in **Purchase Order Reference** field
4. Click: **Search** or press **Enter**

The **Activity Summary** page will appear.

Home Add to Favorites Sign out

New Window | Help | Customize Page | ntp

**Activity Summary**

Unit: PALMR PO Status: Compl  
PO ID: 0680113 Vendor: KNIGHT SECURITY & FIRE SYSTEMS

Line	Item	Item Description	UOM	Order Qty	Amount Ordered	Currency	Amount Only
1		BILATERAL AGREEMENT FOR CONTIN	LOT	1.0000	148.200	USD	<input type="checkbox"/>

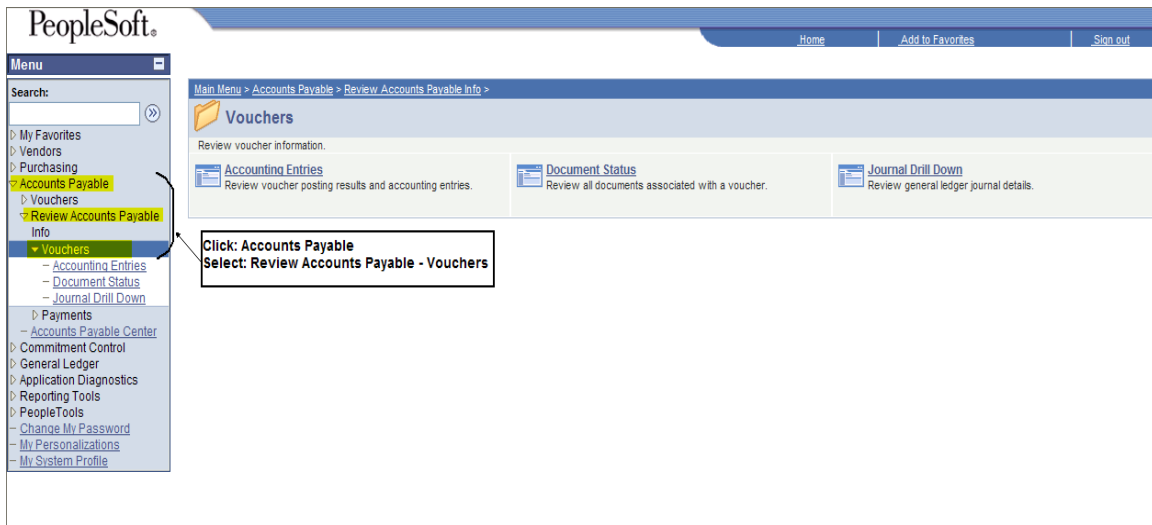
Return to Search Notify

# VIEW ACCOUNTS PAYABLE INFORMATION

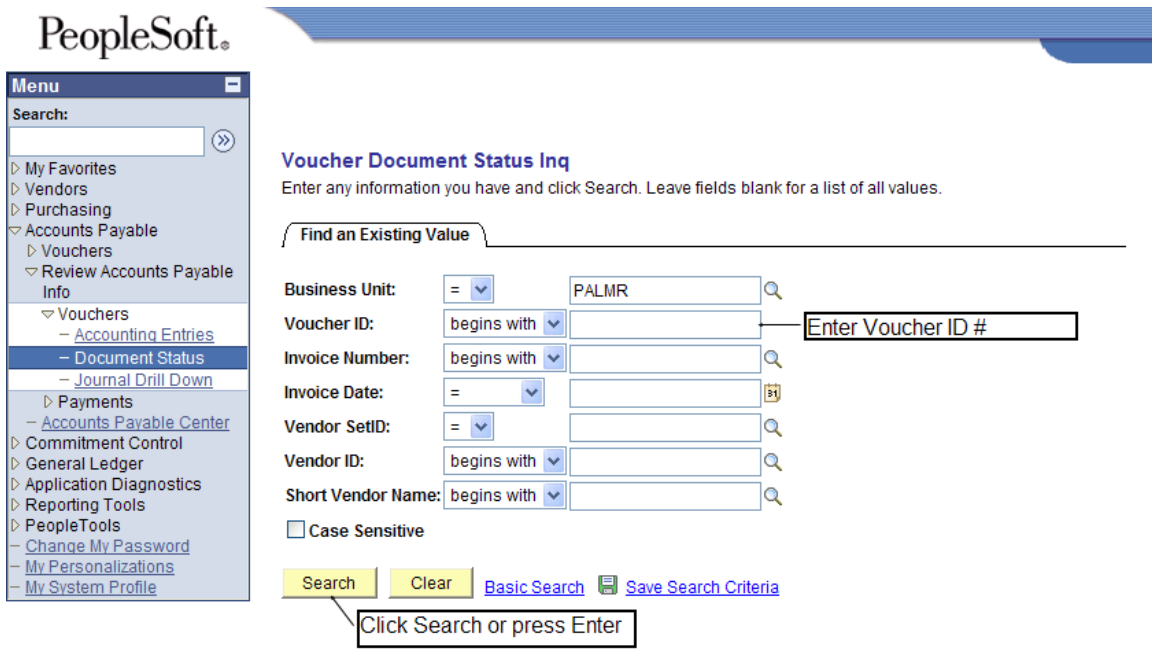
## VOUCHER DOCUMENT STATUS INQUIRY:

From the Menu, navigate to the **Accounts Payable** window.

1. Click: **Accounts Payable** on the Menu
2. Select: **Review Accounts Payable Info – Vouchers – Document Status**



The **Voucher Document Status Inq** page appears.



3. Type: **Voucher ID #**
4. Click: **Search or Enter**

The Voucher Document Status page appears.

PeopleSoft. Home

Menu

Search: [ ]

- My Favorites
- Vendors
- Purchasing
- Accounts Payable
  - Vouchers
  - Review Accounts Payable Info
    - Vouchers
      - Accounting Entries
      - Document Status
      - Journal Drill Down
- Payments
  - Accounts Payable Center
- Commitment Control
- General Ledger
- Application Diagnostics
- Reporting Tools
- PeopleTools
  - Change My Password
  - My Personalizations
  - My System Profile

### Voucher Document Status

Business Unit: PALMR      Voucher ID: [00107049](#)      Document Type: Voucher

Invoice ID: 356427      Invoice Date: 07/01/2005      Document Tolerance Status: Valid

Gross Amount: 148.200 USD      Approval Status: Approved      Budget Status: Valid

Vendor ID: 0000000652      Location: 000001      KNIGHT S-001

#### Associated Document

Documents    Related Info    [ ]

SetID	Business Unit	DOC ID	Document Type	Status	Document Date	Vendor ID	Location
PALMR		<a href="#">0000004209</a>	Payment	Posted	09/22/2005	0000000652	000001
PALMR		<a href="#">0680113</a>	PO	Compl	07/01/2005	0000000652	000001

Click to view the Payment Inquiry page

Click to view the Purchase Order Inquiry page

5. Click:      Doc ID payment to view the Payment Inquiry page (re: page 16)
6. Click:      Doc ID PO to view the Purchase Order Inquiry page (re: page 14)

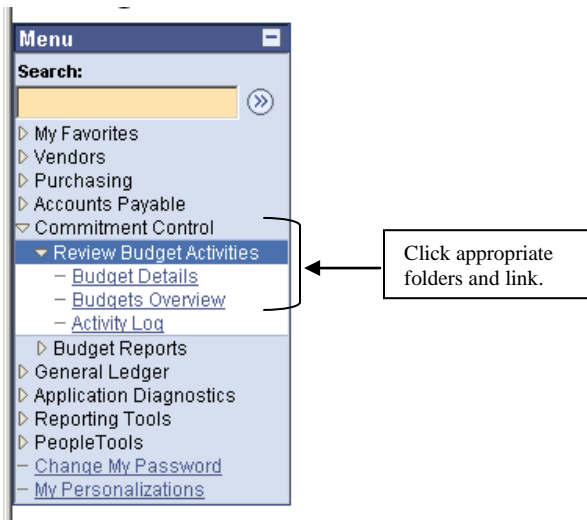
\*\*\*NOTE: POP UP BLOCKERS CAN PREVENT ACCESS TO LINKS\*\*\*

