



Cardinal Reports Catalog Procurement

VIRGINIA DEPARTMENT OF ACCOUNTS

Revised 04/13/2020



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Training Materials and Resources

After reviewing this Reports Catalog, if any additional information or guidance is needed, please refer to the following:

- **Cardinal SW NAV220 Cardinal Reporting:** This Instructor Led Training (ILT) course provides training, demonstrations, and exercises that cover the fundamentals of how to run or access report and queries. Additionally, it covers how to perform inquiries. The course document provides:
 - Key concepts in Cardinal reporting
 - Information on how to access the Query Viewer to search, run, and access query results online or by download
 - Information on how to perform inquiries to access details about an item or transaction in Cardinal
 - Basic information about types of reports and how to access the different types of reports
 - Information on how to run and check the status of ad hoc reports
 - Information on how to access nVision reports and how to use the Drilldown feature
 - Information on how to run BI Publisher and PSJob reports and access them through the Report Manager
 - References for additional Resources, Job Aids, and Key Terms
 - Exercises which provide hands-on practice to run/access reports, inquiries or queries (provided in the ILT course only)

Note: This resource document is located on the Cardinal website and can be accessed by following this path:

Training > Course Materials > Statewide > SW_Financials > SW_Overview: Navigation, Reporting and Approvals > NAV220: Cardinal Reporting



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Receipts Inquiries

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Add/Update Receipts Inquiry

REVISED: 04/10/2017

DESCRIPTION:

This inquiry is used to view receipt information such as distributions, rejects, and asset tag IDs.

NAVIGATION PATH:

Main Menu > Purchasing > Receipts > Add/Update Receipts

INPUT / SEARCH CRITERIA:

Business Unit
 Receipt Number
 Bill of Lading
 PO Business Unit
 Item ID
 PO Number
 Ship To Location
 Shipment Number
 Supplier ID
 Received Date
 Receipt Status
 User ID

OUTPUT FORMAT:

Online

Screenshot of the Add/Update Receipts Search Page

The screenshot shows the 'Add/Update Receipts' search interface. The search criteria section includes fields for Business Unit (50100), Receipt Number (0002179), Bill of Lading, PO Business Unit, Item ID, PO Number, Ship To Location, Shipment Number, Supplier ID, Received Date, Receipt Status, and User ID. There are also checkboxes for 'Case Sensitive' and a limit of results to 300. The search results table is displayed below, showing columns for Business Unit, Receipt Number, Bill of Lading, PO Business Unit, Item ID, PO Number, PO Receipt, Receive Source, Ship To Location, Shipment Number, Supplier ID, Supplier Name 1, Received Date, Receipt Status, and User ID. The results show several rows of data, including receipts from Luck Stone Corp, Komán Signs Inc, and Bodacious Promotions Inc.

Business Unit	Receipt Number	Bill of Lading	PO Business Unit	Item ID	PO Number	PO Receipt	Receive Source	Ship To Location	Shipment Number	Supplier ID	Supplier Name 1	Received Date	Receipt Status	User ID
50100	0002179135	(blank)	50100	7507731082	0001208192	Y	On-line	SEE COMMENT	(blank)	0000031033	Luck Stone Corp	03/13/2020	Received	
50100	0002179133	(blank)	50100	8018341474	0001208190	Y	On-line	NOVA TFO	(blank)	0000036173	Komán Signs Inc	02/20/2020	Received	
50100	0002179133	(blank)	50100	8018362104	0001208190	Y	On-line	NOVA TFO	(blank)	0000036173	Komán Signs Inc	02/20/2020	Received	
50100	0002179133	(blank)	50100	8018362433	0001208190	Y	On-line	NOVA TFO	(blank)	0000036173	Komán Signs Inc	02/20/2020	Received	
50100	0002179132	(blank)	50100	6157350000	0001192447	Y	On-line	RICH SIGN1	(blank)	0000009579	Bodacious Promotions Inc	01/10/2020	Received	
50100	0002179132	(blank)	50100	9628601000	0001192447	Y	On-line	RICH SIGN1	(blank)	0000009579	Bodacious Promotions Inc	01/10/2020	Received	



Screenshot of the Maintain Receipts Page - Receipt Lines Tab

Favorites ▾ Main Menu ▾ > Purchasing ▾ > Receipts ▾ > Add/Update Receipts New Window

Maintain Receipts

Receiving

Business Unit 50100 Receipt Status Fully Received

Receipt ID 0002179135 Header Comments/Attachments Activities

Header Details Document Status

▶ Header

Select Purchase Order [Close Short All Lines](#) [Run PO Receipt Accrual](#)

Receipt Lines Personalize | Find | View All | | | First 1 of 1 Last

Receipt Lines	More Details	Links and Status	Item / Mfg Data	Optional Input	Source Information	WebIMS							
Line	Item	Description	Receipt Qty	*Rcv UOM	Receipt Price	Accept Qty	Status	Category	Close Short	Serial	Device Track	Stock UOM	
1	7507731082	GRAVEL NO. 57 GRAVEL	150.0000	LTN <input type="text"/>	12.50000	150.0000	Received	7507731	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LTN <input type="text"/>	

Interface Receipt Run Close Short

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

Screenshot of the Maintain Receipts Page – Source Information Tab

Favorites ▾ Main Menu ▾ > Purchasing ▾ > Receipts ▾ > Add/Update Receipts New Window | Help | Personalize

Maintain Receipts

Receiving

Business Unit 50100 Receipt Status Fully Received

Receipt ID 0002179135 Header Comments/Attachments Activities

Header Details Document Status

▶ Header

Select Purchase Order [Close Short All Lines](#) [Run PO Receipt Accrual](#)

Receipt Lines Personalize | Find | View

Receipt Lines	More Details	Links and Status	Item / Mfg Data	Optional Input	Source Information	WebIMS								
Line	Item	Description	PO Unit	PO ID	Line	Schedule	Original Substituted Item	Description	PO Amount	Amount Only	Dist by	PO Type	Procurement Group ID	Primary Unit
1	7507731082	GRAVEL NO. 57 GRAVEL	50100	0001208192	1	1			1,875.00	N	Qty	General		<input type="checkbox"/>

Interface Receipt Run Close Short

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#)



Partially Received Purchase Orders (POs) Inquiry

REVISED: 04/10/2017

DESCRIPTION:

This inquiry is used to view purchase orders that have been partially received.

NAVIGATION PATH:

Main Menu > Purchasing > Receipts > Review Receipt Information > Partially Received POs

INPUT / SEARCH CRITERIA:

Buyer
Business Unit From
Business Unit To
PO Date From
PO Date To

OUTPUT FORMAT:

Online

Screenshot of the Partially Received POs Page

The screenshot shows the 'Partially Received POs' page. At the top, there is a breadcrumb trail: Favorites > Main Menu > Purchasing > Receipts > Review Receipt Information > Partially Received POs. Below the breadcrumb, the page title 'Partially Received POs' is displayed. The search criteria section includes: *Buyer (text input), Business Unit From (50100), Business Unit To (50100), PO Date From (calendar icon), and PO Date To (calendar icon). A 'Search' button is located below the criteria. Below the search criteria is a table with the following data:

PO BU	PO ID	PO Date	Procurement Card	PO Qty to Recv	Qty Received	Merch Amount PO to Recv	Merchandise Amount Received
50100	0001141743	07/07/2016		62.0000	13.7500	6,496.040	1,817.290
50100	0001151914	01/24/2017		55.0000	3.0000	7,398.480	596.010

Below the table, there is a 'Notify' button. The table also includes a header row with 'Partially Received POs' and navigation options: Personalize | Find | View All | First | 1-2 of 23 | Last.



Receipt Document Status Inquiry

REVISED: 05/15/2017

DESCRIPTION:

This inquiry is used to view receipt document status information.

NAVIGATION PATH:

Main Menu > Purchasing > Receipts > Review Receipt Information > Document Status

INPUT / SEARCH CRITERIA:

- Business Unit
- Receipt Number
- Bill of Lading
- Carrier ID
- Packing Slip
- User ID
- Received Date
- Receive Source
- Receipt Status
- Ship To Location
- Supplier ID
- Short Supplier Name

OUTPUT FORMAT:

Online

Screenshot of the Receipt Document Status Inquiry - Search Page

[Favorites](#) > [Main Menu](#) > [Purchasing](#) > [Receipts](#) > [Review Receipt Information](#) > [Document Status](#)

Receipt Document Status INQ

Enter any information you have and click Search. Leave fields blank for a list of all values.

Search Criteria

Business Unit =
 Receipt Number begins with
 Bill of Lading begins with
 Carrier ID begins with
 Packing Slip begins with
 User ID begins with
 Received Date =
 Receive Source =
 Receipt Status =
 Ship To Location begins with
 Supplier ID begins with
 Short Supplier Name begins with

Case Sensitive

Limit the number of results to (up to 300):

Search Results

View All First 1 of 1 Last

Business Unit	Receipt Number	Bill of Lading	Carrier ID	Packing Slip	User ID	Received Date	Receive Source	Receipt Status	Ship To Location	Supplier ID	Short Supplier Name
50100	0002127072	(blank)	(blank)	(blank)		05/08/2019	On-line	Received	CLAYPOOL	0000031474	W-L CONSTRUCTI

Screenshot of the Receipt Document Status Page

[Favorites](#) > [Main Menu](#) > [Purchasing](#) > [Receipts](#) > [Review Receipt Information](#) > [Document Status](#)

Document Status

Business Unit 50100	Receipt Number 0002127072
Document Date 05/08/2019	Status Received
Currency USD	Document Type Receipt
Short Supplier Name W-L CONSTRUCTI	Merchandise Amt 286.46
Source On-line	Carrier ID
	Bill of Lading

[Requisitions](#) | [Sourcing Events\(1\)](#) | [Procurement Contracts\(1\)](#) | [Purchase Orders\(1\)](#) | [Receipts](#) | [Returns](#) | [Vouchers](#) | [Payments](#)

[Show All](#)

Associated Document

[Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [Print](#) | [First](#) | [1-3 of 3](#) | [Last](#)

[Documents](#) [Filter](#)

Actions	SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Supplier ID	Location	Go To Document Status Inquiry
▼ Actions		50100	Strategic Sourcing Event	0000153653	Awarded	08/05/2016			Go To Document Status Inquiry
▼ Actions	STATE		Contract	000000000000000000045028	Approved	07/06/2018	0000031474		Go To Document Status Inquiry
▼ Actions		50100	Purchase Order	0001104465	Dispatched	04/04/2019	0000031474	MAIN	Go To Document Status Inquiry

[Return to Search](#)



Receipts by Location Inquiry

REVISED: 05/15/2017

DESCRIPTION:

This inquiry is used to view receipt information by location.

NAVIGATION PATH:

Main Menu > Purchasing > Receipts > Review Receipt Information > Receipts by Location

INPUT / SEARCH CRITERIA:

Business Unit
Location
Receipt No
Receipt Line
Distribution Line
Item ID
Date Range

OUTPUT FORMAT:

Online

Screenshot of the Receipts by Location Page- Search Page

The screenshot shows a web application interface for searching receipts. At the top, there is a breadcrumb navigation path: Favorites > Main Menu > Purchasing > Receipts > Review Receipt Information > Receipts by Location. Below this, the section is titled "Receipt Inquiry Selection Criteria". It contains several search fields, each with a magnifying glass icon: Business Unit (50100), Location (RICH DIS, with a dropdown showing "Richmond District Office"), Receipt No, Receipt Line, Distribution Line, and Item ID. At the bottom, there is a "Date Range" field with two date pickers: "03/01/2019" and "03/31/2019". Below the date range are "OK" and "Cancel" buttons.



Screenshot of the Receipts by Location Page

Navigation: Favorites ▾ Main Menu ▾ Purchasing ▾ Receipts ▾ Review Receipt Information ▾ Receipts by Location

Receipts by Location

Business Unit 50100 [Refresh](#)

Receipts Personalize | Find | View 100 | First 1-5 of 164 Last

Receipt Locations |

Location	PO Unit	Receipt No	Receipt Line	Seq	Distribution Line	Item ID	More Information
RICH DIS	50100	0002109051	1	1	1	9152401000	CABLE TELEVISION SERVICES (INCL. PAY-PER-VIEW SERVICES) CABLE TELEVISION SERVICES (INCL. PAY-PER-VIEW SERVICES)
RICH DIS	50100	0002109457	1	1	1	7200401000	AUTOMATIC FUELING SYSTEMS, ACCESSORIES AND PARTS AUTOMATIC FUELING SYSTEMS, ACCESSORIES AND PARTS
RICH DIS	50100	0002109478	1	1	1	6583425360	PIPE, CONCRETE 36 IN.
RICH DIS	50100	0002109788	1	1	1	9368601000	TRAFFIC CONTROL DEVICES, MAINT. AND REPAIR TRAFFIC CONTROL DEVICES, MAINT. AND REPAIR
RICH DIS	50100	0002109883	1	1	1	8014985828	SHEETING, 36" YELLOW TYPE XI

Total Cost 245496.9300

Notify



Receipts Inquiry

REVISED: 04/10/2017

DESCRIPTION:

This inquiry is used to view receipt information.

NAVIGATION PATH:

Main Menu > Purchasing > Receipts > Review Receipt Information > Receipts

INPUT / SEARCH CRITERIA:

- Business Unit
- Receipt Number
- Bill of Lading
- PO Business Unit
- Item ID
- User ID
- PO Number
- Ship To Location
- Supplier ID
- Received Date
- Receipt Status

OUTPUT FORMAT:

Online

Screenshot of the Receipts Inquiry Page

Favorites > Main Menu > Purchasing > Receipts > Review Receipt Information > Receipts

Receiving

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit = 50100

Receipt Number begins with

Bill of Lading begins with

PO Business Unit =

Item ID begins with

User ID begins with

PO Number begins with

Ship To Location begins with

Supplier ID begins with

Received Date = 03/01/2019

Receipt Status =

Case Sensitive

Limit the number of results to (up to 300): 300

Search Clear Basic Search Save Search Criteria

Search Results

300 of 690 results are displayed.

