eProcurement and Purchasing v9.2 Queries and Reports

eProcurement and Purchasing Queries

To access a BOR-defined query: 7

• Select **Reporting Tools > Query > Query Viewer (or Query Manager)**

• Enter the **Query Name** in the "begins with" field.

• Click [Search]

You can add any query to a **My Favorites** list.

It will appear under **My Favorite Queries** on both the **Query Viewer** and **Query Manager** pages.

Query Name	Description	Parameters (* required field)
BOR_EPRO_ADM_DEPT_MGR	Displays list of Department Managers Workflow routing	• Business Unit*
BOR_EPRO_ADM_PROJ_MGR	Displays list of Project Managers Workflow routing	• Business Unit*
BOR_OPO019D_PO_LIST_BY_BU_DTL	Displays PO Line Detail for a specified time period. This query may be used in the Purchase Order Review portion of the annual self-audit.	• Business Unit* • Beginning PO Date* • Ending PO Date*
BOR_0P0019D_AUD_SPD_25K_REVIEW	Displays individual purchase orders in which the total amount of Purchase Order is $25,000 or more during the time period specified. This query may be used in the Purchase Order Review portion of the annual self-audit.	• Business Unit* • Beginning PO Date* • Ending PO Date*
BOR_0P0019D_AUD_SPD_VENDOR_SPL	Displays two or more Purchase Orders issued to the same vendor on the same day and totaling $25,000 or more during the time period specified. This query may be used in the Purchase Order Review portion of the annual self-audit.	• Business Unit* • Beginning PO Date* • Ending PO Date*
BOR_0P0019D_AUD_SPD_PO_LIST	Displays a list of Purchase Orders for the specified Origin and time period indicated in the query prompt. This query may be used during the Purchase Order Review portion of the annual self-audit.	• Business Unit* • Beginning PO Date* • Ending PO Date* • Origin*

BOR_PO_ENC_AND_VCHR	Displays PO encumbrance amounts with Vouchers by PO ID	• PO Number* • Business Unit*
BOR_PO_EVERIFY	Displays eVerify information entered on purchase orders including Service PO, Vendor Exempt status, eVerify Number, eVerify Comments, Date of Contract, Contract ID, Service Amount	• Business Unit* • Beginning PO Date* • Ending PO Date*
BOR_PO_LN_RECEIPT_ENCUMBRANCE	Displays PO Lines with their related receipts and encumbrance amounts	• Business Unit*
BOR_PO_MIN_VEND_EXCLU_GOV2	Displays excluded government accounts for minority vendors	• Business Unit* • From Date* • To Date*
BOR_PO_NOT_COMPLETE	Displays POs that have not been completed (closed).	• Business Unit*
BOR_PO_NOT_RECEIVED	Displays PO lines not yet received	• Business Unit*
BOR_PO_OPEN_AMOUNT_ALL	Displays all PO lines with an open encumbrance	• Business Unit*
BOR_PO_OPEN_AMOUNT_BY_PO	Displays PO lines with an open encumbrance by PO ID	• Business Unit* • PO Number
BOR_PO_OPEN_ENCS_KK	Displays PO lines with open encumbrances and related Commitment Control info	• Business Unit*
BOR_PO_OPR_BUYER_AUTHORITY	Displays Buyer Authority by Operator	• None
BOR_PO_OPR_PO_AUTHORITY	Displays Purchase Order Authority by Operator	• None
BOR_PO_OPR_RECEIVER	Displays Receiver Preferences by Operator	• Business Unit*
BOR_PO_OPR_SUPPLIER_AUTHORITY	Displays Supplier Authority by Operator	• Business Unit*
BOR_PO_PARTIAL_RECVD_SUM	Displays POs that have been partially received	• Business Unit*
BOR_PO_RECV_NO_VOUCHER	Displays POs that have been received but that have not been vouchered	• Business Unit*
BOR_PO_UNRECON	Displays PO and related Receipt and Voucher information	• Business Unit* • PO Number
BOR_PO_VCHR_NOTRECV	Displays POs that have been vouchered but that have not been received	• Business Unit*
BOR_PO_VCHR_PYMT	Displays Payment information for a PO	• Business Unit* • PO Number*
BOR_POAP_0AP005A_VERIFY_EXP	Displays Accounting Details for Vouchers and Purchase Orders for the entered criteria to be provided to DOAS	• Business Unit* • From Fiscal Year • To Fiscal Year • From Acctg Period • To Acctg Period • From Account • To Account