## VIEW BUDGET INFORMATION

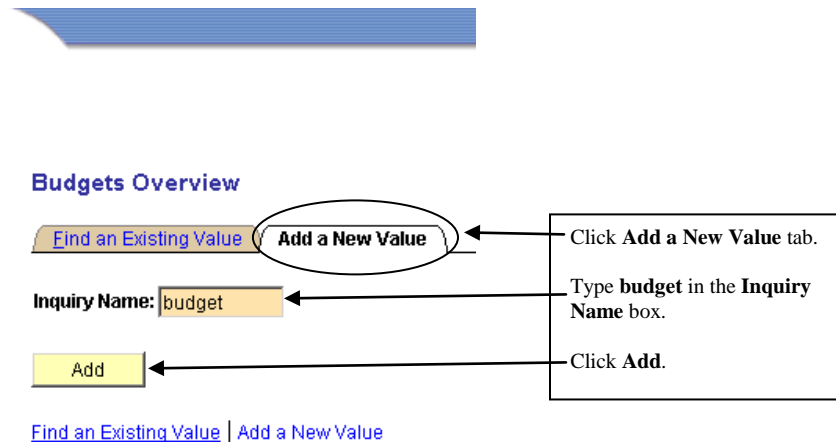
### BUDGET OVERVIEW

From the Menu, navigate to the Budget Overview window.

1. Click: **Commitment Control** on the Menu
2. Select: **Review Budget Activities**
3. Select: **Budgets Overview**



4. Click: **Add a New Value** tab on Budgets Overview search page
5. Type: **BUDGET** in Inquiry Name box



6. Click: **Add** or press **Enter**

The **Budget Inquiry Criteria Budget Overview** page will appear.

**Budget Inquiry Criteria**  
**Budget Overview**

Inquiry: BUDGET Description:

[Amount Criteria](#) Search Clear Refresh

**Budget Type**

\*Business Unit: PALMR Ledger Group/Set: Ledger Group Ledger Group: PROJ\_GRT  
 View Stat Code Budgets Project/Grant Budget Ledger Gr  
 Display Chart

**Time Span**

\*Type of Calendar: Detail Budget Period

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	PROJ_GRT	FI	2006	2006	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**ChartField Criteria**

ChartField	ChartField From Value	ChartField To	ChartField Value Set	Update/Add
Account	%	%		Update/Add
Dept	561100	%		Update/Add
Fund	%	%		Update/Add
Class	%	%		Update/Add
Program	67800	%		Update/Add
Project	%	%		Update/Add

**Budget Status**

<input checked="" type="checkbox"/> Open
<input checked="" type="checkbox"/> Closed
<input checked="" type="checkbox"/> Hold

Save Return to Search Notify Refresh Add Update/Display

The less ChartField Criteria entered the broader the search.  
 Enter more fields for more defined results.

8. Type: ChartField Search Criteria information. Enter all or one search criteria. (NOTE: the fewer ChartField Search Criteria entered, the broader the search)
9. Click: Search

The **Budget Overview Inquiry Results** page will appear.

**Inquiry Results**

**Budget Overview**

Business Unit: PALMR  
 Ledger Group: PROJ\_GRT Expenditure Budget Definition  
 Type of Calendar: Detail Budget Period  
 Amounts in Base Currency: USD  
 Revenue Associated

[Return to Criteria](#) [Display Options](#)

**Ledger Totals (12 Rows)**

		Net Transfers:	0.000
Budget:	3,588,803.000		
Expense:	2,604,912.660		
Encumbrance:	199,781.420		
Pre-Encumbrance:	0.000		
Budget Balance:	784,108.920		
Associate Revenue:	0.000		
Available Budget:	784,108.920		