View All

Business Unit	Receipt Number	Bill of Lading	PO Business Unit	More Information
50100	0002124206 (blank)		50100	REQUIREMENTS BASED SERVICES
50100	0002124184 (blank)		50100	REQUIREMENTS BASED SERVICES
50100	0002121774 (blank)		50100	Electrical Parts
50100	0002121774 (blank)		50100	Electrician Assistant, Hourly Rate
50100	0002121774 (blank)		50100	Journeyman, Hourly Rate



Screenshot of the Receipts Receiving Inquiry Page (scrolled right)

Item ID	User ID	Origin	PO Number	Ship To Location	Shipment Number	Supplier ID	Supplier Name 1	Received Date	Receipt Status
9189436200		ONL	0001173927	CNTRL OFF3	(blank)	0000037918	AECOM Technical Services Inc	03/01/2019	Closed
9189436200		ONL	0001173927	CNTRL OFF3	(blank)	0000037918	AECOM Technical Services Inc	03/01/2019	Closed
2856437000		ONL	0001185215	HPTRD DIS	(blank)	0000038441	LIGHTING MAINTENANCE INC	03/01/2019	Received
9108250000		ONL	0001185215	HPTRD DIS	(blank)	0000038441	LIGHTING MAINTENANCE INC	03/01/2019	Received
9108250000		ONL	0001185215	HPTRD DIS	(blank)	0000038441	LIGHTING MAINTENANCE INC	03/01/2019	Received

Screenshot of the Receipts Page

[Favorites](#) > [Main Menu](#) > [Purchasing](#) > [Receipts](#) > [Review Receipt Information](#) > [Receipts](#)

Receipts

Unit 50100 Receipt No 0002121774 Source On-line Receipt Status Received

Receipt Lines Personalize | Find | View All | [Print](#) First 1-3 of 3 Last

Receipt Lines	More Line Data	Optional Input							
Sel	Line	Item	Description	Price	Amt Only	Recv Qty	Recv UOM	Reject Qty	Device Track
<input type="checkbox"/>	1	9108250000	Journeyman, Hourly Rate	47.00000	<input type="checkbox"/>	11.0000	HUR	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	2	9108250000	Electrician Assistant, Hourly	43.00000	<input type="checkbox"/>	11.0000	HUR	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	3	2856437000	Electrical Parts	6.01000	<input checked="" type="checkbox"/>	1.0000	EA	<input type="checkbox"/>	<input type="checkbox"/>

Header Details Line Details Manufacturer Info Asset Information
 Document Status Header Comments Display RTV Information Line Status
 Distribution Putaway Information Device Tracking

[Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)



Receipts Queries

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IMS PO Recv Vchr Prepost GL Query (V_PR_WEBIMS_VCHR_PREPOST)

REVISED: 04/11/2017

DESCRIPTION:

This query displays a list of Web Inventory Management System (WebIMS) related receipts that have not been voucher posted. The query will return results for re-stock purchase order receipts to reconcile IMS receipts reporting, prior to voucher approval. The query can be used to assist with reconciliation of WebIMS to Cardinal General Ledger (GL) Inventory.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PR_WEBIMS_VCHR_PREPOST

INPUT / SEARCH CRITERIA:

Business Unit
District (% for all)

OUTPUT FORMAT:

HTML
Excel
CSV

ADDITIONAL INFORMATION:

The query includes WebIMS type POs and Account Type of Expense Distribution (DST). The query excludes cancelled Receivers or cancelled Received lines.

Screenshot of the IMS PO Recv Vchr Prepost GL Query Page

V_PR_WEBIMS_VCHR_PREPOST - IMS PO Recv Vchr Prepost GL

Business Unit: Q

District (% for all):

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(12 kb\)](#)

[View All](#) First 1-25 of 25 Lines

Row	Business Unit	District	Ship To	Dept ID	Stock Loc	PO ID	PO Ln	Receiver ID	Recv Ln	IMS Rec Doc ID	Recv Line Status	Item ID	Receiver Oprid	Receipt Date	Recv Amt	Vchr ID	Vchr Ln	Vchr Amt	Supplier ID
1	50100	NOVA	I-66 DOME2	19000	0022	0001196536	1	0002127266	1	R000068546	Received	7754577327		09/26/2019	1161.200				0000015454
2	50100	NOVA	I-66 DOME2	19000	0022	0001196536	1	0002127267	1	R000068550	Received	7754577327		09/26/2019	1161.200	01009937	1	1161.200	0000015454
3	50100	NOVA	I-66 DOME2	19074	7623	0001196536	2	0002127267	2	R000068551	Received	7754577327		09/26/2019	1741.800				0000015454
4	50100	NOVA	I-66 DOME2	19000	0022	0001196539	1	0002127266	1	R000068555	Received	7754577327		09/26/2019	116120.000				0000015454
5	50100	NOVA	I-66 DOME2	19000	0022	0001196541	1	0002127270	1	R000068556	Received	7754577327		09/27/2019	1181.200				0000015454
6	50100	NOVA	I-66 DOME2	19000	0022	0001196541	1	0002127271	1	R000068557	Received	7754577327		09/29/2019	1161.200	01009944	1	1161.200	0000015454
7	50100	NOVA	I-66 DOME2	19000	0022	0001196543	1	0002127273	1	R000068559	Received	7754577327		10/01/2019	5806.000				0000015454
8	50100	NOVA	I-66 DOME2	19000	0022	0001196543	1	0002127274	1	R000068560	Received	7754577327		10/01/2019	11612.000	01009846	1	11612.000	0000015454
9	50100	NOVA	I-66 DOME2	19000	0022	0001196543	1	0002127275	1	R000068563	Received	7754577327		10/01/2019	1161.200	01009847	1	1161.200	0000015454
10	50100	NOVA	I-66 DOME2	19000	0022	0001196543	1	0002127276	1	R000068566	Received	7754577327		10/01/2019	1161.200				0000015454
11	50100	NOVA	I-66 DOME2	19000	0022	0001196543	1	0002127277	1	R000068568	Received	7754577327		10/01/2019	1161.200				0000015454
12	50100	NOVA	I-66 DOME2	19000	0022	0001196543	1	0002127278	1		Hold	7754577327		10/01/2019	1161.200				0000015454
13	50100	NOVA	I-66 DOME2	19000	0022	0001196543	1	0002127283	1	R000068587		7754577327		10/03/2019	1161.200				0000015454
14	50100	NOVA	I-66 DOME2	19000	0022	0001196543	1	0002127284	1	R000068590	Received	7754577327		10/03/2019	1161.200				0000015454
15	50100	NOVA	I-66 DOME2	19000	0022	0001196543	1	0002127287	1	R000068593	Received	7754577327		10/04/2019	2903.000				0000015454



IMS/Cardinal Receipts Recon Query (V_PR_RECEIPTS_LOCATION)

REVISED: 04/11/2017

DESCRIPTION:

This query displays a list of receipts and can be used to view receipts by various selection criteria.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PR_RECEIPTS_LOCATION

INPUT / SEARCH CRITERIA:

- Ship To ID (% for all)
- District (% for all)
- Cardinal Rec # (% for all)
- IMS Stk Loc (% for all)
- IMS Doc ID # (% for all)
- Receive Date From
- Receive Date To
- WebIMS ? [checkbox]

OUTPUT FORMAT:

- HTML
- Excel
- CSV

Screenshot of the IMS/Cardinal Receipts Recon Query Page

V_PR_RECEIPTS_LOCATION - IMS/Cardinal Receipts Recon

Ship To ID (% for all) %
 District (% for all) %
 Cardinal Rec # (% for all) %
 IMS Stk Loc (% for all) %
 IMS Doc ID # (% for all) %
 Receive Date From 04/01/2019
 Receive Date To 04/09/2019
 WebIMS ?

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (2002 kb)

View All

First 1-100 of 3371

Row	Dist	Ship To	Stk Loc	Dept	Recv Nbr	Recv Date	WebIMS RcvDocID	Accept Qty	Item ID	Description	PO ID	PO Price	Amount	Recv Status	Last Update	Last User ID	Voucher	Vchr Line #	Quantity	Merchandise Amt	Vchr Approv
1	BRIST	ABING RSHIP		11004	0002118727	04/05/2019		1.0000	9103901000	Abingdon AHQ JANITORIAL/C	0001192739	985.00000	985.0000	R	12/06/2019		00995473	1	1.0000	985.000	04/19/2
2	BRIST	ABING RSHIP		11004	0002118731	04/02/2019		70.0000	2007236000	HATS, EMBROIDERY; IM101-A	0001193251	15.00000	1050.0000	R	04/10/2019		00995461	1	70.0000	1050.000	04/11/2
3	BRIST	ABINGD AHQ	9520	11041	0002117831	04/01/2019		1.0000	9102790351	GARBAGE/TRASH REMOVAL & D	0001187846	100.00000	100.0000	R	04/03/2019						
4	BRIST	ABINGD AHQ	9520	11041	0002118745	04/04/2019		8.2900	7452124000	SM-9.5AL (SURFACE MIXTURE	0001140223	76.54000	634.5166	R	04/08/2019		00995476	1	8.2900	634.520	04/19/2



Screenshot of the IMS/Cardinal Receipts Recon Query Page with WebIMS Selected

V_PR_RECEIPTS_LOCATION - IMS/Cardinal Receipts Recon

Ship To ID (% for all) % Q

District (% for all) %

Cardinal Rec # (% for all) %

IMS Stk Loc (% for all) %

IMS Doc ID # (% for all) %

Receive Date From 04/01/2019

Receive Date To 04/09/2019

WebIMS ?

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(90 kb\)](#)

View All First 1-100

Row	Dist	Ship To	Stk Loc	Dept	Recv Nbr	Recv Date	WebIMS RcvDocID	Accept Qty	Item ID	Description	PO ID	PO Price	Amount	Recv Status	Last Update	Last User ID	Voucher	Vchr Line #	Quantity	Merchand Amt
1	BRIST	BENHMS	9523	11036	0002118069	04/03/2019	R000067859	648.0000	7456544017	COLD PATCH ASPHALT, WATER	0001192388	26.99000	17489.5200	R	04/15/2019		00998257	1	648.0000	17489.5
2	BRIST	BIGROCAHQ	1321	11040	0002117190	04/01/2019	R000067822	328.7300	7503549485	STONE, CRUSHED GRADE 26	0001176914	12.00000	3944.7600	R	04/08/2019		00995468	1	328.7300	3944.7
3	BRIST	BIGROCAHQ	1321	11040	0002117635	04/02/2019	R000067840	175.0400	7503549485	STONE, CRUSHED GRADE 26	0001176914	12.00000	2100.4800	R	04/08/2019		00995468	2	175.0400	2100.4



WebIMS Voucher Prepost Query (V_PR_WEBIMS_VCHR_PREPOST)

REVISED: 01/06/2020

DESCRIPTION:

This report provides a listing of Inventory Management System (IMS) POs and their related receipts and vouchers before they are posted to the voucher accounting line table. Requisitions with a requisition date within the last 365 days are reported. This report is used daily by the IMS Inventory Staff as part of the IMS/Cardinal receipts reconciliation process and is the only report apart from the PSQuery that provides the PO, IMS Doc ID, Cardinal Receiver ID data, and Voucher number cross-reference.

NAVIGATION PATHS:

Main Menu > myCardinal Financials > Financials Report Retrieval > FIN Report Manager

A query is also available for users to run ad-hoc from Main Menu > Reporting Tools > Query > Query Viewer > V_PR_WEBIMS_VCHR_PREPOST.

RUN CONTROL PARAMETERS:

Business Unit
District (% for all)

OUTPUT FORMAT:

CSV

Screenshot of V_PR_WEBIMS_VCHR_PREPOST Query

V_PR_WEBIMS_VCHR_PREPOST - IMS PO Recv Vchr Prepost GL

Business Unit Q

District (% for all)

Download results in: Excel Spreadsheet CSV Text File XML File (32 kb)

View All First 1-64 of 64 Last

Row	Business Unit	District	Ship To	Dept ID	Stock Loc	PO ID	PO Ln	Receiver ID	Recv Ln	IMS Rec Doc ID	Recv Line Status	Item ID	Receiver Oprid	Receipt Date	Recv Amt	Vchr ID	Vchr Ln	Vchr Amt	Supplier ID
1	50100	SALEM	EGRCK AHQ	12026	1120	0001205115	1	0002177950	1	R000071432	Received	7503548495		01/02/2020	22639.100				0000036054
2	50100	BRIST	FTCHWL AHQ	11117	9823	0001205351	1	0002178383	1	R000071452	Received	7754577327		01/08/2020	16775.610	01089250	1	16775.610	0000015454
3	50100	BRIST	RT 717 BR	11115	9845	0001205351	3	0002179006	1	R000071499	Received	7754577327		01/09/2020	31222.440	01089585	1	31222.440	0000015454
4	50100	STAUN	WINCHS AHQ	18052	3425	0001205498	2	0002178856	1	R000071479	Received	7754577327		01/09/2020	13809.460	01089463	2	13609.460	0000110428
5	50100	STAUN	WINCHS AHQ	18052	3425	0001205498	2	0002178959	1	R000071492	Received	7754577327		01/10/2020	7891.650				0000110428
6	50100	HFTRD	HPRD MOVR	15103	6450	0001205606	1	0002169152	1	R000070908	Received	2857101110		11/18/2019	1986.520				0000604753
7	50100	HFTRD	HPRD MOVR	15103	6450	0001205606	2	0002169152	2	R000070909	Received	2856435052		11/18/2019	487.620				0000604753



Receipts Reports

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Receipt Delivery Detail Report (POX5030) – PSJob Report

REVISED: 04/02/2020

DESCRIPTION:

This report provides a listing of items received by location and associated Purchase Order and Requisition information.

