

INTERPRETING THE STANDING ORDER REPORT

This page last reviewed/updated: 01/18/2012

A Standing Order is what we used to refer to as a Blanket Purchase Order before Banner. It is a Purchase Order that is encumbered in an amount which you have estimated to cover a particular time (i.e. 3 months, 6 months, 12 months). As invoices are presented, they are subtracted against the total of the Standing Order.

To view the Standing Order Report:

- Log into [“My UWF”](#)
- Click “Banner ERP System” Folder
- Scroll down and click on “Information Navigator
- Click “Show All” at top of page
- Change “Office of Record” to Procurement and Contracts.
- Click on PROC000017 Standing Orders
- Click on “View Report”
- “Standing Order Number” column is the Banner PO Number.
- “Standing Order Total” column is the total the PO was encumbered for.
- “Vendor Name” column is the name of the vendor the PO was issued to.
- “Vendor Type” column indicates to P&C if that vendor is a CMBE or not.
- “Change Order Total” column indicates the amount of any Change Orders.
- “Current Total” column is the original PO plus or minus and Change Orders
- “Release Total” column is the amount of invoices that were paid off of the Standing Order.
- “Standing Order Remaining” column is the balance after any invoices have been paid.

University of West Florida
Daily Standing Order and Release Log Report
09/23/2005 10:12AM

Standing Order Number	Standing Order Total	Vendor Name	Vendor Type	Change Order Total	Current Total	Release Total	Standing Order Remaining
DENN0008	\$0.00	Heaton Brothers Construction	B	\$25,000.00	\$25,000.00	\$9,904.38	\$15,095.62
DENN0009	\$15,000.00	LTD Enterprises Inc	A	\$0.00	\$15,000.00	\$14,580.00	\$420.00
P0000002	\$0.00	Deltak edu Inc	A	\$205,008.00	\$205,008.00	\$187,924.00	\$17,084.00
P0000004	(\$728.49)	General Meters Corp	A	\$36,495.83	\$35,767.34	\$35,767.34	\$0.00
P0000005	\$1,581.00	On Campus Marketing	A	\$5,000.00	\$6,581.00	\$6,581.00	\$0.00
P0000006	\$2,000.00	Albertsons	A	\$7,000.00	\$9,000.00	\$3,969.23	\$5,030.77
P0000007	\$103,785.00	Huron Consulting Group	A	\$0.00	\$103,785.00	\$103,785.00	\$0.00
P0000012	\$700.00	Royal Cup Coffee	A	\$0.00	\$700.00	\$700.00	\$0.00
P0000014	\$9,944.88	Xerox Corporation	A	\$0.00	\$9,944.88	\$9,944.88	\$0.00
P0000018	(\$1,116.25)	Pinnacle Towers	A	\$15,759.00	\$14,642.75	\$14,642.75	\$0.00
P0000030	\$500.00	Papa John's Pizza	A	\$0.00	\$500.00	(\$435.08)	\$935.08
P0000031	\$1,000.00	Twomays Inc	A	\$0.00	\$1,000.00	\$54.58	\$945.42
P0000046	(\$1,050.00)	Sue Gorelikow Cleaning Service	B	\$9,100.00	\$8,050.00	\$8,050.00	\$0.00
P0000055	\$500.00	ACT Inc	A	\$1,500.00	\$2,000.00	\$703.00	\$1,297.00
P0000067	(\$5,700.00)	Mowrey Elevator	A	\$25,000.00	\$19,300.00	\$19,300.00	\$0.00
P0000068	\$0.00	Hiller Systems Inc	A	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00
P0000071	\$0.00	Equifax Inc	A	\$2,100.00	\$2,100.00	\$2,100.00	\$0.00
P0000083	\$66,868.80	Cox Communications Gulf Coast	A	\$0.00	\$66,868.80	\$57,338.43	\$9,530.37
P0000091	\$1,500.00	Reefer's Aquatics Inc	B	\$0.00	\$1,500.00	\$1,500.00	\$0.00
P0000100	\$32,173.46	Sutton Environmental Serv Inc	A	\$70,000.00	\$102,173.46	\$102,146.92	\$26.54
P0000107	\$610.00	USA Today	A	\$2,900.00	\$3,510.00	\$2,497.10	\$1,012.90
P0000144	(\$8,000.00)	Industrial Chemicals	A	\$8,000.00	\$0.00	\$0.00	\$0.00
P0000145	(\$3,134.00)	Roto-Rooter	A	\$8,000.00	\$4,866.00	\$4,866.00	\$0.00