



Weston Public Schools
Open Purchase Order Reports

Finance and Operations Office
 89 Wellesley Street
 Weston, MA 02493

Procedure:	Open Purchase Order Reports	Revised Date:	May, 2012
Policy: Provide accurate and auditable records of all financial transactions.			
The purpose of Open PO Reporting is to provide detail of the open PO's for view and budget monitoring.			
Completed By:	Business Office Bookkeeper	Reviewed By:	Assistant Superintendent for Finance and Operations, Leadership Team Members with Budget Responsibility
Approved By:	Assistant Superintendent for Finance and Operations	Entered By:	Business Office Bookkeeper
Form Title:	Open Purchase Order Report	Estimated Time Frame:	Twice a month
Process for Completion:			
<p>Reviewing the Open Purchase Order Report regularly ensures prompt payment of invoices and proper budget management. The process to create an Open Purchase Order report is:</p> <ul style="list-style-type: none"> WPS Dept Menu <ul style="list-style-type: none"> F. Purchase Orders by GL Account <p>The parameters below are the most commonly used (monthly reports):</p> <ol style="list-style-type: none"> 1. Click on the "Define" tab on the left hand side. 2. Run report using "Org/Obj Range" enter in the appropriate organization / object combination for the appropriate School/Department. 3. Click on "Report Options" <ol style="list-style-type: none"> a. Select records with "open amounts" and end of noted year/per; b. Year / period: within year/period (for example: 2012/13) and c. Include: click on purchase orders, include allocated but not yet posted; and include unposted liquidations. 4. Click on "Select". 5. Print to PDF. <p>Open purchase order reports are distributed monthly. Individuals with budgetary responsibility are required to review this report carefully and notify Bookkeeping with any concerns. Items with a creation date 2 months old or older require immediate attention by the Head Bookkeeper who shall contact the budget manager and/or vendor to resolve any issues. In May and June, this review is done for items 1 month old.</p> <p>A purchase order modification form can be used to increase, decrease or cancel a purchase order.</p>			
For additional information, please contact:			
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Weston School Committee Policy:	Fiscal Accounting and Reporting, DI		