NAVIGATION PATH:

Main Menu > Purchasing > Receipts > Reports > Receipt Delivery

RUN CONTROL PARAMETERS:

Process to select: RECV_DEL

Business Unit

Receipt No

Location

From Date

Through Date

OUTPUT FORMAT:

PDF

XLS

TXT

ADDITIONAL INFORMATION:

This is a PSJob report. To access the report, once you have run it successfully go to the Report Manager page and click on the **Administration** Tab.

Screenshot of the POX5030 Receipt Delivery Detail Report Run Control Page

The screenshot shows a web application interface for the 'Receipt Delivery' report. The breadcrumb navigation at the top reads: Favorites > Main Menu > Purchasing > Receipts > Reports > Receipt Delivery. The page title is 'Receipt Delivery'. Below the title, there are several controls: 'Run Control ID' set to 'Receipt_Delivery', 'Report Manager', 'Process Monitor', and a 'Run' button. A 'Language' dropdown menu is set to 'English'. A 'Report Request Parameters' section contains five input fields: 'Business Unit' (with value '50100' and a search icon), 'Receipt No' (with a search icon), 'Location', 'From Date' (with a calendar icon), and 'Through Date' (with a calendar icon). At the bottom of the page, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.



Screenshot of the POX5030 Receipt Delivery Detail Process Scheduler Request Page

Process Scheduler Request x

Help

User ID Run Control ID Receipt_Delivery

Server Name Run Date 03/16/2020

Recurrence Run Time 11:30:31AM

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Shop Floor Receipt Delivery	POX5035	BI Publisher	Web	PDF	Distribution
<input checked="" type="checkbox"/>	Receipt Delivery	RECV_DEL	PSJob	(None)	(None)	Distribution



Screenshot of the POX5030 Receipt Delivery Detail Report

ORACLE		Report ID: POX5030	PeopleSoft Purchasing			Page No. 1							
		User ID:	RECEIPT DELIVERY DETAIL REPORT			Run Date 1/8/2020							
		Run Control: RECEIPT_DELIVERY				Run Time 9:43:05 AM							
Location	CNTRL OF2	Central Office - Annex	Receiving BU	50100	Receiver ID	0002114490							
Address	VDOT Central Office 1401 E Broad St Richmond VA 23219		Supplier	000015678	Deere & Company								
Phone			Receipt Date	04/01/2019									
Building		Floor: 10167	Receipt Status	Received									
			Bill of Lading										
Rev Ln	Item ID	Item Description	Dist/Accepted Qty	UOM	Due Date	PO BU	Buyer	Purchase Order	Requisition	Requester	Delivered To	Delivery Date	Attention To
1	9758380473	RENTAL OR LEASE OF TRACTORS, PER VADOT SPECIS TRACTOR, LEASE, 90 PTO HP (MO)	6	MON	04/30/2018	50100		D001164741					
<p>PO Line Comment: Short Term Seasonal Tractor Rental for a maximum of 12-month total rental period to begin on April 1 through March 31 for a maximum of 400 hours of operation.</p> <p>Brand: John Deere -- need two of these tractors Model: 5115M</p> <p>**2 tractor for 12-month rental @740.00 per month = 24 qty.</p> <p>PO Line Comment: 6120E Tractor for Cuckoo AHQ, 12 months</p>													



Receiver Ship To Detail Report (POX5010) – BI Publisher Report

REVISED: 04/11/2017

DESCRIPTION:

This report provides a summary listing of receipts shipments within a specified date range. The report also includes ship to location information.

NAVIGATION PATH:

Main Menu > Purchasing > Receipts > Reports > Receipt Ship To Details

RUN CONTROL PARAMETERS:

Process to select: POX5010

From Date

Through Date

Business Unit

OUTPUT FORMAT:

PDF

XLS

TXT

ADDITIONAL INFORMATION:

This is a BI Publisher report. To access the report, once you have run it successfully go to the Report Manager page and click on the **Administration** Tab.

Screenshot of the POX5010 Receiver Ship To Detail Report Run Control Page

The screenshot shows the 'Receipt Ship To Details' page in a BI Publisher interface. The breadcrumb navigation at the top reads: Favorites > Main Menu > Purchasing > Receipts > Reports > Receipt Ship To Details. The page title is 'Receipt Ship To Details'. Below the title, there are fields for 'Run Control ID' (set to 'Receipt_Delivery') and 'Language' (set to 'English'). To the right, there are links for 'Report Manager', 'Process Monitor', and a 'Run' button. A 'Report Request Parameters' section contains three input fields: 'From Date' (04/01/2019), 'Through Date' (04/30/2019), and 'Business Unit' (50100). At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.



Screenshot of the POX5010 Receiver Ship To Detail Report

ORACLE		Report ID: POX5010	PeopleSoft Purchasing					Page No. 1				
		User ID:	RECEIVER SHIPTO DETAIL					Run Date 1/5/2020				
		Run Control:	L					Run Time 10:06:45 AM				
Receiver Dates Included: 04/01/2019 Thru: 04/30/2019												
Business Unit: 50100												
Receipt Date	Receiver ID	Supplier Name	Item ID/Description	Qty	Due Date	Ship To	UOM	Received Qty	Accepted Qty	Rejected Qty	Returned Qty	Merchandise Amount
04/05/2019	0002105577	Dish Network LLC	SATELLITE RECEIVER DISH (VIDEO)	1	02/05/2020	SALEM PBAF	EA	1	1	0	0	88.04
04/22/2019	0002109435	Fox Valley LLC	9522501000 DISPOSAL AND REMOVAL DEAD ANIMALS DISPOSAL AND REMOVAL, DEAD ANIMALS	1	07/16/2018	ABINGD RO	HUR	40	40	0	0	1177.5
			9522501000 DISPOSAL AND REMOVAL DEAD ANIMALS DISPOSAL AND REMOVAL, LITTER PICK UP	1	07/16/2018	ABINGD RO	HUR	40	40	0	0	1177.5
04/12/2019	0002110140	KPMG LLP	9183101000 CONSTRUCTION CONSULTING	1	02/03/2017	CNTRL OF2	HUR	83671.5	83671.5	0	0	83671.5
04/18/2019	0002110240	H & H General Construction Inc	988550110 LITTER REMOVAL SERVICES, PER VADOT SPECIFICATIONS ACRE, PRIMARY, SECONDARY	1	04/03/2018	NORFOLK RO	ACR	290.85	290.85	0	0	12797.4
04/05/2019	0002111099	Comcast Spotlight	9152401000 CABLE TELEVISION SERVICES (INCL PAY-PER-VIEW SERVICES) CABLE TELEVISION SERVICES (INCL PAY-PER-VIEW SERVICES)	1	02/22/2018	CHSTFD RES	MON	117.59	117.59	0	0	117.59
04/03/2019	0002111318	COMCAST COMMUNICATIONS	9152401000 CABLE TELEVISION SERVICES (INCL PAY-PER-VIEW SERVICES) CABLE TELEVISION SERVICES (INCL PAY-PER-VIEW SERVICES)	1	05/23/2018	NOVA PSTOC	MON	1	1	0	0	71.01



Receiver Summary Report (POX5001) – BI Publisher Report

REVISED: 04/11/2017

DESCRIPTION:

This report provides a summary listing of receipts within a specified date range.

NAVIGATION PATH:

Main Menu > Purchasing > Receipts > Reports > Receipt Summary

RUN CONTROL PARAMETERS:

Process to select: POX5001

From Date

Through Date

Business Unit

OUTPUT FORMAT:

PDF

XLS

TXT

ADDITIONAL INFORMATION:

This is a BI Publisher report. To access the report, once you have run it successfully go to the Report Manager page and click on the **Administration** Tab.

Screenshot of the POX5001 Receiver Summary Report Run Control Page

The screenshot shows a web application interface for running a report. At the top, there is a breadcrumb navigation path: Favorites > Main Menu > Purchasing > Receipts > Reports > Receipt Summary. The main heading is "Receipt Summary". Below this, there are fields for "Run Control ID" (Receipt_Summary) and "Language" (English). To the right, there are links for "Report Manager" and "Process Monitor", and a "Run" button. A "Report Request Parameters" section contains three input fields: "From Date" (04/08/2019), "Through Date" (04/12/2019), and "Business Unit" (50100). At the bottom, there are buttons for "Save", "Notify", "Add", and "Update/Display".



Screenshot of the POX5001 Receiver Summary Report

ORACLE		Report ID: POX5001	PeopleSoft Purchasing				Page No. 1			
		User ID:	RECEIVER SUMMARY REPORT				Run Date 1/8/2020			
		Run Control: RECEIPT_SUMMARY					Run Time 10:11:05 AM			
Receiver Dates Included: 04/08/2019		Thru: 04/12/2019								
Business Unit: 50100										
Ship To	Receiver ID	Rev Date	Supplier ID	Supplier Name	Rev Status	Match Status	Bill Of Lading	Carrier ID	Hold Asset	Hold Inventory
50100	0002121156	04/10/2019	0000022627	Computer Aid Inc	Closed	Matched			N	N
ABING RSHP	0002121091	04/12/2019	0000017427	J Blackwell Inc	Closed	Matched			N	N
ABINGD AHC	0002119530	04/08/2019	0000006668	Mountain Materials Inc	Closed	Matched			N	N
	0002121116	04/11/2019	0000853293	EWI ETN LLC DBA BlueWater Industries	Closed	Matched			N	N
	0002121919	04/12/2019	0000005318	Premier Staffing Source Inc	Received	To Match			N	N
	0002123317	04/11/2019	0000013514	C L Dale Construction Services LLC	Closed	Matched			N	N
ABINGD RO	0002119390	04/08/2019	0000035780	JERRY B PETERS SALES INC	Received	To Match			N	N
	0002119391	04/09/2019	0000035780	JERRY B PETERS SALES INC	Received	To Match			N	N
	0002119758	04/11/2019	0000025390	Chad Lampkin	Closed	Matched			N	N
	0002119773	04/11/2019	0000025390	Chad Lampkin	Closed	Matched			N	N
	0002120824	04/11/2019	0000066362	Interstate Construction LLC	Closed	Matched			N	N
	0002120826	04/11/2019	0000066362	Interstate Construction LLC	Closed	Matched			N	N
	0002120828	04/12/2019	0000066362	Interstate Construction LLC	Closed	Matched			N	N
	0002121098	04/12/2019	0000066362	Interstate Construction LLC	Closed	Matched			N	N
	0002121112	04/12/2019	0000066362	Interstate Construction LLC	Closed	Matched			N	N
	0002121117	04/11/2019	0000066362	Interstate Construction LLC	Closed	Matched			N	N
	0002121118	04/09/2019	0000066362	Interstate Construction LLC	Cancelled	To Match			N	N



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Add/Update Requisitions Inquiry

REVISED: 05/15/2017

DESCRIPTION:

This inquiry is used to view requisition header, line, schedule, and distribution information.

NAVIGATION PATH:

Main Menu > Purchasing > Requisitions > Add/Update Requisitions

INPUT / SEARCH CRITERIA:

Business Unit
Requisition ID
Requisition Name
Requisition Status
Origin
Requester
Requester Name
Hold From Further Processing [checkbox]

OUTPUT FORMAT:

Online

Screenshot of the Add/Update Requisitions Search Page

[Favorites](#) > [Main Menu](#) > [Purchasing](#) > [Requisitions](#) > [Add/Update Requisitions](#)

Requisitions

Use the following search to look for an existing Requisition.

Search Criteria

Business Unit =
 Requisition ID begins with
 Requisition Name begins with
 Requisition Status =
 Origin begins with
 Requester begins with
 Requester Name begins with

Hold From Further Processing

Case Sensitive

Limit the number of results to (up to 300):

Save Search Criteria

Search Results

View All First 1-4 of 4 Last

Business Unit	Requisition ID	Requisition Name	Requisition Status	Origin	Requester	Requester Name	Hold From Further Processing
50100	0002264578	0002264578	Approved	ONL			N
50100	0002264576	0002264576	Approved	ONL			N
50100	0002264574	0002264574	Approved	ONL			N
50100	0002264571	Water Activated Cold Mix	Approved	ONL			N



Screenshot of the Requisitions Page

Favorites ▾ Main Menu ▾ Purchasing ▾ Requisitions ▾ Add/Update Requisitions New Win

Maintain Requisitions

Requisition

Business Unit 50100 *WebIMS Req Type Restock Status Approved

Requisition ID 0002264578
 Requisition Name 0002264578 Hold From Further Processing

*Requester
 *Requisition Date 05/14/2019 Requirer Info
 Origin ONL Online Input
 Currency Code USD Dollar
 Requisition Defaults Edit Comments
 Requisition Activities
 Document Status

Total Amount 1,578.80 USD

Purchasing Kit Catalog Search for Lines
 Item Search Requirer Items Line To

Personalize Find View All First 1 of 1 Last

Details	Ship To/Due Date	Status	Supplier Information	Item Information	Attributes	Contract	Sourcing Controls	WebIMS	
Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status	
1	7456544125	PATCHING MATERIAL, 60 LB/BUCKET,COLD MIX ASPHALT PATCH	180.0000	EA	7456544	8.77000	1,578.80	Approved	<input type="button" value="Q"/> <input type="button" value="Print"/> <input type="button" value="Refresh"/> <input type="button" value="Close"/>

View Approvals: *Go to ...More...



Requisition Workbench Inquiry

REVISED: 05/23/2017

DESCRIPTION:

This inquiry is used to update requisition information and view status of requisitions in the process flow.

