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	Displays supplier, payment and voucher info. Results will
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	Displays Supplier Authority by Operator	j Business Unit*
	Displays POs that have been partially received	j Business Unit*
	Displays POs that have been received but that have not been vouchered	j Business Unit*
	Displays PO and related Receipt and Voucher information	Business Unit* PO Number
	Displays POs that have been vouchered but that have not been received	j Business Unit*
	Displays Payment information for a PO	Business Unit* PO Number*
	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



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	Displays Requisite on lines with open pre-encumbrances by Requisite on ID	
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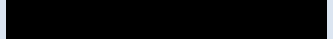


PO Surplus  
Analysis

A comprehensive report from KK\_ACTIVITY\_LOG showing all POs for specified budget ref and fund. The report provides summaries by PO line, chart field 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 Menu> BOR Purchasing>  
BOR PO Reports> PO Surplus  
Analysis

Business Unit\*  
Budget Ref





Close Requisition Report	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	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      Cross-



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PO List ng by Buyer	Provides Purchase Order list ngs informat on sorted by Buyer.	Purchasing> Purchase Orders> Reports> Purchase Order List ngs Report OR eProcurement> Inquiries & Reports> PO List ng Report	Business Unit* From Date Through Date Supplier SetID Supplier ID Buyer PO Status
PO List ng by Status	Provides Purchase Order list ngs informat on sorted by Status.	eProcurement> Inquiries & Reports> PO List ng Report	Business Unit* From Date Through Date Supplier SetID Supplier ID Buyer PO Status
Order Status by Vendor	Provides Purchase Order status informat on sorted by Supplier.	Purchasing> Purchase Orders> Reports> Status List ngs OR eProcurement> Inquiries & Reports> PO Status List ngs	From Date Through Date Business Unit*
Order Status by Item	Provides Purchase Order status informat on sorted by Item.	Purchasing> Purchase Orders> Reports> Status List ngs OR eProcurement> > Inquiries & Reports > PO Status List ngs	From Date Through Date Business Unit*
PO Detail List ng by PO Date	Provides detailed Purchase Order informat on sorted by PO Date.	Purchasing> Purchase Orders> Reports> Purchase Order Detail List ngs OR eProcurement> > Inquiries & Reports > PO Detail List ngs	From Date Through Date Business Unit* Supplier SetID Supplier ID Buyer
PO Detail List ng by Supplier	Provides detailed Purchase Order informat on sorted by Supplier.	Purchasing> Purchase Orders> Reports> Purchase Order Detail List ngs OR eProcurement> Inquiries & Reports > PO Detail List ngs	From Date Through Date Business Unit* Supplier SetID Supplier ID Buyer





PO Act vity	Provides informat on on all Purchase Order act vity within the selected criteria.	Purchasing> Purchase Orders> Reports> Purchase Order Act vity	Business Unit* GL Business Unit Department From Date Through Date Include Cancelled POs? (opt onal) Include Open/Pending Appr POs? (opt onal)
Procurement Budgetary Act vity POS8001			



Open Purchase Order Report	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 Select on
Receipt Delivery Detail Report	Provides a detailed list of shipments by Receipt ID.	Purchasing> Receipts> Reports> Receipt Delivery  Report generated as part of PSJob:	Business Unit* Receipt No Location From Date Through Date
Receiver Summary Report	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	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	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	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
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Match Except ons Report	Provides match except on informat on with Voucher, Purchase Order, and Receipt data.	eProcurement> Inquiries & Reports > Match Except ons	i Business Unit*
Supplier Detail List ng	Provides a detailed Supplier list ng for the selected Set ID and status as of selected date.	eProcurement> Inquiries & Reports > Supplier Detail List ng  On Process Scheduler Request page, select Supplier Detail List ng checkbox  Report is also generated as part of PSJob:	SetID* As of Date Supplier Status Include Single Pay Suppliers (opt onal)
AP Supplier Summary	Provides a summary Supplier list ng for the selected Set ID and status.	eProcurement> Inquiries & Reports > Supplier Summary List ng	SetID* Supplier Status