



Reports Tip Sheet

Payables Matching Hold Details Report

This Tip Sheet will guide users through running the Payables Matching Hold Details Report. The purpose of this report is to show items that were invoiced to MCPS but not received, particularly for purchase orders that have outstanding items that were ordered and presumed delivered, but which have not yet been received in the Hub.

Image quality in this guide may vary across devices. If images are not clear, increase your viewing size.

Directions

1. Scroll to the **School Reports** (or **Central Office Reports**) menu and select the **Payables Matching Hold Details** tile.



2. Enter the search parameters in the fields provided using the drop-down menus or the **Search...** function and then click the **Apply** button.



Reports Tip Sheet

Payables Matching Hold Details Report

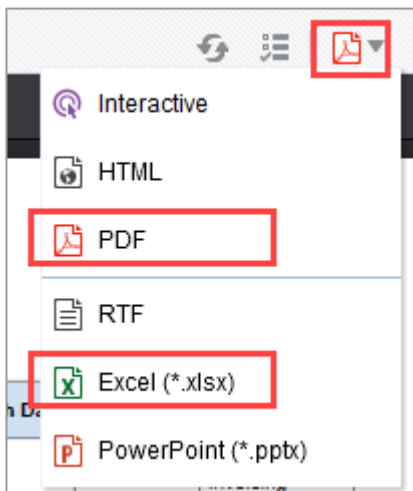
Suggested Parameters

- **Organization** – Use the pull-down menu or the **Search** option to select the 5-digit organization number (schools use 01-special schools, 02-elementary schools, 03-middle schools, 04-high schools + 3-digit school number) e.g., 04701
- **Location** – Use the pull-down menu or the **Search** option to select the 3-digit location number, e.g., 701.
- **PO Creation Date From/PO Creation Date To** - If needed, a PO Creation Date range can be entered using the date selection tool.
- **PO Status/Invoice Status** - If you wish to do so, you can indicate the PO or Invoice status you wish to search for. Alternatively, you may leave the default “All” to see records for all statuses.

3. The report appears on the screen and is ready for export.

Org #	Location #	Supplier Name	Invoice #	Invoice Date	Invoice Amount	Invoice Status	PO #	PO Creation Date	PO Line #	Ship-To Location	Item Description	PO Unit Price	Invoice Unit Price	Invoice Unit	Quantity Ordered	Quantity Received	Quantity Billed	Quantity Accepted	Hold Name	Match Date	Hold Ref Name	PO Status	Requester	PO Charge Amount
04701	701	American Design Associates Inc	30988	07/27/21	\$2,307.00	Paid	ORD0012128	07/27/21	1	Dennance HS - Business Office	Cabinet, Storage, 36X24X72, Metal With Lock, All Welded Setup, 6 Aft Shelves, Full 1 Thick Doors,Color: Light Gray, Mat HBC2472-G LIGHT GRAY with lock	\$991.52	\$991.52	Each	5	0	0	0	Received quantity	08/04/21	Matched	Closed		01.04701.00000.701.04.303003.000000.P001.00
04701	701	American School Counselor Association	3421711	07/27/21	\$103.41	Paid	ORD0017181	07/26/21	2	Dennance HS - Counseling Office	Culturally Sustaining School Counseling Publication, #299553	\$19.95	\$19.95	Book	1	1	1	0	Received quantity	10/19/21	Matched	Closed		01.04701.00000.701.04.303001.000000.Q001.00
04701	701	American School Counselor Association	3421711	07/27/21	\$103.41	Paid	ORD0017181	07/26/21	1	Dennance HS - Counseling Office	Making Diversity Work, #289370	\$19.95	\$19.95	Book	1	1	1	0	Received quantity	10/19/21	Matched	Closed		01.04701.00000.701.04.303001.000000.Q001.00
04701	701	American School Counselor Association	3421711	07/27/21	\$103.41	Paid	ORD0017181	07/26/21	5	Dennance HS - Counseling Office	SCIE - Choice Theory, #199106	\$24.90	\$24.90	Book	1	0	0	0	Received quantity	02/18/21	Matched	Closed		01.04701.00000.701.04.303001.000000.Q001.00

4. To export the report to Excel or PDF, first click on the document icon above the report, and select Excel or PDF.



Note: If you click on the Download icon  on this screen, your only option for report format is an HTML document.



Reports Tip Sheet

Payables Matching Hold Details Report

- The selected version of the document will be displayed on the screen, and you will be able to save a copy to your local drive by selecting the **Download** button.

Org. #	Location #	Supplier Name	Invoice #	Invoice Date	Invoice Amount	Invoice Status	PO #	PO Creation Date	PO Line #	Ship-To Location	Item Description
04701	701	American Design Associates Inc	30988	07/21/21	\$2,907.60	Paid	ORD9012128	05/21/21	1	Damascus HS - Business Office	Cabinet, Storage, 36X24X72, Metal With Lock, All Welded Set 1 Thick Doors Color: Light Gray. Hon HSC2472-Q LIGHT GRA
04701	701	American School Counselor Association	3421711	07/27/21	\$163.41	Paid	ORD9017161	07/26/21	1	Damascus HS - Counseling Office	Making Diversity Work, #289370

- To exit the report, close the Report tab to return to the Business Hub.



Note: Your screen may differ from screenshots in these instructions, due to variations in user roles and system upgrades.