Budget Overview Results												Customize   Find   View All   #		First	1-12 of 12	Last
	Ledger Group	Account	Fund	Dept	Program	Class	Project	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget*	Percent Available		
1	PROJ_GRT	212100	11	561100	67800	10	0000000	2006	<a href="#">188,948.000</a>	<a href="#">136,234.840</a>	<a href="#">0.000</a>	<a href="#">0.000</a>	52,713.160	27.90%		
2	PROJ_GRT	212200	11	561100	67800	10	0000000	2006	<a href="#">1,460,826.000</a>	<a href="#">1,053,217.800</a>	<a href="#">0.000</a>	<a href="#">0.000</a>	407,608.200	27.90%		
3	PROJ_GRT	230010	11	561100	67800	10	0000000	2006	<a href="#">10,000.000</a>	<a href="#">0.000</a>	<a href="#">0.000</a>	<a href="#">0.000</a>	10,000.000	100.00%		
4	PROJ_GRT	320010	11	561100	67800	10	0000000	2006	<a href="#">150,407.000</a>	<a href="#">108,376.780</a>	<a href="#">0.000</a>	<a href="#">0.000</a>	42,030.220	27.94%		
5	PROJ_GRT	330010	11	561100	67800	10	0000000	2006	<a href="#">126,384.000</a>	<a href="#">89,128.700</a>	<a href="#">0.000</a>	<a href="#">0.000</a>	37,255.300	29.48%		
6	PROJ_GRT	340010	11	561100	67800	10	0000000	2006	<a href="#">304,094.000</a>	<a href="#">224,588.330</a>	<a href="#">0.000</a>	<a href="#">0.000</a>	79,505.670	26.15%		
7	PROJ_GRT	350010	11	561100	67800	10	0000000	2006	<a href="#">7,483.000</a>	<a href="#">5,342.500</a>	<a href="#">0.000</a>	<a href="#">0.000</a>	2,140.500	28.60%		
8	PROJ_GRT	360010	11	561100	67800	10	0000000	2006	<a href="#">31,390.000</a>	<a href="#">22,552.000</a>	<a href="#">0.000</a>	<a href="#">0.000</a>	8,838.000	28.16%		
9	PROJ_GRT	370010	11	561100	67800	10	0000000	2006	<a href="#">250.000</a>	<a href="#">0.000</a>	<a href="#">0.000</a>	<a href="#">0.000</a>	250.000	100.00%		
10	PROJ_GRT	400010	11	561100	67800	10	0000000	2006	<a href="#">33,187.000</a>	<a href="#">17,185.830</a>	<a href="#">3,608.550</a>	<a href="#">0.000</a>	12,392.620	37.34%		
11	PROJ_GRT	500010	11	561100	67800	10	0000000	2006	<a href="#">998,696.000</a>	<a href="#">680,913.990</a>	<a href="#">191,805.130</a>	<a href="#">0.000</a>	125,976.880	12.61%		
12	PROJ_GRT	600010	11	561100	67800	10	0000000	2006	<a href="#">277,138.000</a>	<a href="#">267,371.890</a>	<a href="#">4,367.740</a>	<a href="#">0.000</a>	5,398.370	1.95%		

[Return to Criteria](#) \*Notes

Click on any link to get detailed information.

# DETAIL TRANSACTION REPORT

1. Click: **Commitment Control – Budget Reports – Budget Transaction Detail**
2. Click: **Search** and chose the **Budgetreport** or **Type Budgetreport** in the **Run Control ID** or create your own Run Control ID by choosing **Add a New Value**.

**Menu**

Search:

- ▷ My Favorites
- ▷ Supplier Contracts
- ▷ Vendors
- ▷ Purchasing
- ▷ eProcurement
- ▷ Accounts Payable
- ▷ Commitment Control
  - ▷ Review Budget Activities
    - ▽ Budget Reports
      - Budget Status
      - Budget Transaction Detail
- ▷ General Ledger
- ▷ Reporting Tools
- ▷ PeopleTools
  - Change My Password
  - My Personalizations

## Budget Transaction Detail

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](#)

Run Control ID:

Case Sensitive

[Basic Search](#)

## Search Results

View All First 1-3 of 3 Last

Run Control ID	Language Code
<a href="#">Budgetreport</a>	<a href="#">English</a>
<a href="#">PO_PRINT</a>	<a href="#">English</a>
<a href="#">PO_RUN</a>	<a href="#">English</a>

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

Please note: if creating a new Run Control ID you must hit the Refresh button on the **Commitment Control Budget Transaction Detail Report** page before the Chartfield Selection boxes will appear.