NAVIGATION PATH:

Main Menu > Purchasing > Requisitions > Review Requisitions Information > Workbench

INPUT / SEARCH CRITERIA:

Business Unit
Description
System Source – Do not use
Loader BU – Do not use
Business Unit
Requester
Requester Name
Item SetID
Item ID
From Req Due Date / To
Requisition ID / To Req
Requisition Name
Requisition Date / To
Req Status
Origin
Description
Sourcing Activity [various additional fields]

OUTPUT FORMAT:

Online



Screenshot of the Requisition Workbench Search Page

Favorites ▾ Main Menu ▾ > Purchasing ▾ > Requisitions ▾ > Review Requisition Information ▾ > Workbench

Requisition Workbench

System Source
 Loader BU
 Business Unit
 Requester
 Requester Name
 Item SetID
 Item ID

From Req Due Date To
 Requisition ID To Req
 Requisition Name
 Requisition Date To
 Req Status Origin
 Description

Sourcing Activity

Reqs Never Sourced

From Activity Date To Activity Date

Sourced to Purchase Order

PO Activity Dates
 From Due Date To Due Date
 From Receipt Date To Receipt Date

Sourced to Material Stock Request

MSR Activity Dates
 From Schedule/Ship To Schedule/Ship
MSR Type

Screenshot of the Requisition Workbench Page

Favorites ▾ Main Menu ▾ > Purchasing ▾ > Requisitions ▾ > Review Requisition Information ▾ > Workbench

Workbench

Req Workbench Personalize | Find | View All | | First 1-6 of 17 Last

Unit	Requisition	Requisition Status	Requester	Req Date	Total Amt	Currency Code
50100	0002242430	Approved		03/18/2019	3,910,000.00	Dollar
50100	0002248374	Approved		11/27/2018	105,295.00	Dollar
50100	0002248377	Approved		11/27/2018	20,927.50	Dollar
50100	0002248378	Approved		11/27/2018	19,058.75	Dollar
50100	0002255857	Approved		02/07/2019	48,890.30	Dollar
50100	0002256379	Approved		02/13/2019	138,200.00	Dollar

Search



Screenshot of the Requisition Details

Workbench

Req ID 0002242430

Business Unit 50100

Requester

Requisition Date 03/19/2019

Merchandise Amount 3,910,000.00 USD

Req Status Approved

Requisition Details

Personalize | Find | View All | First 1-5 of 38 Last

Line	Status	Item ID	Description	Supplier ID	Sup ID Num	Supplier	Req Qty	Short Description	Merchandise Amt	Amount Only
1	Approved	9131335200	DECK SLAB REPAIR AND/OR REPLAC				1000.0000	Sq Yard	400,000.00 USD	
2	Approved	9131335150	DECK SLAB REPAIR AND/OR REPLAC				1000.0000	Sq Yard	700,000.00 USD	
3	Approved	9131399000	BRIDGE REPAIR, MISCELLANEOUS E				800.0000	Linear Ft	90,000.00 USD	
4	Approved	9131399000	BRIDGE REPAIR, MISCELLANEOUS E				500.0000	Linear Ft	87,500.00 USD	
5	Approved	9131399000	BRIDGE REPAIR, MISCELLANEOUS E				400.0000	Linear Ft	80,000.00 USD	

Return



Requisition Document Status Inquiry

REVISED: 05/15/2017

DESCRIPTION:

This inquiry is used to view all documents that are tied to a requisition including contracts, events, purchase orders, receipts, and vouchers.

NAVIGATION PATH:

Main Menu > Purchasing > Requisitions > Review Requisition Information > Document Status

INPUT / SEARCH CRITERIA:

Business Unit
Requisition ID
Requisition Status
Requisition Date
Origin
Requester
Description

OUTPUT FORMAT:

Online

ADDITIONAL INFORMATION:

In the Purchasing module, a link on the Requisition page also allows a user to view the Document Status.

Screenshot of the Requisition Document Status Search Page

The screenshot shows a web application interface for searching requisition documents. At the top, a breadcrumb trail reads: Favorites > Main Menu > Purchasing > Requisitions > Review Requisition Information > Document Status. Below this is the title "Requisition Document Status" and a prompt: "Enter any information you have and click Search. Leave fields blank for a list of all values." A button labeled "Find an Existing Value" is present. A section titled "Search Criteria" contains several input fields: Business Unit (dropdown with "=" and value "50100"), Requisition ID (dropdown with "begins with" and value "002075373"), Requisition Status (dropdown with "="), Requisition Date (dropdown with "="), Origin (dropdown with "begins with"), Requester (dropdown with "begins with"), and Description (dropdown with "begins with"). Each dropdown menu has a search icon. Below the search criteria is a checkbox for "Case Sensitive" and a text input for "Limit the number of results to (up to 300):" with the value "300". At the bottom are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".

Screenshot of the Requisition Document Status Page

[Favorites](#) > [Main Menu](#) > [Purchasing](#) > [Requisitions](#) > [Review Requisition Information](#) > [Document Status](#)

Document Status

Business Unit 50100 **Req ID** 002075373
Document Date 12/11/2013 **Status** Complete
Currency USD **Document Type** Requisition
Requester [Redacted] **Merchandise Amt**

[Requisitions](#) | [Inventory](#) | [Sourcing Events](#) | [Procurement Contracts\(1\)](#) | [Purchase Orders](#) | [Service Work Orders](#) | [Receipts](#) | [Returns](#) | [Vouchers](#) | [Payments](#)

[Show All](#)

Associated Document Personalize | Find | View All | First 1 of 1 Last

Actions	SetID	Document Type	DOC ID	Status	Document Date	Supplier ID	Location	Go To Document Status Inquiry
Actions	STATE	Contract	000000000000029408	Approved	12/19/2012	0000031586		

[Return to Search](#) | [Previous in List](#) | [Next in List](#)



Requisition Inquiry

REVISED: 04/24/2017

DESCRIPTION:

This inquiry is used to research the history of a requisition in Cardinal. Depending on the status of the requisition, you can drill down to view additional information relating to a specific requisition.

NAVIGATION PATH:

Main Menu > Purchasing > Requisitions > Review Requisitions Information > Requisitions

INPUT / SEARCH CRITERIA:

Business Unit
Requisition ID / To Req
Requisition Name
Req Status
Origin
Requester
Requester Name
Requisition Date / To
Supplier SetID
Supplier ID
Supplier Name
Item SetID
Item ID
Item Description
Direct Ship [checkbox]
Department

OUTPUT FORMAT:

Online

Screenshot of the Requisition Inquiry - Search Page

The screenshot shows a web browser window with the breadcrumb path: Favorites > Main Menu > Purchasing > Requisitions > Review Requisition Information > Requisitions. The page title is "Requisition Inquiry". The search form contains the following fields and controls:

- Business Unit: 50100
- Requisition ID: 002218094
- To Req: [empty]
- Requisition Name: [empty]
- Req Status: [empty]
- Origin: [empty]
- Requester: [empty]
- Requester Name: [empty]
- Requisition Date: [empty]
- To: [empty]
- Supplier SetID: STATE (dropdown)
- Supplier ID: [empty]
- Supplier Name: [empty]
- Item SetID: STATE (dropdown)
- Item ID: [empty]
- Item Description: [empty] (254 characters remaining)
- Department: [empty]
- Direct Ship: [checkbox]

Buttons: OK, Cancel



Screenshot of the Requisition Inquiry Page – Details Tab

[Favorites](#) > [Main Menu](#) > [Purchasing](#) > [Requisitions](#) > [Review Requisition Information](#) > [Requisitions](#)

Requisitions

Req Inquiry Personalize | Find | View All | [Print] | [Refresh] | First 1 of 1 Last

[Details](#) | [Status](#) | [Filter]

Unit	Requisition	Requisition Name	Requisition Status	Requester	Req Date	Total Amt
50100	002218094	002218094	Approved		01/09/2018	86,167.20 USD

Search

[Notify](#)

Screenshot of the Requisition Inquiry Page – Status Tab

[Favorites](#) > [Main Menu](#) > [Purchasing](#) > [Requisitions](#) > [Review Requisition Information](#) > [Requisitions](#)

Requisitions

Req Inquiry Personalize | Find | View All | [Print] | [Refresh] | First 1 of 1 Last

[Details](#) | [Status](#) | [Filter]

Unit	Requisition	Requisition Name	Change Order	On RFQ	On PO	Direct Ship from Supplier	Received	On MSR	On Voucher	Use Procurement Card			
50100	002218094	002218094									[Print]	[Checkmark]	[Comment]

Search

[Notify](#)

Screenshot of Document Status - Selected Requisition Document Status

[Favorites](#) > [Main Menu](#) > [Purchasing](#) > [Requisitions](#) > [Review Requisition Information](#) > [Requisitions](#) > [Document Status](#)

Document Status

Business Unit 50100 **Req ID** 002218094
Document Date 01/08/2018 **Status** Approved
Currency USD **Document Type** Requisition
Requester **Merchandise Amt** 88,167.20

[Requisitions](#) [Inventory](#) [Sourcing Events\(1\)](#) [Procurement Contracts\(3\)](#) [Purchase Orders](#) [Service Work Orders](#) [Receipts](#) [Returns](#) [Vouchers](#) [Payments](#)

[Show All](#)

Associated Document Personalize | Find | View All | | First 1-4 of 8 Last

Actions	setID	Business Unit	Document Type	DOC ID	status	Document Date	Supplier ID	Location	Go To Document Status Inquiry
▼ Actions		50100	Strategic Sourcing Event	0000154452	Inactive	02/08/2018			
▼ Actions		50100	Strategic Sourcing Event	0000154452	Inactive	02/08/2018			
▼ Actions		50100	Strategic Sourcing Event	0000154452	Inactive	02/08/2018			
▼ Actions		50100	Strategic Sourcing Event	0000154452	Pend Award	02/08/2018			

[Return to Search](#)



Screenshot of Event Summary - Selected Requisition Event Summary

Modify an Event

Event Summary

Business Unit 50100 Event ID D000154452 Round 1 Version 1 Event Format Buy

Event Type RFX	Time Zone EST
Event Status Inactive Version	Preview Date 01/09/2018 Time 2:16PM
Solicitation Type IFB Sealed Contract	Start Date 01/23/2018 Time 8:00AM
Bid Category	End Date 02/08/2018 Time 2:00PM
Code	Copy From <input type="text"/>
Event Name Wayside & Lot Mowing & Litter Removal Services	eVA Interfaced NSEV eVA Dttm
Description *Set Aside for Small Businesses* Wayside and Lot Mowing & Litter Removal Services for the Lexington Residency	<input type="button" value="Go"/>

Required fields reside on pages marked with an asterisk (*) – you may not save your event until all required fields are filled.

Step 1: Define Event Basics

Enter basic information, general settings and optional rules for this event.

- * Event Settings and Options
- Event Comments and Attachments
- Event Header Bid Factors
- Payment Terms and Contact Info
- Event Constraints

Step 2: Configure Line Items

Create line listings for this event.

- * Line Items
- Item Line Defaults



Requisition Queries

<This page is intended to be blank>



COA Journal Query (V_PR_COA_JRNL_QRY)

REVISED: 04/11/2017

DESCRIPTION:

This query displays posted transactions based on Business Unit, Fiscal Year, Accounting Period, and selected Chart of Accounts (COA) parameters. The query can be executed by any user to view journal details and identify the distribution accounting information for journals.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PR_COA_JRNL_QRY

INPUT / SEARCH CRITERIA:

Business Unit
 Account (% for All)
 Department (% for All)
 Cost Center (% for All)
 Project (% for All)
 Journal Date From (including)
 Journal Date To (including)

OUTPUT FORMAT:

HTML
 Excel
 CSV

ADDITIONAL INFORMATION:

Excludes Account 101010.

Screenshot of the COA Journal Query Page

V_PR_COA_JRNL_QRY - COA Journal Query

Business Unit

Account (% For All)

Department (% For All)

Cost Center (% For All)

Project (% For All)

Journal Date From (including)

Journal Date To (including)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File \(129 kb\)](#)

[View All](#)

Row	GL Business Unit	Fiscal Year	Journal Source	Journal ID	Journal Date	Accounting Period	Trans Date	Jrnl Line Nbr	Journal Line Reference	Source	Amount	Jrnl Line Description	Account	Fund	Program	Department
1	50100	2019	AP	AP01171465	04/02/2019	10	04/02/2019	2718	00991766	GAP	4.300	PRICELINE*United Airl	5012830	04100	699001	10001
2	50100	2019	AP	AP01171465	04/02/2019	10	04/02/2019	2723	00991767	GAP	550.000	JAMES RIVER BUS LINES	5012830	04100	699001	10001
3	50100	2019	EX	EX01194981	04/29/2019	10	04/29/2019	87	0000231782	GEX	27.210	Attend IBTTA Conference	5012830	04100	699001	10001
4	50100	2019	AP	AP01177221	04/08/2019	10	04/08/2019	2496	00992870	GAP	55.000	PER DIEM (2DAYS) MILEAGE RAIL	5012830	04100	699001	10002
5	50100	2019	AP	AP01177221	04/08/2019	10	04/08/2019	2497	00995217	GAP	933.000	Transportation for CTB Members	5012830	04100	699001	10002
6	50100	2019	AP	AP01186529	04/18/2019	10	04/18/2019	2560	00998630	GAP	66.000	PD(2DAYS) TAXIFAIR RAIL TICKETS	5012830	04100	699001	10002



Screenshot of the COA Journal Query Page (scrolled right)

First 1-100 of 192 Last

Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Bus Unit	Project	Activity	Source Type	Category	Subcategory	Responsible Org	Voucher	Invoice
11120010												10015	00991766	CO_2/2019_ADJUST_00000001
11120270												10015	00991767	CO_3/2019_BILL_0000000001
11120010														
11120270												10002	00992870	MARCH2019
11120010												15055	00995217	201210
11120270												10002	00998630	APRIL2019



IMS Requisition Doc ID Xrefer Query (V_PR_WEBIMS_IMS_DOCID_REQ_XREF)

REVISED: 05/15/2017

DESCRIPTION:

This query displays cross reference information for Cardinal Requisition IDs to Web Based Inventory Management System (WebIMS) Doc IDs. The query can be used to find the corresponding WebIMS Doc ID related to a Cardinal requisition. The query can be used to reconcile IMS/Cardinal stock issuances.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PR_WEBIMS_IMS_DOCID_REQ_XREF

