

CHECKING OPEN PURCHASE ORDERS

Before you leave for summer break, make sure **ALL** of your open purchase orders are received and an invoice has been sent to Accounts Payable (for the current year and prior year). Do **NOT** receive purchase orders in MUNIS if you have **NOT** physically received the item at your location!

To view your open purchase orders, go to your Tyler Menu—Click on “**Purchase Order Inquiry**” and “**Search**”

Once you click search, the screen will look as pictured to the right.

- * Enter your **location number**
- * Enter the **current fiscal year**
- * Enter “<>0” in the **status** field
- * Click “**accept**”

IF a pop-up box will appears telling you how many open PO's you have for the year - Click **Yes, Continue**.

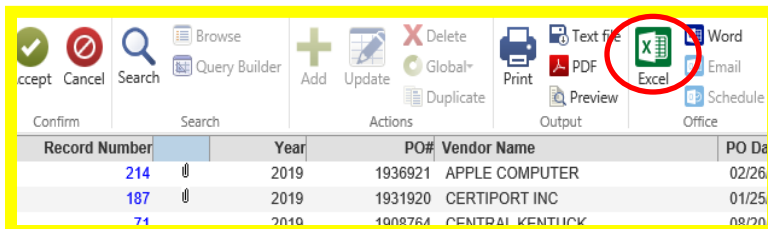
When you have multiple results in the bottom left-hand corner, always click “**Browse**” on your MUNIS toolbar to see the results in list form.

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Follow these steps to print this “report”:

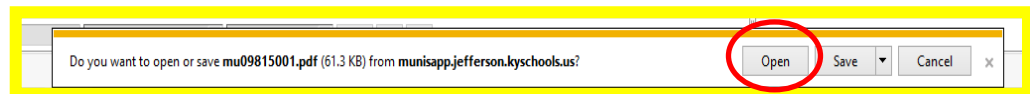
List of Open
Purchase orders
(pictured right)

Record Number	Year	PO#	Vendor Name	PO Date	Order Amount	Balance	Status
214	2019	1936921	APPLE COMPUTER	02/26/2019	16,136.45	15,937.45	8 - Printed
187	2019	1931920	CERTIPORT INC	01/25/2019	5,075.00	5,075.00	8 - Printed
71	2019	1908764	CENTRAL KENTUCK	08/20/2018	2,850.00	2,850.00	8 - Printed
211	2019	1936730	PYRAMID SCHOOL	02/26/2019	2,832.02	2,832.02	8 - Printed
204	2019	1935174	CDW LLC	02/18/2019	2,259.00	2,259.00	8 - Printed
228	2019	1940877	CARMICHAELS BOO	03/26/2019	1,551.90	1,551.90	8 - Printed
233	2019	1941567	KACTE	03/29/2019	1,505.00	1,505.00	8 - Printed
234	2019	1941568	CARMICHAELS BOO	03/29/2019	1,413.58	1,413.58	8 - Printed
174	2019	1930041	CAPITOL VARSITY	01/11/2019	1,374.72	1,374.72	8 - Printed
232	2019	1941359	SCHOLASTIC READ	03/28/2019	1,252.68	1,252.68	8 - Printed
237	2019	1942281	CARDINAL OFFICE	04/05/2019	1,232.37	1,232.37	8 - Printed
216	2019	1937574	SHIVELY SPORTIN	03/01/2019	1,134.40	1,134.40	8 - Printed
60	2019	1907212	CENGAGE LEARNIN	08/10/2018	11,181.00	11,181.00	8 - Printed



Click Excel on your MUNIS toolbar.

Box will pop-up on the
bottom of your screen,
click **Open**.



	A	B	C	D	E	F	G	H	I	J
1	Record Number	Year	PO#	Vendor Name	PO Date	Order Amount	Balance	Status	Fiscal Period	
2	214	2019	1936921	APPLE COMPUTER	02/26/2019	16,136.45	15,937.45	8 - Printed	8	
3	187	2019	1931920	CERTIPORT INC	01/25/2019	5,075.00	5,075.00	8 - Printed	7	
4	71	2019	1908764	CENTRAL KENTUCK	08/20/2018	2,850.00	2,850.00	8 - Printed	2	
5	211	2019	1936730	PYRAMID SCHOOL	02/26/2019	2,832.02	2,832.02	8 - Printed	8	

Delete the Columns you do not need (**Record Number** and **Fiscal Period**). Print this document for your reference.

**You must look at each PO and decide if they should still be open, have outstanding invoices to be paid, or simply need to be closed. Verify the completed orders have been received, an invoice has been sent to accounts payable, and that the invoice amount matches the PO amount. Email invoices to accountspayable@jefferson.kyschools.us.

If you determine that a PO needs to be closed (entirely or the remaining balance), send the signed PO maintenance form to jcps-pomaint@jefferson.kyschools.us. If there is a balance to be closed, you must include the balance on the PO change form. Email PO Maintenances to jcps-pomaint@jefferson.kyschools.us

Run this same report for the **prior school year as well - in some cases there are still open PO's