### Commitment Control Budget Transaction Detail Report

Run Control ID: HSBUDGET [Report Manager](#) [Process Monitor](#)   
 Language:

Report Request Parameters

Unit:  Palomar Community College Dist

Ledger Group:   User Budget Overrides

Transaction Type Option:  Type:

Commit Control Date Option:  Date From:  Date To:

Ledger Type Option:

Sequence	ChartField Name	Include CF	Value	To Value
1	Account	<input checked="" type="checkbox"/>	<input type="text" value="400010"/>	<input type="text" value="600010"/>
2	Fund Code	<input checked="" type="checkbox"/>	<input type="text" value="12"/>	<input type="text" value="12"/>
3	Project/Grant	<input checked="" type="checkbox"/>	<input type="text" value="1812090"/>	<input type="text" value="1812090"/>
4	Budget Period	<input checked="" type="checkbox"/>	<input type="text" value="2010"/>	<input type="text" value="2010"/>

Click to see CF Selection Boxes



Make sure the **Server Name** is **PALF8PRD** and that the checkbox next to the process is checked. Don't change the values under **Type** and **Format**.

6. Click: **OK**.

This brings you back to the **Commitment Control Budget Transaction Detail Report** page.

## Commitment Control Budget Transaction Detail Report

Run Control ID: HSBUDGET [Report Manager](#) [Process Monitor](#) [Run](#)

Language:

---

**Report Request Parameters**

Unit:  Palomar Community College Dist

Ledger Group:   User Budget Overrides

Transaction Type Option:  Type:

Commit Control Date Option:  Date From:  Date To:

Ledger Type Option:  **Commitment Control Ledger Type**

*Note: An arrow points from the 'Process Monitor' link to a callout box: "Click to show list of processes."*

7. Click: [Process Monitor](#)

[Process List](#) [Server List](#)

---

**View Process Request For**

User ID:  Type:  Last:  Days

Server:  Name:  Instance:  to

Run Status:  Distribution Status:   Save On Refresh

---

**Process List** [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1-3 of 3 | [Last](#)

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	342300		SQR Report	GLS8005	KDAVIS	06/17/2006 8:28:49AM PDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	342299		SQR Report	GLS8005	KDAVIS	06/17/2006 8:12:19AM PDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	342298		SQR Report	GLS8005	KDAVIS	06/17/2006 7:43:55AM PDT	Success	Posted	<a href="#">Details</a>

*Note: An arrow points from the 'Details' link in the table to a callout box: "Click to show details"*

[Go back to Budget Transaction Detail](#)

A list of Processes will appear.

8. Click: [Details](#) next to the process you would like to view.

9. Click: [View Log/Trace](#)


## Process Detail

Process	
<b>Instance:</b> 342300	<b>Type:</b> SQR Report
<b>Name:</b> GLS8005	<b>Description:</b> Budget Transaction Detail Rep
<b>Run Status:</b> Success	<b>Distribution Status:</b> Posted

Run	Update Process
<b>Run Control ID:</b> Budgetreport	<input type="radio"/> Hold Request
<b>Location:</b> Server	<input type="radio"/> Queue Request
<b>Server:</b> PALF8DEV	<input type="radio"/> Cancel Request
<b>Recurrence:</b>	<input checked="" type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
<b>Request Created On:</b> 06/17/2006 8:33:50AM PDT	<a href="#">Parameters</a> Transfer
<b>Run Anytime After:</b> 06/17/2006 8:28:49AM PDT	<a href="#">Message Log</a>
<b>Began Process At:</b> 06/17/2006 8:34:07AM PDT	Batch Timings
<b>Ended Process At:</b> 06/17/2006 8:34:53AM PDT	<a href="#">View Log/Trace</a> 

10. Click: On the file name with an extension of PDF to view report.

# View Log/Trace

## Report

Report ID: 646 Process Instance: 342300 [Message Log](#)  
 Name: GLS8005 Process Type: SQR Report  
 Run Status: Success