BOR_POAP_BUDERR	Displays Vouchers where budget period is different from the associated PO	• Business Unit*
BOR_POAP_CFERR	Displays Vouchers where accounting entries are different from the associated PO	• Business Unit* • From Voucher ID* • To Voucher ID*
BOR_POAP_DISCOUNTS	Displays possible discounts still encumbered	• Business Unit*
BOR_POAP_SUPPLIER	Displays voucher information for a Supplier to help determine if open PO amounts were vouchered on Non-PO Vouchers	• Business Unit* • Supplier ID*
BOR_REQ_APPR_DETAILS_BY_DATE	Displays Requisition approval information by date	• Business Unit* • From Req Date* • To Req Date*
BOR_REQ_APPR_DETAILS_BY_REQ	Displays Requisition approval information by Requisition ID	• Business Unit* • Requisition ID*
BOR_REQ_OPEN_AMOUNT_ALL	Displays all Requisition lines with open pre-encumbrances	• Business Unit*
BOR_REQ_OPEN_AMOUNT_BY_REQ	Displays Requisition lines with open pre-encumbrances by Requisition ID	• Unit* • Req ID*
BOR_REQ_OPEN_PREENCS_KK	Displays Requisition lines with open pre-encumbrances and related Commitment Control info	• Business Unit*
BOR_REQ_OPR_REQ_AUTHORITY	Displays Requisition Authority by Operator	• Business Unit*
BOR_REQ_PENDING_APPROVERS	Displays Requisition lines that are Pending Approval and their Approvers	• Business Unit*
BOR_REQ_PO_CATSUP_IN_PROCESS	Displays Requisitions and POs for entered CAT Supplier that should be processed prior to new item/price files going into effect (GFM)	• Business Unit* • Supplier ID*

eProcurement and Purchasing Reports

Report Name	Description	Navigation	Parameters (* required field)
Minority Supplier Report **BORRP008**	Provides spend data for certain supplier classes such as small business and minority classes, including total dollars spent.	BOR Menus> BOR Purchasing> BOR PO Reports> Minority Supplier Report	• Business Unit* • Fiscal Year*
Purchase Order Statistics **BORRP009**	Displays key Purchase Order information such as the total Purchase Order amount for a specified time period.	BOR Menus> BOR Purchasing> BOR PO Reports> PO Statistics	• Business Unit* • From Date • To Date
PO Surplus Analysis **BORRP012**	A comprehensive report from KK_ACTIVITY_LOG showing all POs for specified budget ref and fund. The report provides summaries by PO line, chartfield segment and fiscal year. If the Suppress Zero Effect POs box is selected the report will ignore POs where encumbrances, reversals, and payments are in the same fiscal year with no resulting surplus amount.	BOR Menus> BOR Purchasing> BOR PO Reports> PO Surplus Analysis	• Business Unit* • Budget Ref • Fund Code • Suppress Zero Effect PO's (optional)
PO Open Encumbrances as of Accounting Period **BORRP014**	Displays remaining PO encumbrance balances as of previous accounting period. Summary Report provides a sum of remaining encumbrances for each unique chartstring and subtotals by Fund. Detail Report provides remaining encumbrance amounts for each Purchase Order Line.	BOR Menus> BOR Purchasing> BOR PO Reports> PO Open Enc as of Acctg Period	• Business Unit* • Fiscal Year • Accounting Period • Detail Report or Summary Report • Include Restricted Funds (optional)
PO Budgetary Activity **BORRP015**	Provides budgetary amount information for Purchase Orders according to report request parameters.	BOR Menus> BOR Purchasing> BOR PO Reports> PO Budgetary Activity Report	• Business Unit* • Budget Date From* • To* • Remaining Amount • Business Unit GL • Order By • ChartField*