INPUT / SEARCH CRITERIA:

Unit
Req ID
WebIMS Doc ID

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the IMS Requisition Doc ID Xrefer Query Page

V_PR_WEBIMS_IMS_DOCID_REQ_XREF - IMS Requisition Doc ID Xrefer

Unit

Req ID

WebIMS Doc ID

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(1 kb\)](#)

[View All](#) First 1-2 of 2 Last

Row	Unit	Req ID	Line	Item	More Info	WebIMS Doc ID
1	50100	0001078014	1	7507766150 SAND SAND, GRADE B NATURAL		I000152824
2	50100	0001078014	2	7754577327 SALT, SODIUM CHLORIDE, FOR ROAD MAINTENANCE SALT, SODIUM CHLORIDE, BULK		I000152823



IMS Requisitions Not Complete Query (V_PR_IMS_REQ_NOT_ACTG_LN_TBL)

REVISED: 04/11/2017

DESCRIPTION:

This query displays a list of outstanding IMS requisitions. The query can be used to assist with reconciliation of Web Based Inventory Management System (WEBIMS). The query excludes Completed requisitions and Cancelled requisition lines.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PR_IMS_REQ_NOT_ACTG_LN_TBL

INPUT / SEARCH CRITERIA:

Business Unit (% for all)
Budget Date From
Budget Date To

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the IMS Requisitions Not Complete Query Page

Row	Business Unit	Requisition ID	Requisition Date	Requisition Status	WebIMS Req Type	Line Number	WebIMS Doc ID	Current Status	IMS Req Post Status	Entered on	Entered By
1	50100	0002264536	09/27/2019	LA	WIP	1	1000467479	C	Y	09/27/2019	
2	50100	0002264503	09/24/2019	A	ESA	2		A	Y	09/24/2019	
3	50100	0002264539	09/27/2019	A	ESA	1	1000467484	C	Y	09/27/2019	
4	50100	0002264504	09/24/2019	LA	INV	2		A	Y	09/24/2019	
5	50100	0002264503	09/24/2019	A	ESA	1		A	Y	09/24/2019	
6	50100	0002264519	09/26/2019	A	INV	4		A	Y	09/26/2019	
7	50100	0002264524	09/26/2019	LA	WIP	2	1000467474	A	Y	09/26/2019	
8	50100	0002264533	06/01/2019	A	INV	2		A	Y	09/27/2019	
9	50100	0002264504	09/24/2019	LA	INV	1	1000467453	C	Y	09/24/2019	



WEBIMS Item Cross Reference Query (V_PR_WEBIMS_ITEM_XREF)

REVISED: 04/11/2017

DESCRIPTION:

This query displays cross reference information for WebIMS Item ID to National Institute of Governmental Purchasing (NIGP) Item ID. The query can be used to find the corresponding WebIMS number to the NIGP Item ID.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PR_WEBIMS_ITEM_XREF

INPUT / SEARCH CRITERIA:

SetID
Item
WebIMS Item ID

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the WEBIMS Item Cross Reference Query Page

V_PR_WEBIMS_ITEM_XREF - WEBIMS Item Cross Reference

SetID

Item

WebIMS Item ID

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All First 1-1 of 1 Last

Row	SetID	Item	Itm Status Dt	Descr	WebIMS Item ID
1	STATE	1559055330	11/26/2011	FUSE, 100 AMP, 250 VOLT, ROYAL	096027115



Requisition Reports

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Print Requisition Report (PORQ010) – SQR Report

REVISED: 01/06/2020

DESCRIPTION:

This report provides requisition details based on the status of open, pending, approved, cancelled, and complete.

NAVIGATION PATH:

Main Menu > Purchasing > Requisitions > Reports > Print Requisition

RUN CONTROL PARAMETERS:

Process to select: **PORQ010**

Business Unit

Requisition ID

From Date

Through Date

Requester

Statuses to Include Approved, Canceled, Completed, Open, Pending [checkbox]

OUTPUT FORMAT:

PDF

CSV

Screenshot of the (PORQ010) Print Requisition Report Run Control Page

The screenshot shows the 'Print Requisition' run control page. At the top, there is a breadcrumb trail: Favorites > Main Menu > Purchasing > Requisitions > Reports > Print Requisition. The page title is 'Print Requisition'. Below the title, there are several controls: 'Run Control ID' is set to 'Requisition_Print', 'Report Manager' and 'Process Monitor' are tabs, and a 'Run' button is present. The 'Language' is set to 'English' with a dropdown arrow. There are radio buttons for 'Specified Language' (selected) and 'Recipient's Language'. A section titled 'Report Request Parameters' contains input fields for 'Business Unit' (50100), 'Requisition ID' (0002264561), 'From Date', 'Through Date', and 'Requester'. To the right of this section is a 'Statuses to Include' panel with checkboxes for 'Approved', 'Canceled', 'Completed', 'Open', and 'Pending', all of which are checked. A 'Select All' button is next to these checkboxes. Below the checkboxes is a dropdown menu set to 'NOT On Hold'. At the bottom of the page, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.



Screenshot of the (PORQ010) Requisition Report

Requisition																															
Line-Schd	Item	Description	Mfg ID	Quantity	UOM	Price	Extended Amt Due Date																								
<p>Ship To: See detail below</p> <table border="1" style="float: right; width: 30%; border-collapse: collapse;"> <tr> <td colspan="2">Business Unit: 50100</td> <td style="text-align: right;">APPROVED</td> </tr> <tr> <td>Req ID:</td> <td>Date</td> <td style="text-align: right;">Page</td> </tr> <tr> <td>0002264561</td> <td>10/15/2019</td> <td style="text-align: right;">1</td> </tr> <tr> <td colspan="3">Requisition Name:</td> </tr> <tr> <td colspan="3">Requisition 1</td> </tr> <tr> <td>Requester</td> <td colspan="2" style="text-align: right;">Currency</td> </tr> <tr> <td></td> <td colspan="2" style="text-align: right;">USD</td> </tr> <tr> <td colspan="3">Requester Signature</td> </tr> </table>								Business Unit: 50100		APPROVED	Req ID:	Date	Page	0002264561	10/15/2019	1	Requisition Name:			Requisition 1			Requester	Currency			USD		Requester Signature		
Business Unit: 50100		APPROVED																													
Req ID:	Date	Page																													
0002264561	10/15/2019	1																													
Requisition Name:																															
Requisition 1																															
Requester	Currency																														
	USD																														
Requester Signature																															
1-1	7754577327	SALT, SODIUM CHLORIDE, FOR ROAD MAINTENANCE SALT, SODIUM CHLORIDE, BULK		500.0000	LTN	116.12	58,060.00																								
<p>Buyer: Supplier: 0000015454 Cargill Inc Ship To: VDOT Jennings Ordinary Bridge Crew 4658 Patrick Henry Highway Crewe VA USA Attn:</p>				Line Total:		58,060.00																									
2-1	7754577327	SALT, SODIUM CHLORIDE, FOR ROAD MAINTENANCE SALT, SODIUM CHLORIDE, BULK		500.0000	LTN	116.12	58,060.00																								
<p>Buyer: Supplier: 0000015454 Cargill Inc Ship To: VDOT Dinwiddie Bridge Crew 13717 Richie Road Dinwiddie VA 23841 USA Attn:</p>				Line Total:		58,060.00																									
Total Requisition Amount:						116,120.00																									



Requisition to PO Xref Report (POX4010) – BI Publisher Report

REVISED: 04/02/2020

DESCRIPTION:

This report provides requisition details and cross-reference information between requisitions and associated purchase orders. The report can be executed by any user and can be used to display a selected date range of requisitions that were copied into purchase orders.

NAVIGATION PATH:

Main Menu > Purchasing > Requisitions > Reports > PO/Requisition Xref

RUN CONTROL PARAMETERS:

Process to select: POX1100
From Date
Through Date
Business Unit

OUTPUT FORMAT:

PDF
XLS
TXT

ADDITIONAL INFORMATION:

Requisitions that are not Purchase Order (PO) related are excluded from the report. All requisitions are included if the **From Date** and **Through Date** fields are not populated.

This is a BI Publisher report. To access the report, once you have run it successfully go to the Report Manager page and click on the **Administration** Tab.

Screenshot of the (POX4010) Requisition to PO Xref Search Page

The screenshot shows a web application interface for the 'Requisition to PO XREF' report. At the top, there is a breadcrumb navigation path: 'Favorites > Main Menu > Purchasing > Requisitions > Reports > PO/Requisition Xref'. Below this, the title 'Requisition to PO XREF' is displayed. There are two buttons: 'Find an Existing Value' and 'Add a New Value'. A text input field labeled 'Run Control ID' contains the value 'Requisition_Print'. Below the input field is an 'Add' button. At the bottom of the form, there are links for 'Find an Existing Value' and 'Add a New Value'.



Screenshot of the (POX4010) Requisition to PO Xref Report Run Control Page

Favorites ▾ Main Menu ▾ > Purchasing ▾ > Requisitions ▾ > Reports ▾ > PO/Requisition Xref

PO/Requisition Xref

Run Control ID Requisition_Print Report Manager Process Monitor **Run**

Language English ▾

Report Request Parameters

From Date 03/03/2019 [i] Through Date 04/13/2019 x [i]

Business Unit 50100 [Q]

Save Return to Search Notify Add Update/Display

Screenshot of the (POX4010) Requisition to PO Xref Report Process Scheduler Request Page

Process Scheduler Request x Help

User ID [REDACTED] Run Control ID Requisition_Print

Server Name ▾ Run Date 03/30/2020 [i]

Recurrence ▾ Run Time 12:10:37PM **Reset to Current Date/Time**

Time Zone [Q]

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Requisition to PO XREF Report	POX1100	BI Publisher	Web ▾	PDF ▾	Distribution

OK Cancel



Screenshot of the POX4010 Requisition to PO Xref Report

ORACLE		Report ID: POX4010	PeopleSoft Purchasing				Page No. 1							
User ID:		REQUISITION TO PO XREF REPORT				Run Date 3/30/2020								
Run Control: Requisition_Print						Run Time 12:13:31 PM								
Req Dates Included: 03/03/2019 Thru: 04/13/2019														
Business Unit: 50100														
Requisition				Purchase Order										
ID	Lin/Seq/Qty	Date	Item ID	Description	Quantity	UOM	PO ID	Contract ID	Rel	Ship Date	Lin/Seq/Qty	Quantity	CUR	Price
0002258317	1 1 1	03/04/2019	7503532045	STONE NO. 6, STONE	1,000.00	LTN	0001192867	0000000000000000047297	4	03/07/2019	1 1 1	1,000.00	USD	46.24
Requisition Name: 47297 2/26/2020 Pims #9														
0002258319	1 1 1	03/04/2019	9131320000	BRIDGE SLABS, PRECAST CONCRETE. THIS WORK SHALL INCLUDE ALL BRIDGE SLABS, PRECAST CONCRETE. THIS WORK SHALL INCLUDE ALL	6.00	EA	0001195330		0	08/05/2019	2 1 1	1.00	USD	72,600.00
Requisition Name: Prestressed Slabs 616,759,991							Attention To: Baska, Jessica (VDOT)							
	2 1 1	03/04/2019	9131320000	BRIDGE SLABS, PRECAST CONCRETE. THIS WORK SHALL INCLUDE ALL BRIDGE SLABS, PRECAST CONCRETE. THIS WORK SHALL INCLUDE ALL	6.00	EA	0001195330		0	08/19/2019	1 1 1	1.00	USD	80,100.00
Requisition Name: Prestressed Slabs 616,759,991							Attention To: Baska, Jessica (VDOT)							
	3 1 1	03/04/2019	9131320000	BRIDGE SLABS, PRECAST CONCRETE. THIS WORK SHALL INCLUDE ALL BRIDGE SLABS, PRECAST CONCRETE.	4.00	EA	0001195331		0	07/15/2019	1 1 1	1.00	USD	59,200.00
Requisition Name: Prestressed Slabs 616,759,991							Attention To: Baska, Jessica (VDOT)							



Procurement Card (PCard) Inquiries

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PCard Reconcile Statement Inquiry

REVISED: 05/15/2017

DESCRIPTION:

This inquiry is used to review, manage, and approve procurement card transactions loaded by the Load Statement process.