### Budget Transaction Detail Rep

#### Distribution Details

Distribution Node: palff8dev Expiration Date: 08/16/2006

#### File List

Name	File Size (bytes)	Datetime Created
<a href="#">GLS8005_342300.PDF</a>	89,277	06/17/2006 8:34:53.000000AM PDT
<a href="#">Trace File</a>	133	06/17/2006 8:34:53.000000AM PDT
<a href="#">Message Log</a>	1,657	06/17/2006 8:34:53.000000AM PDT

#### Distribute To

Distribution ID Type	*Distribution ID
User	KDAVIS

Click

Report ID: GLS8005 PeopleSoft GL Page No. 1  
 Bus. Unit: PALMR--Falconar Community College Dist BUDGET TRANSACTION DETAIL Run Date 06/17/2006  
 Ledger Grp: PROJ\_GBT -- Project/Grant Budget Ledger Gr Tran Type: All Types Run Time 07:44:31  
 Post Date: From 07/01/2005 To 06/16/2006

Currency	Fund	Dept	Program	Class	Project	Total Recognized	Total Collected	Pre Encumbered	Encumbered	Expended	Overric
Post Date	Transaction	Document ID	Line	Reference	Amount	Amount	Amount	Amount	Amount	Amount	User ID
05/14/2006	PO_POBNC	0440614	2	FITNEY BOWES/BILATERAL AGREEMENT FOR METER	0.00	0.00	0.00	158.50	0.00		
05/14/2006	PO_POBNC	0280062	1	NEOPOST LEASING/AGREEMENT	0.00	0.00	0.00	1,325.48	0.00		
05/14/2006	PO_POBNC	0041036	1	XEROX CORPORATION/SUPPLIES	0.00	0.00	0.00	1,261.10	0.00		
05/14/2006	PO_POBNC	0041036	4	XEROX CORPORATION/SUPPLIES	0.00	0.00	0.00	469.79	0.00		
05/14/2006	PO_POBNC	0041036	3	XEROX CORPORATION/SUPPLIES	0.00	0.00	0.00	132.75	0.00		
05/14/2006	PO_POBNC	0041036	2	XEROX CORPORATION/SUPPLIES	0.00	0.00	0.00	282.74	0.00		
05/14/2006	PO_POBNC	0041036	5	XEROX CORPORATION/SUPPLIES	0.00	0.00	0.00	191.37	0.00		
05/14/2006	PO_POBNC	0041036	7	XEROX CORPORATION/SUPPLIES	0.00	0.00	0.00	1,013.71	0.00		
05/14/2006	PO_POBNC	0540215	1	SOFTWARE ONE/MS PROJECT SOFTWARE LICENSES	0.00	0.00	0.00	158.86	0.00		
05/14/2006	PO_POBNC	0340785	3	SALSBURY INDUSTRIES/SHIPPING AND HANDLING	0.00	0.00	0.00	89.00	0.00		
05/14/2006	PO_POBNC	0340785	2	SALSBURY INDUSTRIES/MODEL NUMBER 2210 : ALUMINUM	0.00	0.00	0.00	538.75	0.00		
05/14/2006	PO_POBNC	0340785	1	SALSBURY INDUSTRIES/MODEL NUMBER 2206 : ALUMINUM	0.00	0.00	0.00	484.88	0.00		
05/14/2006	PO_POBNC	0375088	1	WHITAKER BROTHERS BUSINESS MAC/#76112-CLEAN SHRED	0.00	0.00	0.00	300.00	0.00		
05/14/2006	PO_POBNC	0380061	1	NEOPOST LEASING/AGREEMENT AS FOLLOWS:	0.00	0.00	0.00	1,393.21	0.00		
05/14/2006	PO_POBNC	0440365	1	MAILERS UNLIMITED/BILATERAL AGREEMENT TO FOLD AN	0.00	0.00	0.00	550.00	0.00		
05/14/2006	PO_POBNC	0440614	1	FITNEY BOWES/BILATERAL AGREEMENT FOR VENDOR	0.00	0.00	0.00	14,390.01	0.00		
