The eProcurement Report

View Details of All ePro Orders in Your Entire Department/School

This job aid shows how to run a query (report) that displays details about eProcurement requisitions created within your department, office, or school site.

1. Log in to **PeopleSoft Financials** and navigate to **Query Viewer** using the following steps:

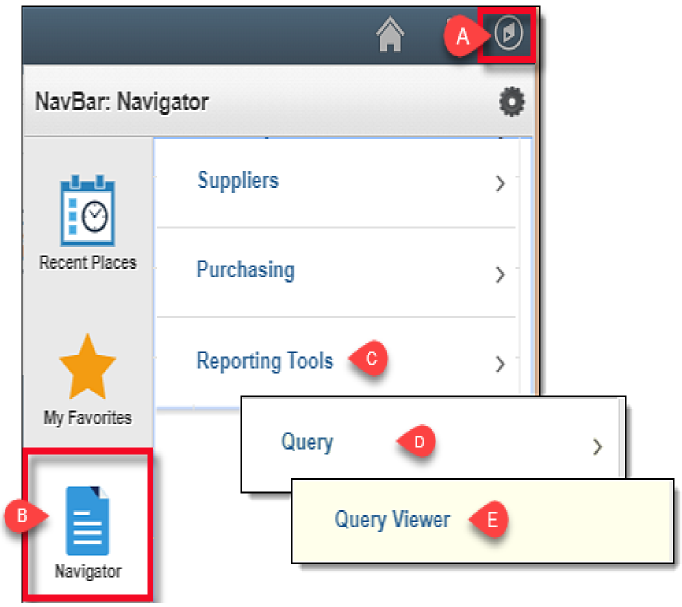
a. From the Homepage, click the **NavBar**.

b. Click **Navigator.**

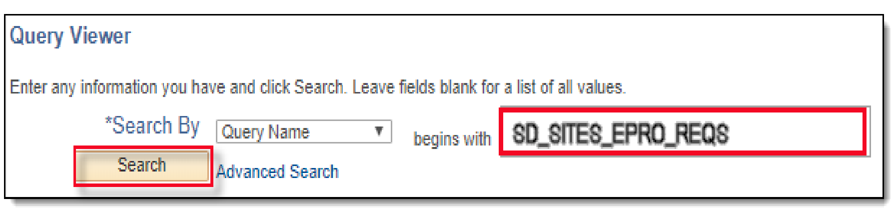
c. Scroll down Navigator menu. Select **Reporting Tools.**

d. Select **Query**.

e. Select **Query Viewer.**

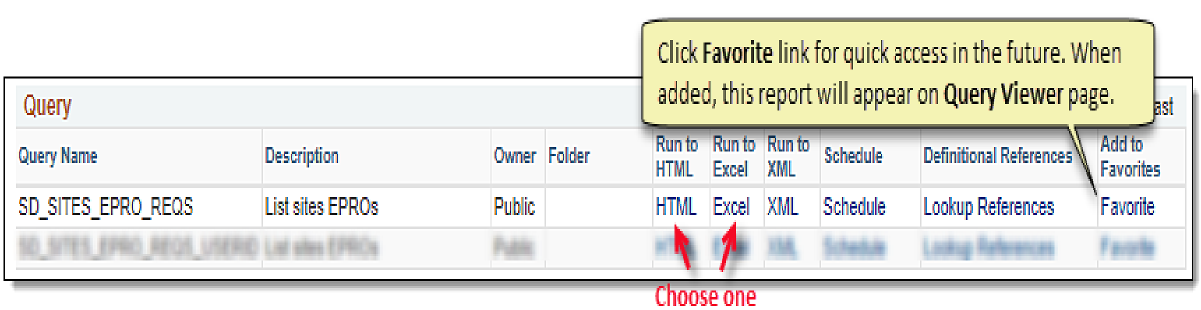


2. In the "**begins with**" field, type **SD_SITES_EPRO_REQS.** Click **Search.**



3. On the **Query page**, select the preferred format to display report results.

- HTML will display report results on the browser window with interactive export options.
- Excel will display results in an Excel spreadsheet with full sort, edit, and save options.