			• Sort Options
Requisition Approval Exception **BORIF053**	Provides a list of requisitions in which the Requester was the only Approver.	BOR Menus> BOR Purchasing> BOR PO Reports> Requisition Approval Exception	• Business Unit • From Date • To Date
Close Requisition Report **PORQ009**	Provides information about Requisitions that have been closed by the last run of the Close Requisition process (PO_REQRCON).	Purchasing> Requisitions> Reconcile Requisitions> Close Requisitions On Process Scheduler Request page, select Close Requisition Report checkbox	• Requisition Run Option* • Business Unit* • Requisition ID • ChartField Criteria • Accounting Date for Action*
Requisition Print **PORQ010**	Provides a hard copy of requisitions, sorted by Requisition ID, and can print either single or multiple Requisitions.	Purchasing> Requisitions> Reports> Print Requisition	• Business Unit* • Requisition ID • From Date • Through Date • Requester • Statuses to Include*
Requisition to PO XREF **POX1100**	Cross-reference between Requisitions and associated Purchase Orders.	Purchasing> Requisitions> Reports> PO/Requisition Xref OR eProcurement> Reports> Requisition To PO Xref	• From Date • Through Date • Business Unit *

Close Purchase Orders **POPO008**	Provides information about Purchase Orders that have been closed by the last run of the Close Purchase Order Application Engine (PO_PORECON).	Purchasing> Purchase Orders> Reconcile POs> Close Purchase Orders On Process Scheduler Request page, select Close Purchase Order Report checkbox	• PO Post Run Option* • Business Unit* • PO Number • ChartField Criteria • Accounting Date for Action*
PO Print **POXMLP**	Prints a hard copy of the Purchase Order based on several filter options. Copies printed from Print POs are unauthorized.	Purchasing> Purchase Orders> Review PO Information> Print POs	• Business Unit* • PO ID • Contract SetID • Contract ID • Release • From Date • Through Date • Supplier ID • Buyer • Template ID • Statuses to Include* • Misc Options
Expediting Report by Buyer **POX4006**	Provides Purchase Order details such as late days and due date sorted by Buyer.	Purchasing> Purchase Orders> Reports> PO Expediting Report OR eProcurement> Reports> Expediting Report	• From Date • Through Date • Supplier SetID* • Supplier ID • Buyer
Expediting Report by Supplier **POX4007**	Provides Purchase Order details such as late days and due date sorted by Supplier.	Purchasing> Purchase Orders> Reports> PO Expediting Report OR eProcurement> Inquiries & Reports> Expediting Report	• From Date • Through Date • Supplier SetID* • Supplier ID • Buyer
Expediting Report by Due Date **POX4008**	Provides Purchase Order details such as late days and due date sorted by Due Date.	Purchasing> Purchase Orders> Reports> PO Expediting Report OR eProcurement> > Inquiries & Reports > Expediting Report	• From Date • Through Date • Supplier SetID* • Supplier ID • Buyer

