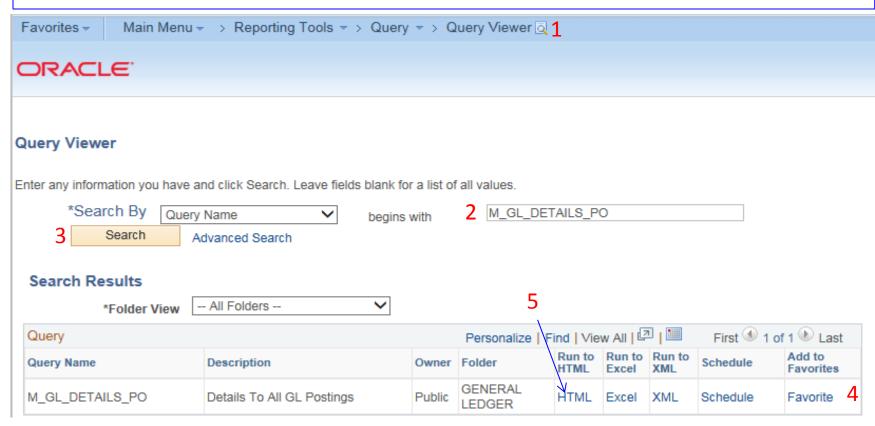
Query: M_GL_Details_PO

(How to Drill Expense Details & Identify PO Numbers and Vendors?)

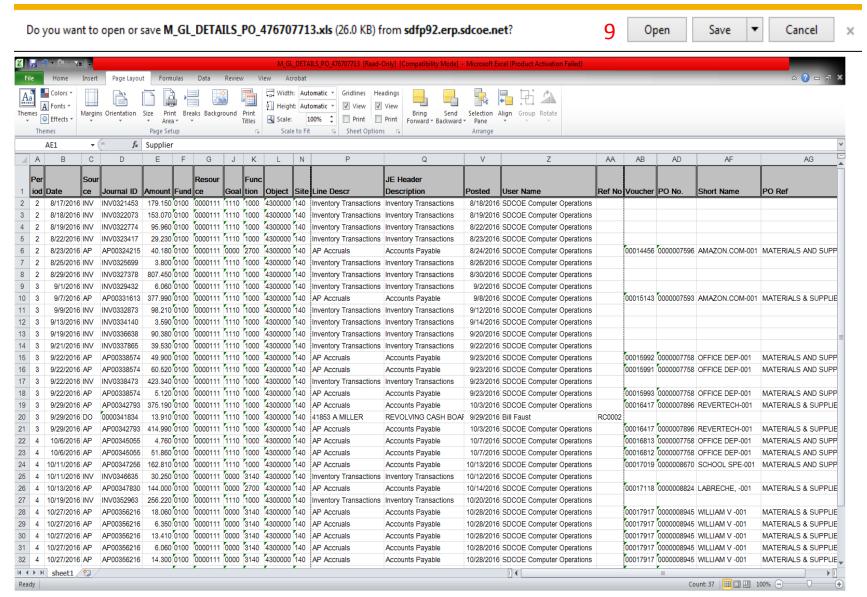
- 1. From your Favorites, go to Query Viewer (Navigation: Main Menu > Reporting Tools > Query > Query Viewer)
- 2. Type Name of Query: M_GL_DETAILS_PO
- 3. Click Search.
- 4. When listed under Search Results, click on Favorite. (This will be saved under My Favorite Queries.)
- 5. Click on HTML.



- 6. Type parameters. You have the option to drill on a single object code (e.g. 4300000 4300000) or a range (e.g. 4000000 7999999).
- 7. Click on View Results.
- 8. If you need to download into excel, click on Excel Spreadsheet.



- 9. Click on Open.
- 10. When excel opens, hide lines/columns you do not need.