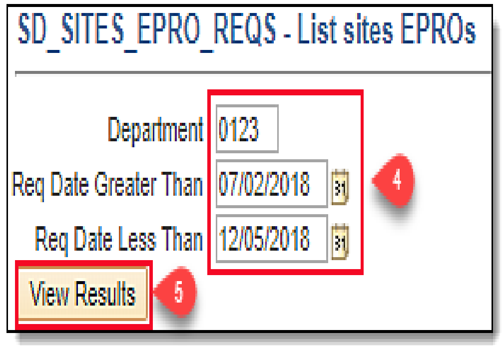


eProcurement

4. Enter information in the following fields:

- **Department**: Cost center number (4 digits).
- **Req Date Greater Than:** Begin date of the time frame within which you want to see eProcurement requisitions.
- **Req Date Less Than**: End date (*up to today*) of time frame within which you want to see eProcurement requisitions.

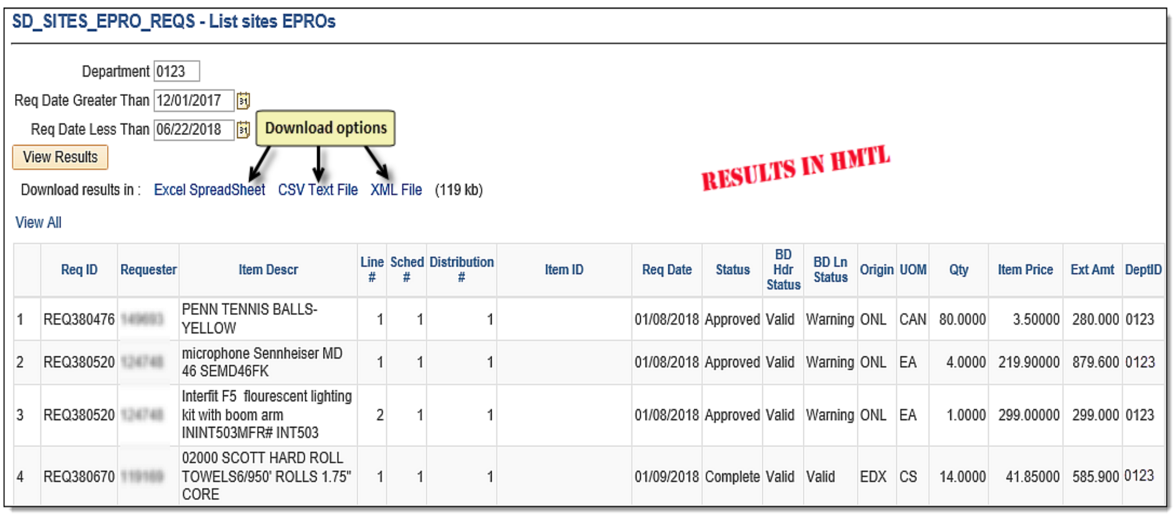
5. Click **View Results.**



6. Report will display in selected format. Each row displays line item information per requisition. Each column displays detailed information including:

- Requisition ID
- Item Description
- Line #
- Requisition Date
- Request Status
- UOM
- Quantity
- Item Price
- Dept ID
- Budget /Account Code
- Distribution Status