PO Listing by PO Date **POX4010**	Provides Purchase Order listings information sorted by PO Date.	Purchasing> Purchase Orders> Reports> Purchase Order Listings Report OR eProcurement> Inquiries & Reports > PO Listing Report	• Business Unit* • From Date • Through Date • Supplier SetID • Supplier ID • Buyer • PO Status
PO Listing by Vendor **POX4011**	Provides Purchase Order listings information sorted by Supplier ID.	Purchasing> Purchase Orders> Reports> Purchase Order Listings Report OR eProcurement> Inquiries & Reports> PO Listing Report	• Business Unit* • From Date • Through Date • Supplier SetID • Supplier ID • Buyer • PO Status
PO Listing by Buyer **POX4012**	Provides Purchase Order listings information sorted by Buyer.	Purchasing> Purchase Orders> Reports> Purchase Order Listings Report OR eProcurement> Inquiries & Reports> PO Listing Report	• Business Unit* • From Date • Through Date • Supplier SetID • Supplier ID • Buyer • PO Status
PO Listing by Status **POX4013**	Provides Purchase Order listings information sorted by Status.	eProcurement> Inquiries & Reports> PO Listing Report	• Business Unit* • From Date • Through Date • Supplier SetID • Supplier ID • Buyer • PO Status
Order Status by Vendor **POX4020**	Provides Purchase Order status information sorted by Supplier.	Purchasing> Purchase Orders> Reports> Status Listings OR eProcurement> Inquiries & Reports> PO Status Listings	• From Date • Through Date • Business Unit*

Order Status by Item **POX4021**	Provides Purchase Order status information sorted by Item.	Purchasing> Purchase Orders> Reports> Status Listings OR eProcurement> > Inquiries & Reports > PO Status Listings	• From Date • Through Date • Business Unit*
PO Detail Listing by PO Date **POX4030**	Provides detailed Purchase Order information sorted by PO Date.	Purchasing> Purchase Orders> Reports> Purchase Order Detail Listings OR eProcurement> > Inquiries & Reports > PO Detail Listings	• From Date • Through Date • Business Unit* • Supplier SetID • Supplier ID • Buyer
PO Detail Listing by Supplier **POX4031**	Provides detailed Purchase Order information sorted by Supplier.	Purchasing> Purchase Orders> Reports> Purchase Order Detail Listings OR eProcurement> Inquiries & Reports > PO Detail Listings	• From Date • Through Date • Business Unit* • Supplier SetID • Supplier ID • Buyer
PO Detail Listing by Buyer **POX4032**	Provides detailed Purchase Order information sorted by Buyer.	Purchasing> Purchase Orders> Reports> Detail Listings OR eProcurement> Inquiries & Reports > PO Detail Listings	• From Date • Through Date • Business Unit* • Supplier SetID • Supplier ID • Buyer
Schedule Listing by PO Date **POX4040**	Provides Purchase Order schedule information such as ship to and due date sorted by PO Date.	Purchasing> Purchase Orders> Reports> Schedule Listings OR eProcurement> Reports> PO Schedule Listings	• From Date • Through Date • Business Unit* • Supplier SetID • Supplier ID • Buyer
Schedule Listing by Supplier **POX4041**	Provides Purchase Order schedule information such as ship to and due date sorted by Supplier.	Purchasing> Purchase Orders> Reports> Schedule Listings OR eProcurement> Inquiries & Reports > PO Schedule Listings	• From Date • Through Date • Business Unit* • Supplier SetID • Supplier ID • Buyer

Schedule Listing by Buyer **POX4042**	Provides Purchase Order schedule information such as ship to and due date sorted by Buyer.	Purchasing> Purchase Orders> Reports> Schedule Listings OR eProcurement> Inquiries & Reports > PO Schedule Listings	• From Date • Through Date • Business Unit* • Supplier SetID • Supplier ID • Buyer
PO to Requisition XREF Report **POX4100**	Cross-reference between Purchase Orders and associated Requisitions.	Purchasing> Purchase Orders> Reports> Requisition/PO Xref OR eProcurement> Inquiries & Reports > PO To Requisition Xref	• From Date • Through Date • Business Unit*
PO Activity **POPO009**	Provides information on all Purchase Order activity within the selected criteria.	Purchasing> Purchase Orders> Reports> Purchase Order Activity	• Business Unit* • GL Business Unit • Department • From Date • Through Date • Include Cancelled POs? (optional) • Include Open/Pending Appr POs? (optional)
Procurement Budgetary Activity POS8001 **BORRP015**	Provides budgetary amount information for Purchase Orders according to report request parameters. **BORRP015** has additional prompt to order report by Supplier Name or Purchase Order ID.	Purchasing> Purchase Orders> Reports> Req & PO Budgetary Activity PO OR Purchasing> Requisitions> Reports> Req & PO Budgetary Activity PO On Process Scheduler Request page, select Procurement Budgetary Activity checkbox BOR Menus> BOR Purchasing> BOR PO Reports> PO Budgetary Activity Report	• Business Unit* • Budget Date From* • To* • Remaining Amount • Business Unit GL • ChartField* • Sort Options*

