



To view online tutorial, visit: <http://www.fullerton.edu/cms/Training/docs/index.html>

Two reports are available for identified users to view CMS requisition and purchase order data:

1. **Requisition/P.O. Detail Report:** Provides line-by-line requisition, purchase order and invoice activity for your department. Departments should use this report to view detailed transaction information.
2. **Requisition/P.O. Summary Report:** Provides a summary of requisition and purchase order activity for your department. Departments should use this report to determine purchase order and requisition balances.

Access to these reports and specific CMS departments are defined by the user's security access.

**Frequency:** Ad hoc

<p><b>Step 1:</b></p> <p>From the "My Workplace" homepage, navigate to the <b>Encumbrance/Expenditure Reports</b> link.</p> <p><i>Note: Expenditure Summary and Detail Reports are also found here.</i></p> <p>A new window opens.</p>	
<p><b>Step 2a:</b></p> <p>Click <b>Search</b> to receive a list of all the Requisition/P.O summary and detail reports you have access to.</p>	





The following table lists CMS field names and their definitions used for the Requisition/P.O Detail Report.

Req ID	An auto-generated ID number assigned to the requisition in CMS.
Req Date	The date on which the requisition was created.
Req Amount	The total amount of the requisition.
Req Stat	The status of the requisition. The report will only show requisitions in the following statuses: <b>A</b> = Approved, <b>C</b> = Completed, or <b>X</b> = Cancelled
PO ID	An auto-generated ID number assigned to the purchase order created by Contracts & Procurement.
PO Date	The date on which the purchase order was created by Contracts & Procurement.
PO Type	Describes the type of purchase order.
Vendor Name	Name of the vendor.
PO Line Desc	Description of the purchase order line item.
PO Amount	Amount of the purchase order line item.
PO Stat	The status of the purchase order: <b>C</b> = Completed, <b>D</b> = Dispatched
Buyer	Name of the buyer in Contracts & Procurement assigned to the requisition.
Recv Stat	Status of goods received: <b>N</b> = Not, <b>P</b> = Partial, <b>R</b> = Received.
Account	Account number that the requisition/purchase order line item was charged to.
Account Description	Brief description of Account number.
Fund	Fund code that the requisition/purchase order line item was charged to.
Prog	Program code (if applicable) assigned to requisition/purchase order line item.
Class Description	Description of Class code assigned to requisition/purchase order line item. The Class is an extension of the department.
Project Description	Description of Project code assigned to requisition/purchase order line item. The Project is an extension of the account.
Inv #	The invoice ID number assigned by the vendor.
Inv DT	The date on which the invoice was created.
Inv Amt	The invoice amount owed.
Chk #	The check number created by Accounts Payable to pay the vendor.
Chk DT	The date on which the check was created.
Chk Amt	The amount of the check due to the vendor.
PO Balance	The total purchase order balance that has not yet been invoiced.



The Requisition/P.O. Summary Report is displayed:

Req ID	Req Amount	Req Stat	Stat Reason	PO ID	PO Vendor Name	PO Date	PO Stat	Buyer	PO Amount	Actual Expense	PO Balance
	0.00			000000007	AT&T	06/26/07	D	Leary, John	500.00	-500.00	0.00
Dept Total:	0.00								500.00	-500.00	0.00

End of Report For Department: 10001 - A&M Data Coordination

\*\*Refer to sample report attached\*\*

The following table lists CMS field names and their definitions used for the Requisition/P.O Summary Report.

Req ID	An auto-generated ID number assigned to the requisition in CMS.
Req Amount	The total amount of the requisition.
Req Stat	The status of the requisition. The report will only show requisitions in the following statuses: <b>A = Approved, C = Completed, or X = Cancelled</b>
Stat Reason	Describes the reason why the requisition is in its current status.
PO ID	An auto-generated ID number assigned to the purchase order created by Contracts & Procurement.
PO Vendor Name	Name of the vendor.
PO Date	The date on which the purchase order was created by Contracts & Procurement.
PO Stat	The status of the purchase order: <b>C = Completed, D = Dispatched</b>
Buyer	Name of the buyer in Contracts & Procurement assigned to the requisition.
Current PO Amount	The amount of the purchase order line item.
Actual Expense	The amount expensed to the purchase order line item.
PO Balance	The amount available on the purchase order line item (equals to "Current PO Amount" minus "Actual Expense").
Account	Account number that the requisition/purchase order line item was charged to.
Account Description	Brief description of Account number.
Fund	Fund code that the requisition/purchase order line item was charged to.
Prgm	Program code (if applicable) assigned to requisition/purchase order line item.
Class Description	Description of Class code assigned to requisition/purchase order line item. The Class is an extension of the department.
Project Description	Description of Project code assigned to requisition/purchase order line item. The Project is an extension of the account.