NAVIGATION PATH:

Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

INPUT / SEARCH CRITERIA:

Role Name
Employee ID
Name
Card Issuer
Card Number
Transaction Number
Merchant
Sequence Number
Line Number
Billing Date / To
Statement Status
Budget Status
ChartField Status
Transaction Date / To
Charge Type
Posted Date / To

OUTPUT FORMAT:

Online



Screenshot of the PCard Reconcile Statement Search Page

Reconcile Statement Search

Role Name

Employee ID

Name

Card Issuer

Card Number

Transaction Number

Merchant Exact Match

Sequence Number

Line Number

Billing Date To

Statement Status

Budget Status

Chartfield Status

Transaction Date To

Charge Type

Posted Date To

Rows Per Page

Auto Save When Scrolling Through Chunks



Screenshot of the PCard Reconcile Statement Page

Reconcile Statement

Procurement Card Transactions

Empl ID _____ Name _____

Display Unmasked Card Number
 Run Budget Validation on Save

Bank Statement Personalize | Find | View All | First 1 of 1 Last

Transaction	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chk Sta
1 <input checked="" type="checkbox"/>	BAV10	*****3276	03/16/2020	EXPEDIA 71009123002248	Staged	-150.25	USD	Valid	Rec

Select All Clear All

Search Purchase Details Split Line Distribution Template



Procurement Card (PCard) Queries

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Duplicate PCard Transactions Query (V_PR_PCARD_DUPLICATE_TRANS)

REVISED: 04/12/2017

DESCRIPTION:

This query displays a list of duplicate procurement card transactions charged by a merchant and can be used to review transactions.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PR_PCARD_DUPLICATE_TRANS

INPUT / SEARCH CRITERIA:

Credit Card Supplier
Transaction Date From
Transaction Date To

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Duplicate PCard Transactions Query Page

V_PR_PCARD_DUPLICATE_TRANS - Duplicate PCard Transactions

Credit Card Supplier:

Transaction Date From:

Transaction Date To:

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(1 kb\)](#)

View All First 1-4 of 4 Last

Row	Employee ID	Credit Card Supplier	Credit Card Number	Transaction Number	Sequence No	Transaction Date	Line Number	Merchant	Statement Status	Billing Amount	Last Modified By	Approved By
1		BAV14	*****1145	24692169026100398495634	15	01/26/2019	0	CHEWY.COM	4	52.640		
2		BAV14	*****1145	24692169026100398495634	40	01/26/2019	0	CLAIM ADJ/CHEWY.COM	4	-52.640		
3		BAV14	*****0707	24906419023067100961902	2	01/23/2019	0	WAYFAIR	4	149.790		
4		BAV14	*****1145	24906419023067100961902	20	01/23/2019	0	CLAIM ADJ/WAYFAIR*WAYFAIR	4	-149.790		



New PCard Supplier Report Query (V_PR_PCARD_VNDR)

REVISED: 04/12/2017

DESCRIPTION:

This query displays a list of merchants that have transaction charges on a procurement card (PCard) and the merchant is not associated to a Cardinal supplier. The query can be used to identify PCard merchants not currently set up as preferred suppliers in Cardinal.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PR_PCARD_VNDR

INPUT / SEARCH CRITERIA:

Date/Time
To Date

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the New PCard Supplier Report Query Page

V_PR_PCARD_VNDR - New PCARD Supplier Report

Date/Time
 To Date

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (5185 kb)

View All First 1-100 of 13162 Last

Row	SetID	Merchant	Address	City	Phone Number	State	Postal	Taxpayer ID	1099 Rpt Acct
1	STATE	1090 BLUEFIELD DAILY TELE		304-3272808		WV	247010000		YES
2	STATE	1210 PWCSA		703-335-7950		VA	221920000		YES
3	STATE	1210 PWCSA		703-335-7950		VA	221920000		YES
4	STATE	1210 PWCSA		703-335-7950		VA	221920000		YES
5	STATE	1210 PWCSA		703-335-7950		VA	221920000		YES
6	STATE	1210 PWCSA		703-335-7950		VA	221920000		YES
7	STATE	1210 PWCSA		703-335-7950		VA	221920000		YES
8	STATE	1210 PWCSA		703-335-7950		VA	221920000		YES
9	STATE	1210 PWCSA		703-335-7950		VA	221920000		YES
10	STATE	1210 PWCSA		703-335-7950		VA	221920000		YES
11	STATE	1210 PWCSA		703-335-7950		VA	221920000		YES
12	STATE	1210 PWCSA		703-335-7950		VA	221920000		YES
13	STATE	1210 PWCSA		703-335-7950		VA	221920000		YES
14	STATE	1210 PWCSA		703-335-7950		VA	221920000		YES
15	STATE	1210 PWCSA		703-335-7950		VA	221920000		YES
16	STATE	1210 PWCSA		703-335-7950		VA	221920000		YES
17	STATE	1210 PWCSA		703-335-7950		VA	221920000		YES
18	STATE	1210 PWCSA		703-335-7950		VA	221920000		YES
19	STATE	1210 PWCSA		703-335-7950		VA	221920000		YES



PCard Monthly Statement Query (V_PR_PCARD_TRANS_MONTHLY_STMNT)

REVISED: 10/31/2017

DESCRIPTION:

This query displays a list of PCard transactions between certain start and end dates, for one or all card holders, for one or all card issuers, and with one or all statuses. The query can be used to verify and match the PCard monthly statement and to review card holder transactions.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PR_PCARD_TRANS_MONTHLY_STMNT

INPUT / SEARCH CRITERIA:

- Billing Date From
- Billing Date To
- Cardholder Name (% for all)
- Employee ID (% for all)
- Status (% for all)
- Card Issuer (% for all)

OUTPUT FORMAT:

- HTML
- Excel
- CSV

Screenshot of the PCard Monthly Statement Query Page

V_PR_PCARD_TRANS_MONTHLY_STMNT - PCARD Monthly Statement

Billing Date From: 08/01/2018
 Billing Date To: 08/31/2018
 Cardholder Name (% for all): %
 Employee ID (% for all): %
 Status (% for all): %
 Card Issuer (% for all): BAVIS

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (777 kb)

View All

Row	Cardholder Name	Employee ID	Statement Status	Entered Date	Sent to eVA	Transaction Date	Billing Date	Amount	Merchant	Account	Department	Task	Fund	Program	Cost Center
1			Closed	07/24/2018		07/19/2018	08/15/2018	515.000	VIRGINIA READY MIXED	5012240	10057	98385	04100	659024	
2			Closed	07/23/2018		07/19/2018	08/15/2018	35.000	DEPARTMENT OF ENVIRONMENT	5012240	10057	98385	04100	659024	
3			Closed	07/24/2018		07/20/2018	08/15/2018	11.020	THE SUPPLY ROOM AOPD	5013120	15058		04720	603015	12130001
4			Closed	07/24/2018		07/20/2018	08/15/2018	89.880	THE SUPPLY ROOM AOPD	5013120	15058		04720	603015	12130001
5			Closed	07/24/2018		07/20/2018	08/15/2018	22.300	THE SUPPLY ROOM AOPD	5013120	15058		04720	603015	12130001
6			Closed	08/03/2018		07/31/2018	08/15/2018	89.880	THE SUPPLY ROOM AOPD	5013120	15058		04720	603015	12130001
7			Closed	08/03/2018		07/31/2018	08/15/2018	33.080	THE SUPPLY ROOM AOPD	5013120	15058		04720	603015	12130001
8			Closed	08/03/2018		07/31/2018	08/15/2018	3.150	THE SUPPLY ROOM AOPD	5013120	15058		04720	603015	12130001
9			Closed	08/03/2018		07/31/2018	08/15/2018	10.360	THE SUPPLY ROOM AOPD	5013120	15058		04720	603015	12130001



Screenshot of the PCard Monthly Statement Query Page (scrolled right)

First 1-100 of 912 Last

Agency Use 1	Project	Activity	Asset	FIPS	Approved By	eVA PO Type	Supp Item Descr
00064232	0000108455	983				X02	
00067723	0000108455	983				X02	
						EPO	E1947924 7/31/2018
						EPO	E1947924 7/31/2018
						EPO	E1947924 7/31/2018
						EPO	E1947924 7/31/2018
						EPO	E1947924 7/31/2018
						EPO	E1947924 7/31/2018
						EPO	E1947924 7/31/2018



PCard Transaction Approvals Query (V_PR_PCARD_APPROVAL)

REVISED: 05/01/2017

DESCRIPTION:

This query displays a list of verified procurement card transactions ready for approval by the assigned Approver. The query can be used to review card holder transactions ready for approval by selecting PCard transactions with Verified status.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PR_PCARD_APPROVAL

INPUT / SEARCH CRITERIA:

User

OUTPUT FORMAT:

- HTML
- Excel
- CSV

Screenshot of the PCard Transaction Approvals Query Page

V_PR_PCARD_APPROVAL - PCard Transaction Approvals

User Q

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(5 kb\)](#)

View All First 1-15 of 15 Last

Row	ID	Name	Tran Nbr	Trans Date	Merchant	Sum Amount
1			24013399127000907033111	05/06/2019	CORTECH LLC	2000.000
2			24755429127271279713880	05/07/2019	DIAMOND SPRINGS WATER INC	11.900
3			24639239128900013002226	05/07/2019	THE SUPPLY ROOM AOPD	21.260
4			24055239127093708774007	05/07/2019	PREMIER STAFFING SOURCE	858.880
5			24493999128026728403205	05/07/2019	CARTER MACHINERY 12	3658.000
6			24692169127100801563752	05/07/2019	BILLPAY-COLUMBIAGASVA	332.940
7			24755429128121286424501	05/07/2019	SELECT RECYCLING WASTE SE	682.000
8			24055239127093306991243	05/07/2019	PREMIER STAFFING SOURCE	704.600
9			24055239127093323366015	05/07/2019	PREMIER STAFFING SOURCE	761.940
10			24060659127900012910310	05/07/2019	M L LEONARD INC	339.320
11			24060659127900012965041	05/07/2019	M L LEONARD INC	745.040
12			24692169127100497305252	05/07/2019	COMCAST	115.390
13			24755429127271279713872	05/07/2019	DIAMOND SPRINGS WATER INC	173.750
14			24067209128408150000932	05/07/2019	VPWE RENTS 030101	11500.000
15			24137479128010402721094	05/07/2019	NATURCHEM, INC.	34504.600



PCard Transactions by PO Query (V_PR_PCARD_TRANS_BY_PO)

REVISED: 04/12/2017

DESCRIPTION:

This query displays a list of PCard transactions that are related to a purchase order (PO) by Business Unit and PO ID. The query can be used to review card holder transactions that are related to a specific purchase order.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PR_PCARD_TRANS_BY_PO

INPUT / SEARCH CRITERIA:

Business Unit
PO ID (% for all)

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the PCard Transaction by PO Query Page

Row	PO ID	PO Line	PO Schedule	PO Quantity	PCard Quantity	PO Unit Price	PCard Unit Price	PCard Transaction Amount	Transaction Number	Transaction Date	PCard User Name	PCard Transaction Status
1	0000484182	1	1	10.0000	1.0000	173.04000	173.04000	173.040	24717052089130890844230	03/28/2012		4
2	0000484182	1	1	10.0000	1.0000	173.04000	173.04000	173.040	24717052126131262900431	05/04/2012		4
3	0000484182	1	1	10.0000	1.0000	173.04000	173.04000	173.040	24717052139131390918110	05/17/2012		4
4	0000484182	1	1	10.0000	1.0000	173.04000	173.04000	173.040	24129423189100001481287	07/08/2013		4
5	0000484250	1	1	15.0000	1.0000	38.72000	38.72000	38.720	24129422082100002187079	03/22/2012		4
6	0000484250	1	1	15.0000	1.0000	38.72000	38.72000	38.720	24129422144100002066824	05/23/2012		4
7	0000484250	1	1	15.0000	1.0000	38.72000	38.72000	38.720	24129422178100001976477	08/26/2012		4
8	0000484250	1	1	15.0000	1.0000	38.72000	38.72000	38.720	24129422205100001817132	07/23/2012		4
9	0000484250	1	1	15.0000	1.0000	38.72000	38.72000	38.720	24129422264100001863381	09/20/2012		4
10	0000484250	2	1	4663.0000	1.0000	0.01500	3.99000	3.990	24129422082100002187079	03/22/2012		4
11	0000484250	2	1	4663.0000	643.0000	0.01500	0.01500	9.650	24129422144100002066824	05/23/2012		4
12	0000484250	2	1	4663.0000	355.0000	0.01500	0.01500	5.330	24129422178100001976477	08/26/2012		4
13	0000484250	2	1	4663.0000	120.0000	0.01500	0.01500	1.800	24129422205100001817132	07/23/2012		4
14	0000484250	2	1	4663.0000	1.0000	0.01500	4.59000	4.590	24129422264100001863381	09/20/2012		4
15	0000486059	1	1	6.2400	1.0000	438.43000	652.05000	652.050	24129422084100002200875	02/23/2012		4
16	0000486059	1	1	6.2400	1.0000	438.43000	524.97000	524.970	24129422089100002198285	03/29/2012		4
17	0000486059	1	1	6.2400	1.0000	438.43000	421.07000	421.070	24129422115100001982240	04/24/2012		4
18	0000486059	1	1	6.2400	1.0000	438.43000	321.87000	321.870	24129422153100002354947	06/01/2012		4
19	0000486059	1	1	6.2400	1.0000	438.43000	160.93000	160.930	24129422153100002354947	06/01/2012		4



PCard Transactions by Trans Dt Query (V_PR_PCARD_TRANS_BY_TRANS_DT)

REVISED: 10/31/2017

DESCRIPTION:

This query displays a list of PCard transactions between certain start and end dates for one or all Districts, one or all card holders, billing date, and one or all statuses. The query can be used to review card holder transaction details. The details include the date the transaction was Entered into Cardinal, the Posted Date and other specifics, to include related voucher information.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PR_PCARD_TRANS_BY_TRANS_DT

INPUT / SEARCH CRITERIA:

- Trans Date From
- Trans Date To
- Card Issuer (% for all)
- Name (% for all)
- Employee ID (% for all)
- Billing Date (MM/DD/YYYY)
- Status (% for all)
- Voucher ID (% for all)
- Account (% for all)
- Cost Center (% for all)
- Department (% for all)

OUTPUT FORMAT:

- HTML
- Excel
- CSV

Screenshot of the PCard Transactions by Trans Dt Query Page

V_PR_PCARD_TRANS_BY_TRANS_DT - PCARD Transactions by Trans Dt

Trans Date From: 08/01/2018
 Trans Date To: 08/30/2018
 Card Issuer (% for all): %
 Name: %
 Employee ID (% for all): %
 Billing Date (MM/DD/YYYY):
 Status (% for all): %
 Voucher ID (% for all): %
 Account (% for all): %
 Cost Center (% for all): %
 Department (% for all): %

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(15361 kb\)](#)

[View All](#)