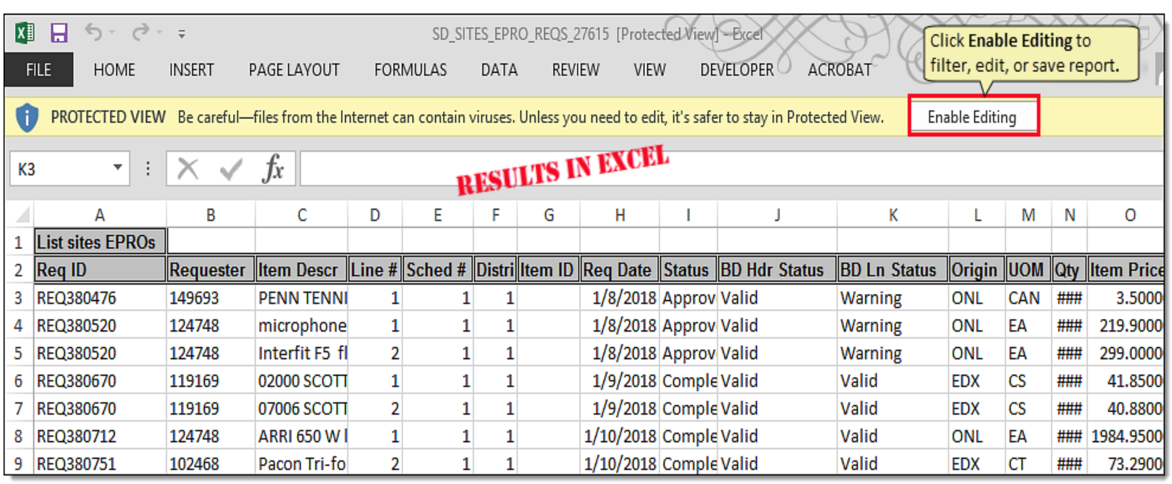
Examples of report results in different formats (*from Step 3*) are shown below:



SD_SITES_EPRO_REQS - List sites EPROs

Department 0123
Req Date Greater Than 12/01/2017
Req Date Less Than 06/22/2018
Download options
View Results
Download results in : Excel SpreadSheet CSV Text File XML File (119 kb)
RESULTS IN HMTL
View All

	Req ID	Requester	Item Descr	Line #	Sched #	Distribution #	Item ID	Req Date	Status	BD Hdr Status	BD Ln Status	Origin	UOM	Qty	Item Price	Ext Amt	DeptID
1	REQ380476	[redacted]	PENN TENNIS BALLS-YELLOW	1	1	1		01/08/2018	Approved	Valid	Warning	ONL	CAN	80.0000	3.50000	280.000	0123
2	REQ380520	[redacted]	microphone Sennheiser MD 46 SEMD46FK	1	1	1		01/08/2018	Approved	Valid	Warning	ONL	EA	4.0000	219.90000	879.600	0123
3	REQ380520	[redacted]	Interfit F5 flourescent lighting kit with boom arm ININT503MFR# INT503	2	1	1		01/08/2018	Approved	Valid	Warning	ONL	EA	1.0000	299.00000	299.000	0123
4	REQ380670	[redacted]	02000 SCOTT HARD ROLL TOWELS6/950' ROLLS 1.75" CORE	1	1	1		01/09/2018	Complete	Valid	Valid	EDX	CS	14.0000	41.85000	585.900	0123



SD_SITES_EPRO_REQS_27615 [Protected View] - Excel
FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DEVELOPER ACROBAT
Click **Enable Editing** to filter, edit, or save report.
PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing
K3
RESULTS IN EXCEL

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	List sites EPROs														
2	Req ID	Requester	Item Descr	Line #	Sched #	Distri	Item ID	Req Date	Status	BD Hdr Status	BD Ln Status	Origin	UOM	Qty	Item Price
3	REQ380476	149693	PENN TENNI	1	1	1		1/8/2018	Approv	Valid	Warning	ONL	CAN	###	3.5000
4	REQ380520	124748	microphone	1	1	1		1/8/2018	Approv	Valid	Warning	ONL	EA	###	219.9000
5	REQ380520	124748	Interfit F5 fl	2	1	1		1/8/2018	Approv	Valid	Warning	ONL	EA	###	299.0000
6	REQ380670	119169	02000 SCOTT	1	1	1		1/9/2018	Comple	Valid	Valid	EDX	CS	###	41.8500
7	REQ380670	119169	07006 SCOTT	2	1	1		1/9/2018	Comple	Valid	Valid	EDX	CS	###	40.8800
8	REQ380712	124748	ARRI 650 W I	1	1	1		1/10/2018	Comple	Valid	Valid	ONL	EA	###	1984.9500
9	REQ380751	102468	Pacon Tri-fo	2	1	1		1/10/2018	Comple	Valid	Valid	EDX	CT	###	73.2900