11. Total amount of expenses per query should balance with Expense amount on Budgets Overview Report.

rio		Sou			Fun	Resou	Goa cti				JE Header			Ref	Vouche			
d	Date	rce	Journal ID	Amount	d	rce	l n	Object	Site	Line Descr	Description	Posted	User Name	No	r	PO No.	Short Name	PO Ref
2	8/17/20	16 INV	INV0321453	179.15	0100	000011	1 1110 100	0 4300000	140	Inventory Transactions	Inventory Transactions	8/18/2016	SDCOE Computer Operations					
2	8/18/20	16 INV	INV0322073	153.07	0100	000011	1 1110 100	4300000	140	Inventory Transactions	Inventory Transactions	8/19/2016	SDCOE Computer Operations					
2	8/19/20	16 INV	INV0322774	95.96	0100	000011	1 1110 100	4300000	140	Inventory Transactions	Inventory Transactions	8/22/2016	SDCOE Computer Operations					
2	8/22/20	16 INV	INV0323417								Inventory Transactions	8/23/2016	SDCOE Computer Operations					
2	8/23/20	16 AP	AP00324215								Accounts Payable	8/24/2016	SDCOE Computer Operations		00014456	0000007596	AMAZON.COM-001	MATERIALS AND SUPPLIES
2	8/25/20	16 INV	INV0325699								Inventory Transactions	8/26/2016	SDCOE Computer Operations					
2	8/29/20		INV0327378								Inventory Transactions	8/30/2016	SDCOE Computer Operations					
3	9/1/20	16 INV	INV0329432								Inventory Transactions	9/2/2016	SDCOE Computer Operations					
3	9/7/20	16 AP	AP00331613							AP Accruals	Accounts Payable	9/8/2016	SDCOE Computer Operations		00015143	0000007593	AMAZON.COM-001	MATERIALS & SUPPLIES
3	9/9/20		INV0332873								Inventory Transactions		SDCOE Computer Operations					
3	9/13/20		INV0334140								Inventory Transactions		SDCOE Computer Operations					
3	9/19/20	16 INV	INV0336638								Inventory Transactions	9/20/2016	SDCOE Computer Operations					
3	9/21/20		INV0337865								Inventory Transactions		SDCOE Computer Operations			_		
3	9/22/20		AP00338574								Accounts Payable	9/23/2016	SDCOE Computer Operations					MATERIALS AND SUPPLIES
3	9/22/20	16 AP	AP00338574								Accounts Payable	9/23/2016	SDCOE Computer Operations		00015991	0000007758	OFFICE DEP-001	MATERIALS AND SUPPLIES
3	9/22/20		INV0338473								Inventory Transactions		SDCOE Computer Operations			_		
3	9/22/20		AP00338574								Accounts Payable		SDCOE Computer Operations					MATERIALS AND SUPPLIES
3	9/29/20		AP00342793								Accounts Payable		SDCOE Computer Operations			0000007896	REVERTECH-001	MATERIALS & SUPPLIES
3	9/29/20		0000341834							41853 A MILLER	REVOLVING CASH BOA			RC0002		_		
3	9/29/20		AP00342793								Accounts Payable		SDCOE Computer Operations			_		MATERIALS & SUPPLIES
4	10/6/20		AP00345055								Accounts Payable		SDCOE Computer Operations					MATERIALS AND SUPPLIES
4	10/6/20		AP00345055								Accounts Payable		SDCOE Computer Operations					MATERIALS AND SUPPLIES
4	10/11/20		AP00347256							AP Accruals	Accounts Payable		SDCOE Computer Operations		00017019	0000008670	SCHOOL SPE-001	MATERIALS AND SUPPLIES
4	10/11/20		INV0346635								Inventory Transactions		SDCOE Computer Operations			,		
4	10/13/20		AP00347830							AP Accruals	Accounts Payable		SDCOE Computer Operations		00017118	0000008824	LABRECHE, -001	MATERIALS & SUPPLIES
4	10/19/20		INV0352963								Inventory Transactions		SDCOE Computer Operations			.		
4	10/27/20		AP00356216								Accounts Payable		SDCOE Computer Operations				WILLIAM V -001	MATERIALS & SUPPLIES
4	10/27/20		AP00356216								Accounts Payable		SDCOE Computer Operations				WILLIAM V -001	MATERIALS & SUPPLIES
4	10/27/20		AP00356216								Accounts Payable		SDCOE Computer Operations				WILLIAM V -001	MATERIALS & SUPPLIES
4	10/27/20		AP00356216								Accounts Payable		SDCOE Computer Operations				WILLIAM V -001	MATERIALS & SUPPLIES
4	10/27/20		AP00356216							AP Accruals	Accounts Payable		SDCOE Computer Operations				WILLIAM V -001	MATERIALS & SUPPLIES
4	10/27/20		AP00356216								Accounts Payable		SDCOE Computer Operations				WILLIAM V -001	MATERIALS & SUPPLIES
4	10/27/20		AP00356216								Accounts Payable		SDCOE Computer Operations		00017917	0000008945	WILLIAM V -001	MATERIALS & SUPPLIES
5	11/7/20		INV0360383								Inventory Transactions		SDCOE Computer Operations					
5	11/9/20		INV0361639								Inventory Transactions		SDCOE Computer Operations					
5	11/10/20	16 AP	AP00362891		0100	000011	1 1110 1100	4300000	140	AP Accruals	Accounts Payable	########	SDCOE Computer Operations		00018265	0000009142	LABRECHE, -001	MATERIALS & SUPPLIES
				\$ 5,489.23														

