

Finding Shipping Charges Billed to Your Fund

Sample PO:

Documents > Document Search > Search Documents > Summary - PO BB01045266 Logout

Accounting Codes							
Account	Speedtype	Fund	Federal Funds	Department	Program Code	Chartfield1	Chartfield2
55016 Lab Instruments and Supplies	none	56479 Energy Biosciences Administrat	No	32220 OOEBI Operations	44 Organized & Sponsored Research	OO16SP Support	OOADM EBI Admin

[View/edit by line item](#)

Distribution Information	Supplier Information
<p>Distribution Methods Email (HTML Body) If a PO is dispatched to the Vendor, BearBuy will dispatch the PO using the method(s) listed below: orders@eandkscientific.com</p> <p>Distribution Options Supplier Terms and Conditions <i>no value</i> Order acceptance instructions Attention: Supplier please confirm receipt of this order, pricing, and avai... more...</p>	<p>Supplier Information Contract <i>no value</i> Account Code <i>no value</i> Pricing Code <i>no value</i> Quote number <i>no value</i> Note to Supplier <i>no note</i> Attachments for supplier [Privacy Warning]</p> <p>PO Clauses 990 Inbound Domestic Freight - VPL... view all clauses - (</p>

Line Item Details

[Hide line details](#) For selected line items

	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
1	✓ M'CENT TUBE,2ml,SELF-STAND,STERILE, WITH ATTACHED SILICONE O-RING CAP more info...	695200-TCS	Case 1/EA	65.61	2 EA	131.22 USD	<input type="checkbox"/>

Click on shortcut <http://bit.ly/2NpePd5> to open CalAnswers search

Change dates, fund number, and add Dept. number if necessary. "Apply" the filter.

Overview | General Ledger Summary | By Accounting Period | Compensation By Accounting Period | **General Ledger Detail**

Dashboard Prompts

* Fiscal Yr: 2017-18	Account Tree: BFS_ACCOUNT	BFS Fund Level2: Current Funds	Org Level3: --Select Value--	Program - Desc: --Select Value--	Account Code: is equal to / is in --Select Value--
* Accounting Period(s): 10 - Apr;11 - May;12	Account Group: Non-Compensation E	BFS Fund Level3: --Select Value--	Org Level4: --Select Value--	Chartfield 1 - Desc: --Select Value--	Fund Code: is equal to / is in 56479
* Business Unit: 1 - UC Berkeley	Account Category: --Select Value--	BFS Fund Level4: --Select Value--	Org Level5: --Select Value--	Chartfield 2 - Desc: --Select Value--	Dept ID: is equal to / is in 89991
	Account Subcategory: --Select Value--	Fund - Desc: --Select Value--	Org Level6: --Select Value--		CF1 Code: is equal to / is in --Select Value--
	Account - Desc: --Select Value--	<input type="checkbox"/> Exclude Inactive Funds	Dept ID - Desc: --Select Value--		CF2 Code: is equal to / is in --Select Value--
	Exclude C&G Revenue: <input type="radio"/> Y <input type="radio"/> N				

Choose the "Expanded" view to see Chartfield information.

Select View: Expanded

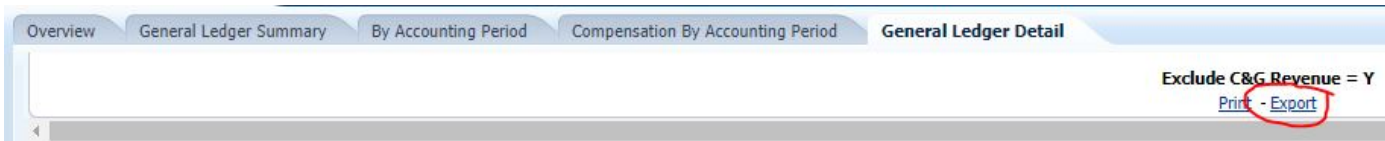
Click on the expand button to show all the data:



Use web browser's find dialog box (Chrome "Find... Ctrl+F") to find PO number, and look for line with the Supplier "Vantage Point Logistics". In this case shipping was \$10.08.