Requisition Budgetary Activity **POS8002**	Provides budgetary amount information for Requisitions according to report request parameters.	Purchasing> Purchase Orders> Reports> Req & PO Budgetary Activity PO OR Purchasing> Requisitions> Reports> Req & PO Budgetary Activity PO On Process Scheduler Request page, select Requisition Budgetary Activity checkbox	• Business Unit* • Budget Date From* • To* • Remaining Amount • Business Unit GL • ChartField Sort Options*
Open Purchase Order Report **POROL001**	Identifies open Purchase Orders for budget year-end process. Information for Purchase Order distribution lines appear if encumbrances still remain on KK_LIQUIDATION table.	Purchasing> Purchase Orders> Budget Year End Processing> Open Purchase Order Report	• Business Unit* • Ledger Group • Supplier ID • From Date* • To Date • ChartField Selection
Receipt Delivery Detail Report **POX5030**	Provides a detailed list of shipments by Receipt ID.	Purchasing> Receipts> Reports> Receipt Delivery Report generated as part of PSJob: **RECV_DEL**	• Business Unit* • Receipt No • Location • From Date • Through Date
Receiver Summary Report **POX5001**	Provides a summary listing of Receipts within a specified date range.	Purchasing> Receipts> Reports> Receipt Summary OR eProcurement> Reports> Receipt Summary	• From Date • Through Date • Business Unit*
Receiver Ship To Detail Report **POX5010**	Lists Receipt shipments along with ship to location information.	Purchasing> Receipts> Reports> Receipt Ship To Details OR eProcurement> Inquiries & Reports> Receipt ShipTo Detail	• From Date • Through Date • Business Unit*
Receiver Account Detail Report **POX5020**	Provides detailed account information for Receipts.	Purchasing> Receipts> Reports> Receipt Account Details OR eProcurement> Inquiries & Reports > Receipt Account Detail	• From Date • Through Date • Business Unit*

Duplicated Supplier Report **APX3215**	Displays potential duplicate Suppliers. These Suppliers may share duplicate TINs, withholding names, withholding addresses, Supplier names, Supplier short names, or Supplier addresses depending on search criteria.	Suppliers> Supplier Information> Maintain> Duplicate Supplier Report Report generated as part of PSJob: DUP_VNDR *From Date not marked as Required, but is necessary to return data for this report.	• Request ID* • Description • Process Frequency* • SetID* • Withholding • Supplier • Voucher Payment • From Date* • Through Date
Match Exceptions Report **APX1090**	Provides match exception information with Voucher, Purchase Order, and Receipt data.	eProcurement> Inquiries & Reports > Match Exceptions	• Business Unit*
Supplier Detail Listing **APX3000**	Provides a detailed Supplier listing for the selected Set ID and status as of selected date.	eProcurement> Inquiries & Reports > Supplier Detail Listing On Process Scheduler Request page, select Supplier Detail Listing checkbox Report is also generated as part of PSJob: **VNDRDTL**	• SetID* • As of Date • Supplier Status • Include Single Pay Suppliers (optional)
AP Supplier Summary **APX3001**	Provides a summary Supplier listing for the selected Set ID and status.	eProcurement> Inquiries & Reports > Supplier Summary Listing	• SetID* • Supplier Status