05/14/2006	PO_POBNC	0480132	1	NEOPOST LEASING/AGREEMENT FOR RENTAL OF POSTAG	0.00	0.00	0.00	1,393.21	0.00		
05/14/2006	AP_VOUCHER	00077658	1	US POSTAL SERVICE/CMRS-FOC #94503102	0.00	0.00	0.00	0.00	10,000.00		
05/14/2006	AP_VOUCHER	00086912	1	POSTMASTER/BULK PERMIT #1713 RENEW	0.00	0.00	0.00	0.00	10,000.00		
05/14/2006	AP_VOUCHER	00038610	1	US POSTAL SERVICE/	0.00	0.00	0.00	0.00	10,000.00		
05/14/2006	AP_VOUCHER	00038328	1	I. M. F. A. C. GOVERNMENT SERVICES/CAL CARD-WICK	0.00	0.00	0.00	0.00	361.80		
05/14/2006	AP_VOUCHER	00101616	1	POSTMASTER/REFLEN PERMIT#4	0.00	0.00	0.00	0.00	15,000.00		
05/14/2006	AP_VOUCHER	00049243	1	US POSTAL SERVICE/Acct #4903102	0.00	0.00	0.00	0.00	30,000.00		
05/14/2006	AP_VOUCHER	00001467	2	XEROX CORPORATION/OFFICE SUPPLIES	0.00	0.00	0.00	0.00	2,196.38		
05/14/2006	AP_VOUCHER	00077055	1	FEDERAL EXPRESS CORP/Acct. 118585704	0.00	0.00	0.00	0.00	17.63		
05/14/2006	AP_VOUCHER	00011167	1	FEDERAL EXPRESS CORP/	0.00	0.00	0.00	0.00	14.00		
05/14/2006	AP_VOUCHER	00010111	1	XEROX CORPORATION/LEASE AGR	0.00	0.00	0.00	0.00	1,703.75		
05/14/2006	AP_VOUCHER	00012203	1	US POSTMASTER/	0.00	0.00	0.00	0.00	10,000.00		
05/14/2006	AP_VOUCHER	00078341	1	NEOPOST LEASING/AGREEMENT FOR RENTAL OF POSTAG	0.00	0.00	0.00	0.00	1,393.21		
05/14/2006	AP_VOUCHER	00018186	1	COUNTY BUSINESS SYSTEMS INC (USE 15729)/0042665	0.00	0.00	0.00	0.00	11,927.11		
05/14/2006	AP_VOUCHER	00020395	1	CRESCENT ELECTRIC SUPPLY CO/ELECTRICAL SUPPLIES	0.00	0.00	0.00	0.00	30.12		
05/14/2006	AP_VOUCHER	00082445	1	US POSTMASTER/	0.00	0.00	0.00	0.00	625.00		
05/14/2006	AP_VOUCHER	00082281	1	US POSTMASTER/	0.00	0.00	0.00	0.00	300.00		
05/14/2006	AP_VOUCHER	00034149	1	POSTMASTER/	0.00	0.00	0.00	0.00	5,000.00		
05/14/2006	AP_VOUCHER	00037112	1	CUMMINS, DIANE/	0.00	0.00	0.00	0.00	15.34		
05/14/2006	AP_VOUCHER	00090332	15	FEDERAL EXPRESS CORP/FEDERAL EXPRESS SERV	0.00	0.00	0.00	0.00	7.40		
05/14/2006	AP_VOUCHER	00112137	1	POSTMASTER/INCREASE TO ORIGINAL P.O. #067	0.00	0.00	0.00	0.00	10,000.00		
05/14/2006	AP_VOUCHER	00112513	1	FEDERAL EXPRESS CORP/ENCUMBRANCE OF FUNDS FOR OFE	0.00	0.00	0.00	0.00	582.70		
05/14/2006	AP_VOUCHER	00092156	1	FITNEY BOWES/ENCUMBRANCE OF FUNDS FOR POSTA	0.00	0.00	0.00	0.00	30,000.00		
05/14/2006	AP_VOUCHER	00011150	2	XEROX CORPORATION/MAINTENANCE AGREEMENT	0.00	0.00	0.00	0.00	2,150.00		
05/14/2006	AP_VOUCHER	00019346	1	SERVICE ELECTRICAL SYSTEMS INC/SERVICES	0.00	0.00	0.00	0.00	794.68		

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