General Ledger Detail																
11 - May	32220-OOEBI Operations	56479 - Energy Biosciences Administrat	OO16SP	OOADM	44	55016 - Lab Instruments and Supplies	5/16/2018	S0309234	E & K SCIENTIFIC PRODUCTS INC	M'CENT TUBE,2ml,SELF-STAND,STE	BB01045266			\$0.00	\$0.00	\$143.36
11 - May	32220-OOEBI Operations	56479 - Energy Biosciences Administrat	OO16SP	OOADM	44	55016 - Lab Instruments and Supplies	5/17/2018	BB00999963	FISHER SCIENTIFIC	Formic Acid; 98%, 98% (T); 50m		Anna Engelbrektsen [UID: 860584]		\$0.00	\$0.00	\$0.00
11 - May	32220-OOEBI Operations	56479 - Energy Biosciences Administrat	OO16SP	OOADM	44	55016 - Lab Instruments and Supplies	5/18/2018	BB01051583	EMD MILLIPORE CORPORATION	Oil bath filling for oil baths		Anna Engelbrektsen [UID: 860584]		\$0.00	(\$217.41)	\$0.00
11 - May	32220-OOEBI Operations	56479 - Energy Biosciences Administrat	OO16SP	OOADM	44	55016 - Lab Instruments and Supplies	5/18/2018	S0310355	EMD MILLIPORE CORPORATION	Oil bath filling for oil baths	BB01051583			\$0.00	\$0.00	\$217.41
11 - May	32220-OOEBI Operations	56479 - Energy Biosciences Administrat	OO16SP	OOADM	44	55016 - Lab Instruments and Supplies	5/21/2018	BB01065564	EPPENDORF NORTH AMERICA INC	Glass vessel GPI100 OD110 H187		Anna Engelbrektsen [UID: 860584]		\$0.00	\$972.33	\$0.00
11 - May	32220-OOEBI Operations	56479 - Energy Biosciences Administrat	OO16SP	OOADM	44	55016 - Lab Instruments and Supplies	5/24/2018	BB01024355	PRAXAIR DISTRIBUTION	New blanket PO so I can establ		Anna Engelbrektsen [UID: 860584]		\$0.00	(\$83.14)	\$0.00
11 - May	32220-OOEBI Operations	56479 - Energy Biosciences Administrat	OO16SP	OOADM	44	55016 - Lab Instruments and Supplies	5/24/2018	S0313849	PRAXAIR DISTRIBUTION	New blanket PO so I can establ	BB01024355			\$0.00	\$0.00	\$83.14
11 - May	32220-OOEBI Operations	56479 - Energy Biosciences Administrat	OO16SP	OOADM	44	55016 - Lab Instruments and Supplies	5/29/2018	BB01024355	PRAXAIR DISTRIBUTION	New blanket PO so I can establ		Anna Engelbrektsen [UID: 860584]		\$0.00	(\$242.93)	\$0.00
11 - May	32220-OOEBI Operations	56479 - Energy Biosciences Administrat	OO16SP	OOADM	44	55016 - Lab Instruments and Supplies	5/29/2018	S0314813	PRAXAIR DISTRIBUTION	New blanket PO so I can establ	BB01024355			\$0.00	\$0.00	\$242.93
11 - May	32220-OOEBI Operations	56479 - Energy Biosciences Administrat	OO16SP	OOADM	44	55016 - Lab Instruments and Supplies	5/30/2018	BB01069836	Life Technologies Corporation	SYBR Safe DNA Gel Stain		Yi Liu [UID: 1085915]		\$0.00	\$393.30	\$0.00
11 - May	32220-OOEBI Operations	56479 - Energy Biosciences Administrat	OO16SP	OOADM	44	55016 - Lab Instruments and Supplies	5/30/2018	BB01069837	NEW ENGLAND BIOLABS	SYBR Safe DNA Gel Stain		Yi Liu [UID: 1085915]		\$0.00	\$93.52	\$0.00
11 - May	32220-OOEBI Operations	56479 - Energy Biosciences Administrat	OO16SP	OOADM	44	55016 - Lab Instruments and Supplies	5/31/2018	BB01069836	Life Technologies Corporation	SYBR Safe DNA Gel Stain		Yi Liu [UID: 1085915]		\$0.00	(\$393.30)	\$0.00
11 - May	32220-OOEBI Operations	56479 - Energy Biosciences Administrat	OO16SP	OOADM	44	55016 - Lab Instruments and Supplies	5/31/2018	S0318177	Life Technologies Corporation	SYBR Safe DNA Gel Stain	BB01069836			\$0.00	\$0.00	\$403.13
11 - May	32220-OOEBI Operations	56479 - Energy Biosciences Administrat	OO16SP	OOADM	44	56011 - Recharge - IT/Voice/Data Svcs	5/31/2018	TEL0894455	Other IST Services			CNSJOURNAL		\$0.00	\$0.00	\$1,046.05
11 - May	32220-OOEBI Operations	56479 - Energy Biosciences Administrat	OO16SP	OOADM	44	56130 - Telephone Services	5/31/2018	TEL0894455	IS-Telecom			CNSJOURNAL		\$0.00	\$0.00	\$181.30
11 - May	32220-OOEBI Operations	56479 - Energy Biosciences Administrat	OO16SP	OOADM	44	56410 - Printing	5/31/2018	FSAG550047	2018-05 DM IOC		UCSF May18	Sonali Wickramasinghe	Mario Estrella [UID: 1059575]	\$0.00	\$0.00	\$618.06
11 - May	32220-OOEBI Operations	56479 - Energy Biosciences Administrat	OO16SP	OOADM	44	56510 - Freight	5/11/2018	13197752	Vantage Point Logistics Inc	BB01045266 LINE 1				\$0.00	\$0.00	\$10.08

You can download data into Excel:



... then search or filter on PO number

	A	B	C	D	E	F	G	H	I	J	K	Q
g	Account	Dept ID - Desc	Fund - Desc	CF1 Code	CF2 Code	Pr	Account - Desc	Journal Date	Document ID	Recipient	Description	Actuals Amount
127	11 - May	32220-OOEBI Operations	56479 - Energy Biosciences Administrat	OO16SP	OOADM	44	56510 - Freight	5/11/2018	13197752	Vantage Point Logistics Inc	BB01045266 LINE 1	\$10.08

If your PO is used for multiple shipments, you can narrow down the voucher numbers by looking for your PO number in the VPL Report file.

- If your PO is used for multiple shipments, you can narrow down the voucher numbers by searching or filtering for your PO number in the VPL Report [file](#).

Then search or filter on the PO number

	A	B	C	D	E	F	G	H	I
1	VPL_VOUCHER_ID	VPL Invoice#	Ship Date	Delivery Date	Supplier	'PO_ID'	PO_ORG_NODE	Tracking Number	Delivery Mode
144453	13197752	6645-29	4/25/2018	4/26/2018	E & K SCIENTIFI	BB01045266	OOEBI	129850460375743558	Standard groun