Row	Business Unit	Card Issuer	Last 4 Digits of Card Nbr	Cardholder Name	Employee ID	Trans Status	Budget Checking Status	Header Chartfield Status	Transaction Number	Trans Sequence Nbr	Entered Date	Sent to eVA	eVA Order #	Trans Date	Trans Line Nbr	Trans Distrib Line Nbr	Posted Date	Billing Date
1	50100	BAV10	*****6547			Closed	Valid	Valid	24692168214100292438114	10	08/06/2018			08/02/2018	0	1	08/03/2018	08/15/2018
2	50100	BAV10	*****6547			id	Valid	Valid	24164078215113255545832	25	08/07/2018			08/03/2018	0	2	08/06/2018	08/15/2018
3	50100	BAV10	*****6547			Closed	Valid	Valid	24164078215113255545832	25	08/07/2018			08/03/2018	0	1	08/06/2018	08/15/2018
4	50100	BAV10	*****6547			Closed	Valid	Valid	24692168222100647250214	19	08/14/2018			08/10/2018	0	1	08/13/2018	08/15/2018



Screenshot of the PCard Transactions by Trans Dt Query Page (scrolled right)

Billing Date	Trans Amt	Merchant	Supplier ID	Last User to Modify	Last Change Date Time	Approved By	Approval Date	Supplier Item	Trans Description	UOM	Trans PO Qty	Trans Unit Price	Trans Item ID	eVA PO Type	PO ID
08/15/2018	12.220	DOMINION VA/NC POWER			08/09/2018 1:35:22PM		08/09/2018	9618301000		EA	1.0000	12.22000		X02	
08/15/2018	1.830	BILLMATRX - COLUMBIA G			08/09/2018 2:37:19PM		08/09/2018	9618401000	000000000000000000	EA	1.0000	33.17000		X02	
08/15/2018	31.340	BILLMATRX - COLUMBIA G			08/09/2018 2:37:19PM		08/09/2018	9618401000	000000000000000000	EA	1.0000	33.17000		X02	
08/15/2018	127.500	IN *CHILES ENTERPRISES, L			08/20/2018 6:37:03AM		08/20/2018	9883642000		EA	1.0000	127.50000		EPO	

Screenshot of the PCard Transactions by Trans Dt Query Page (continued scrolled right)

PO ID	PO Line Nbr	PO Sched Nbr	Account	Fund	Program	Department	Cost Center	Agency Use 1	Agency Use 2	Asset	Project	Activity	Task	FIPS	Source Type	Category	Subcategory	Voucher ID	Voucher Line Nbr
	0	0	5021120	04720	603023	14006					0000085623	668		570				00912853	17
	0	0	5012970	04720	603023	10030	12200596							153				00912853	12
	0	0	5021120	04720	603023	10030	12200596							153				00912853	12
	0	0	5012510	04720	603023	10116	12200596		00029					003				00912853	18

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PCard/ISSP Un Reconciled Trans Query (V_PR_UNRECONCILED_TRNSCTIONS)

REVISED: 04/12/2017

DESCRIPTION:

This query displays Integrated Supply Services Program (ISSP) and PCard transactions that have not been reconciled by the cardholder. The query can be used to find transactions that have not yet been Verified/Approved and to review unreconciled transactions and the related details. Merchant provided description details are also shown when available.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PR_UNRECONCILED_TRNSCTNS

INPUT / SEARCH CRITERIA:

Card Issuer
Name (% For All)
District (% For All)

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the PCard/ISSP Un Reconciled Trans Query Page

Row	Unit	Short Desc	Name	Issuer	Card Number	Transaction Number	Sequence Number	Transaction Date	Billing Date	Line Number	Merchant	Reference Number	Supplier Item ID	Description
1	50100	BoAV/Dist9		BAV19	*****3842	24692169117100735653473	47	04/27/2019	05/15/2019		RESIDENCE D INNS- CHARLOT			0000000000000000
2	50100	BoAV/Dist9		BAV19	*****3842	24431069123708740343060	52	05/02/2019	05/15/2019		CROWNE D PLAZA HOTEL VIRGI			
3	50100	BoAV/Dist9		BAV19	*****3842	24431069123708740426903	53	05/02/2019	05/15/2019		CROWNE D PLAZA HOTEL VIRGI			
4	50100	BoAV/Dist9		BAV19	*****3842	24431069123708740680214	56	05/02/2019	05/15/2019		CROWNE D PLAZA HOTEL VIRGI			
5	50100	BoAV/Dist9		BAV19	*****3842	24431069123708740678051	55	05/02/2019	05/15/2019		CROWNE D PLAZA HOTEL VIRGI			
6	50100	BoAV/Dist9		BAV19	*****3842	24431069123708740439447	54	05/02/2019	05/15/2019		CROWNE D PLAZA HOTEL VIRGI			
7	50100	BoAV/Dist9		BAV19	*****3842	246921691271003889365945	43	05/07/2019	05/15/2019		IN *SES MID D ATLANTIC, LLC			
8	50100	BoAV/Dist9		BAV19	*****3842	246921691271003889365955	44	05/07/2019	05/15/2019		IN *SES MID D ATLANTIC, LLC			
9	50100	BoAV/Dist9		BAV19	*****3842	246921691271003889365930	42	05/07/2019	05/15/2019		IN *SES MID D ATLANTIC, LLC			



Screenshot of the PCard/ISSP Un Reconciled Trans Query Page (scrolled right)

First 1-100 of 171 Last

Unit of Measure	Quantity	Unit Price	Transaction Amount	Credit Amount	Credit Collected	Invoice Number	User Data 1	User Data 1 Description	User Data 2	User Data 2 Description	User Data 3	User Data 3 Description	User Data 4	User Data 4 Description	User Data 5	User Data 5 Description
EA	1.0000	148.24000	148.240	0.000	N											
EA	1.0000	103.46000	103.460	0.000	N											
EA	1.0000	103.46000	103.460	0.000	N											
EA	1.0000	103.46000	103.460	0.000	N											
EA	1.0000	103.46000	103.460	0.000	N											
EA	1.0000	103.46000	103.460	0.000	N											
EA	1.0000	1886.40000	1886.400	0.000	N											
EA	1.0000	1886.40000	1886.400	0.000	N											
EA	1.0000	2200.80000	2200.800	0.000	N											



Procurement Card (PCard) Reports

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Expected Credits Report (POX8020) – PSJob Report

REVISED: 05/23/2017

DESCRIPTION:

This report provides a list of disputed PCard transactions.

NAVIGATION PATH:

Main Menu > Purchasing > Procurement Cards > Reports > Expected Credits

RUN CONTROL PARAMETERS:

Process to select: POY8020

Role Name

ID

Card Issuer

Card Number

Date From / To

OUTPUT FORMAT:

PDF

ADDITIONAL INFORMATION:

Statement lines on the Expected Credits report are those for prior periods where a dispute amount has been entered and the credit collected indicator has not been selected.

This is a PSJob report. To access the report, once you have run it successfully go to the Report Manager page and click on the **Administration** Tab.

Screenshot of the POX8020 Expected Credits Report Run Control Page

The screenshot shows the 'Expected Credits' report configuration page. At the top, it displays 'Run Control ID PCARD_RUN_CNTRL' and 'Report Manager Process Monitor' with a 'Run' button. Below this is a 'Language' dropdown menu set to 'English'. A section titled 'Report Request Parameters' contains several input fields: 'Role Name' (dropdown menu with 'PPS PR Configurator' selected), 'ID' (text input with a search icon), 'Card Issuer' (text input with 'BAVIO' and a search icon, with 'Central Office - BoA Visa' displayed to the right), 'Card Number' (text input), and 'Date From' (calendar icon with '01/01/2019') and 'To' (calendar icon with '03/30/2020'). At the bottom of the page, there is a row of navigation buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.



Screenshot of the POX8020 Expected Credits Report

ORACLE		Report ID: POX8020	PeopleSoft Purchasing	Page No. 1
		Use ID:	EXPECTED CREDITS	Run Date 4/20/2017
		Run Control ID:		Run Time 13:51:50 PM
From	01/01/2015			
To	12/31/2016			
				<i>Credit Amount in USD</i>
Card Issuer: BAVI0, Central Office - BoA Visa				
Merchant: HILTON VIRGINIA BEACH				
<u>Employee</u>	<u>Trans Date</u>	<u>Description</u>	<u>Credit Amount</u>	
	11/10/2016	0000000000000000	22.80	
Merchant: SECOM SYSTEMS INC				
<u>Employee</u>	<u>Trans Date</u>	<u>Description</u>	<u>Credit Amount</u>	
	12/7/2016		1,490.30	
Merchant: THE BERKELEY HOTEL				
<u>Employee</u>	<u>Trans Date</u>	<u>Description</u>	<u>Credit Amount</u>	
	12/3/2016	1328-302; CPSM Seminar	46.00	
Merchant: VA DEPT OF CORRECTIONAL E				
<u>Employee</u>	<u>Trans Date</u>	<u>Description</u>	<u>Credit Amount</u>	
	10/22/2015	returned credit to be issued	268.25	
			Total for BAVI0, Central Office - BoA Visa	1,827.35
1 / 9				



Purchase Detail Report (POX8030, POX8031, POX8032) – PSJob Report

REVISED: 05/23/2017

DESCRIPTION:

These reports provide detailed PCard expenditures of a single card holder or all card holders. The report can be run by Card Issuer (POX8030), Merchant (POX8031), or Employee (POX8032). For ISSP, the report will be for the District associated with the respective cards/locations.

NAVIGATION PATH:

Main Menu > Purchasing > Procurement Cards > Reports > Purchase Details

RUN CONTROL PARAMETERS:

Process to select: POY8030, POY8031,
POY8032
Role Name
ID
Card Issuer
Card Number
Display Unmasked Card Number [checkbox]
Currency Code
Date From / To

OUTPUT FORMAT:

PDF

ADDITIONAL INFORMATION:

This is a PSJob report. To access the report, once you have run it successfully go to the Report Manager page and click on the **Administration** Tab.

Screenshot of the Purchase Details Report Run Control Page

The screenshot shows a web application interface for running a report. At the top, there is a breadcrumb navigation path: Favorites > Main Menu > Purchasing > Procurement Cards > Reports > Purchase Details. Below this, the page title is "Purchase Details". On the right side, there are links for "Report Manager", "Process Monitor", and a "Run" button. The main section is titled "Report Request Parameters" and contains several input fields: "Role Name" (dropdown menu with "PPS PR Configurator" selected), "ID" (text input with a search icon), "Card Issuer" (text input with "BAV10" and a search icon, with "Central Office - BoA Visa" displayed below), "Card Number" (text input with a search icon), "Currency Code" (text input with a search icon), and "Date From" and "Date To" (calendar pickers with "01/01/2019" and "02/01/2019" respectively). A checkbox labeled "Display Unmasked Card Number" is also present. At the bottom of the form, there is a row of buttons: "Save", "Return to Search", "Previous in List", "Next in List", "Notify", "Add", and "Update/Display".



Screenshot of the Purchase Details Report Process Scheduler Request Page

Administrator

Process Scheduler Request

User ID V_PR_PCARD_ADMINISTRATOR Run Control ID Purchasing

Server Name Run Date 04/24/2017

Recurrence Run Time 11:10:05AM

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Purchase Detail by Issuer	POY8030	PSJob	Web	PDF	Distribution
<input checked="" type="checkbox"/>	Purchase Detail by Merchant	POY8031	PSJob	Web	PDF	Distribution
<input checked="" type="checkbox"/>	Purchase Detail by Employee	POY8032	PSJob	Web	PDF	Distribution



Screenshot of the POX8030 Purchase Detail by Card Issuer Report

ORACLE		Report ID: POX8030	PeopleSoft Purchasing		Page No.: 9	
		Use ID:	PURCHASE DETAIL BY CARD ISSUER		Run Date: 3/13/2020	
		Run Control ID: CREDIT			Run Time: 11:26:29 AM	

From	01/01/2019
To	02/01/2019

Billing Amount in: USD

Card Issuer: BAVIO, Central Office - BoA Visa

*Credit Card: *****1871 (Visa) Expires: 4/30/2018*
Employee: |

Transaction Number	Trans Date	Post Date	Merchant	Merchant Reference	Description	Commodity	Billing Amount
24767259024000001568747	1/23/2019	1/24/2019	NEW JOURNAL GUIDE		INV 120201-18 RTE 690(ENIS MILL RD)		249.60
74767259011000000246139	1/9/2019	1/11/2019	NEW JOURNAL GUIDE		Credit Issued for misapplied payment 3		-85.00
Total for *****1871 (Visa)							34,002.45

*Credit Card: *****2358 (Visa) Expires: 10/31/2021*
Employee: |

Transaction Number	Trans Date	Post Date	Merchant	Merchant Reference	Description	Commodity	Billing Amount
24755429026120268784695	1/25/2019	2/8/2019	VA DEPT OF CORRECTIONAL E		Inv. 9552339 Mthly. Planner		9.50
Total for *****2358 (Visa)							9.50

*Credit Card: *****2479 (Visa) Expires: 3/31/2022*
Employee: |

Transaction Number	Trans Date	Post Date	Merchant	Merchant Reference	Description	Commodity	Billing Amount
24183109010010230644549	1/10/2019	1/11/2019	Cater Nation				322.50
24639239013900014100068	1/10/2019	1/14/2019	THE SUPPLY ROOM AOPD				114.97
Total for *****2479 (Visa)							437.47

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Screenshot of the POX8031 Purchase Detail Report by Merchant

ORACLE		Report ID: POX8031	PeopleSoft Purchasing		Page No.: 3
	Use ID:		PURCHASE DETAIL BY MERCHANT		Run Date: 3/13/2020
	Run Control ID: CREDIT				Run Time: 11:09:37 AM

From	01/01/2019
To	02/01/2019

Billing Amount in: USD

Merchant: ABSOLUTE PEST SOLUTIONS

Card Issuer: BAVI0, Central Office - BoA Visa

Credit Card: *****8178 (Visa) Expires: 10/31/2021

Employee: .

Transaction Number	Trans Date	Post Date	Merchant Reference	Description	Commodity	Billing Amount
24765199030027011310218	1/30/2019	1/31/2019		Monthly Pest Control for the facility		30.00
Total for BAVI0 (Central Office - BoA Visa)						30.00
Total for ABSOLUTE PEST SOLUTIONS						30.00

Merchant: ACCESS OFFICE PRODUCTS

Card Issuer: BAVI0, Central Office - BoA Visa

Credit Card: *****1871 (Visa) Expires: 4/30/2018

Employee: .

Transaction Number	Trans Date	Post Date	Merchant Reference	Description	Commodity	Billing Amount
24639239024900017100070	1/23/2019	1/25/2019		INV 0013347-001 Office Suplies- Monitor Stand and Wrist Rest		177.37
24639239024900017100070	1/23/2019	1/25/2019		INV 0013347-001 Office Suplies-Whiteboard		30.26

Credit Card: *****8178 (Visa) Expires: 10/31/2021

Employee: .

Transaction Number	Trans Date	Post Date	Merchant Reference	Description	Commodity	Billing Amount
24639239008900015600014	1/4/2019	1/9/2019		Custodial Supplies		25.54
24639239027900017500060	1/25/2019	1/28/2019		Office Supplies		43.83

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Screenshot of the POY8032 Purchase Detail Report by Employee

ORACLE		Report ID: POX8032	PeopleSoft Purchasing		Page No.: 19
		Use ID:	PURCHASE DETAIL BY EMPLOYEE		Run Date: 3/13/2020
		Run Control ID: CREDIT			Run Time: 10:54:52 AM

From	01/01/2019
To	02/01/2019

Billing Amount in: USD

Employee:

Merchant: KATHY'S CUSTOM CATERING

Card Issuer: BAVI0, Central Office - BoA Visa
*Credit Card: *****4609 (Visa) Expires: 3/31/2022*

Transaction Number	Trans Date	Post Date	Merchant Reference	Description	Commodity	Billing Amount
24323009031754140213998	1/31/2019	2/1/2019				223.75
Total for KATHY'S CUSTOM CATERING						223.75

*Merchant: SQ *CATERING BY CAT*

Card Issuer: BAVI0, Central Office - BoA Visa
*Credit Card: *****4609 (Visa) Expires: 3/31/2022*

Transaction Number	Trans Date	Post Date	Merchant Reference	Description	Commodity	Billing Amount
24492159010741398048898	1/10/2019	1/11/2019				70.00
Total for SQ *CATERING BY CAT						70.00
Total for						293.75

Employee:

Merchant: ACT LEWISGINTERBOTANIC

Card Issuer: BAVI0, Central Office - BoA Visa
*Credit Card: *****7967 (Visa) Expires: 5/21/2019*

Transaction Number	Trans Date	Post Date	Merchant Reference	Description	Commodity	Billing Amount
24692169012100513339234	1/12/2019	1/14/2019		Reg Fee Lewis Ginter		340.00
Total for ACT LEWISGINTERBOTANIC						340.00

Page 19 of 146



Purchase Summary Report (POX8050, POX8051, POX8052) – PSJob Report

REVISED: 05/23/2017

DESCRIPTION:

This report provides a summary of all PCard purchases. The report can be run by Card Issuer (POX8050), Merchant (POX8051), or Employee (POX8052). For ISSP, the report will be for the District associated with the respective cards/locations.

NAVIGATION PATH:

Main Menu > Purchasing > Procurement Cards > Reports > Account Summary

RUN CONTROL PARAMETERS:

Process to select: POY8050, POY8051, POY8052
Role Name
ID
Card Issuer
Card Number
Display Unmasked Card Number [checkbox]
Currency Code
Date From / To

OUTPUT FORMAT:

PDF

ADDITIONAL INFORMATION:

This is a PSJob report. To access the report, once you have run it successfully go to the Report Manager page and click on the **Administration** Tab.

Screenshot of the Purchase Summary Report Search Page

The screenshot shows a web application interface for searching reports. At the top, there is a breadcrumb navigation path: Favorites > Main Menu > Purchasing > Procurement Cards > Reports > Account Summary. Below this, the page title is "Account Summary". There are two buttons: "Find an Existing Value" and "Add a New Value". A text input field labeled "Run Control ID" contains the text "Purchase_Summary". Below the input field is an "Add" button. At the bottom of the form area, there are links for "Find an Existing Value" and "Add a New Value".



Screenshot of the Purchase Summary Report Run Control Page

Favorites ▾ Main Menu ▾ Purchasing ▾ Procurement Cards ▾ Reports ▾ Account Summary

Account Summary

Run Control ID: Purchase_Summary Report Manager Process Monitor

Language: English ▾

Report Request Parameters

Role Name: ▾
 ID: 🔍
 Card Issuer: 🔍
 Card Number:
 Currency Code: 🔍
 Date From: 📅 To: 📅

Screenshot of the POX8050 Purchase Summary Report by Card Issuer

ORACLE	Report ID: POX8050 Use ID: Run Control ID: PCARD_ITEMS	PeopleSoft Purchasing PURCHASE DETAIL BY CARD ISSUER	Page No.: 1 Run Date: 3/13/2020 Run Time: 14:49:08 PM			
From: 1/1/2020 To: 1/31/2020		<i>Billing Amount in: USD</i>				
Card Issuer: BAVIO, Central Office - BoA Visa						
Credit Card: *****0446 (Visa) Expires: 1/31/2022						
Employee:						
<u>Merchant</u>	<u>Transaction Number</u>	<u>Merchant Reference</u>	<u>Description</u>	<u>Trans Date</u>	<u>Post Date</u>	<u>Billing Amount</u>
CITIZENS TELEPHONE COOPER	24019110006900013931200		Phone Cabinet Rental	1/6/2020	1/7/2020	2,798.95
PMI - Membership	24906410008086192451414		Membership Dues	1/8/2020	1/9/2020	129.00
Total for *****0446 (Visa)						2,927.95
Credit Card: *****0534 (Visa) Expires: 6/30/2021						
Employee:						
<u>Merchant</u>	<u>Transaction Number</u>	<u>Merchant Reference</u>	<u>Description</u>	<u>Trans Date</u>	<u>Post Date</u>	<u>Billing Amount</u>
ENTERPRISE RENT-A-CAR	24164070014434341339729			1/13/2020	1/15/2020	142.82
PAYPAL	24482150013852347664309			1/13/2020	1/14/2020	2,200.00
Total for *****0534 (Visa)						2,342.82
Credit Card: *****0796 (Visa) Expires: 9/30/2021						
Employee:						
<u>Merchant</u>	<u>Transaction Number</u>	<u>Merchant Reference</u>	<u>Description</u>	<u>Trans Date</u>	<u>Post Date</u>	<u>Billing Amount</u>
KIDD COMMUNICATIONS IN	24247600002200128093477		Kidd Communication Invoice 19761	1/2/2020	1/3/2020	923.75
AMERICAN PUBLIC WORKS VAGP.ORG	24412950010014000027067			1/10/2020	1/13/2020	125.00
FLEETCROSS	24492150014637707437704			1/14/2020	1/15/2020	140.00
SUBURBAN PROPANE	24692160010100974615941		0000000000000000	1/10/2020	1/13/2020	3,111.00
DGS DIV PURCHASE AND SUPPL	24692160014100483390479		0 0	1/14/2020	1/15/2020	556.87
	24755420009120096868371			1/8/2020	1/9/2020	470.00
1/23						



Screenshot of the POX8051 Purchase Summary Report by Merchant

ORACLE		Report ID: POX8051	PeopleSoft Purchasing		Page No.: 1	
		Use ID:	PURCHASE SUMMARY BY MERCHANT		Run Date: 3/13/2020	
		Run Control ID: PCARD_ITEMS			Run Time: 14:54:12 PM	

From:	1/1/2020					
To:	1/31/2020					

Billing Amount in: USD

Merchant: 2020 SASHTO ANNUAL MEE
Card Issuer: BAVI0, Central Office - BoA Visa

Card Number	Employee	Transaction Number	Merchant Reference	Description	Trans Date	Post Date	Billing Amount
*****4640 (Visa)		24492150008637388691973			1/8/2020	1/9/2020	595.00
*****4640 (Visa)		24492150008637389338863			1/8/2020	1/9/2020	595.00
*****4640 (Visa)		24492150008637389673350			1/8/2020	1/9/2020	595.00
*****4640 (Visa)		24492150007637345254692			1/7/2020	1/8/2020	595.00
*****4640 (Visa)		24492150007637345813034			1/7/2020	1/8/2020	595.00
*****4640 (Visa)		24492150007637346447089			1/7/2020	1/8/2020	595.00
Total for BAVI0, Central Office - BoA Visa							3,570.00
Total for 2020 SASHTO ANNUAL MEE							3,570.00

Merchant: ACFE
Card Issuer: BAVI0, Central Office - BoA Visa

Card Number	Employee	Transaction Number	Merchant Reference	Description	Trans Date	Post Date	Billing Amount
*****1857 (Visa)		24906410014086526987721			1/14/2020	1/15/2020	195.00
Total for BAVI0, Central Office - BoA Visa							195.00
Total for ACFE							195.00



Screenshot of the POX8052 Purchase Summary Report by Employee

ORACLE		Report ID: POX8052	PeopleSoft Purchasing		Page No.: 40	
		Use ID:	PURCHASE SUMMARY BY EMPLOYEE		Run Date: 3/13/2020	
		Run Control ID: PCARD_ITEMS			Run Time: 15:04:31 PM	

From: 1/1/2020
To: 1/31/2020

Billing Amount in: USD

Employee:
Merchant: UVA TTA TRAN TRAINING

Card Issuer	Card Number	Transaction Number	Merchant Reference	Description	Trans Date	Post Date	Billing Amount
BAV10 (Central Office - BoA Visa)	*****4485 (Visa)	24755420014130149602464			1/13/2020	1/14/2020	1,375.00
BAV10 (Central Office - BoA Visa)	*****4485 (Visa)	24755420014130149602480			1/13/2020	1/14/2020	125.00
Total for UVA TTA TRAN TRAINING							1,500.00
Total for							9,283.35

Employee:
Merchant: THE SUPPLY ROOM AOPD

Card Issuer	Card Number	Transaction Number	Merchant Reference	Description	Trans Date	Post Date	Billing Amount
BAV10 (Central Office - BoA Visa)	*****5924 (Visa)	24639230003900010302032			1/2/2020	1/6/2020	59.53
Total for THE SUPPLY ROOM AOPD							59.53
Total for							59.53

Employee:
Merchant: BW WILSON PAPER COMPANY

Card Issuer	Card Number	Transaction Number	Merchant Reference	Description	Trans Date	Post Date	Billing Amount
BAV10 (Central Office - BoA Visa)	*****7291 (Visa)	24394690014018023782665			1/14/2020	1/15/2020	3,659.40
Total for BW WILSON PAPER COMPANY							3,659.40

Merchant: DGS DIV PURCHASE AND SUPPL

40/ 50



Procurement Contracts Inquiries

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Add/Update Contracts Inquiry

REVISED: 01/06/2020

DESCRIPTION:

This inquiry is used to view header and line details, contract status, and additional information associated with procurement contracts that are entered in Cardinal.

NAVIGATION PATH:

Main Menu > Procurement Contracts > Add/Update Contracts

INPUT / SEARCH CRITERIA:

- SetID
- Contract ID
- Contract Version
- Version Status
- Contract Style
- Contract Process Option
- Short Supplier Name
- Supplier Name
- Master Contract ID
- Description

OUTPUT FORMAT:

Online

Screenshot of the Add/Update Procurement Contracts Search Page

The screenshot displays the 'Contract Entry' search interface. It includes a breadcrumb trail: Favorites > Main Menu > Procurement Contracts > Add/Update Contracts. Below the breadcrumb, there are buttons for 'Find an Existing Value' and 'Add a New Value'. A 'Search Criteria' section contains various search fields: SetID (dropdown), STATE (text), Contract ID (contains %42967), Contract Version (dropdown), Version Status (dropdown), Contract Style (begins with), Contract Process Option (dropdown), Short Supplier Name (begins with), Supplier Name (begins with), Master Contract ID (begins with), and Description (begins with). There are also checkboxes for 'Correct History' and 'Case Sensitive', and a 'Limit the number of results to (up to 300): 300' field. At the bottom of the search criteria are 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria' buttons.

The 'Search Results' section shows a table with the following data:

SetID	Contract ID	Contract Version	Version Status	Contract Style	Contract Process Option	Supplier ID	Short Supplier Name	Supplier Name	Expire Date	Contract Status	Master Contract ID	Description
STATE	00000000000000000000000042967	3	Current	Purchase Order Order		0000063388	KAPSCH TRAFFIC	Kapsch TrafficCom USA Inc	03/31/2017	Approved	(blank)	System Maintenance & Productio
STATE	00000000000000000000000042967	2	History	Purchase Order Order		0000063388	KAPSCH TRAFFIC	Kapsch TrafficCom USA Inc	03/31/2017	Approved	(blank)	System Maintenance & Productio
STATE	00000000000000000000000042967	1	History	Purchase Order Order		0000063388	KAPSCH TRAFFIC	Kapsch TrafficCom USA Inc	09/30/2016	Approved	(blank)	System Maintenance & Productio



Screenshot of the Contract Entry Page

Favorites ▾ Main Menu ▾ > Procurement Contracts ▾ > Add/Update Contracts

Contract Entry
Contract

SetID STATE **Contract Version**
 Contract ID 0000000000000000000042967 Version 3 **Status** Current
 *Status Approved Approved Date 08/03/2016 **New Version**

Administrator/Buyer _____

Header ?

Contract Style Purchase Order Process Option Purchase Order Supplier KAPSCH TRAFFIC Supplier ID 0000063388 <u>Kapsch TrafficCom USA Inc</u> Primary Contact 1 <u>Paul Manuel</u> Supplier Contract Ref _____ Description System Maintenance & Productio Master Contract ID _____ Begin Date 08/01/2014 Expire Date 03/31/2017 Renewal Date _____ Control Type <input type="checkbox"/> Tax Exempt Tax Exempt ID _____ <input checked="" type="checkbox"/> Auto Default <input type="checkbox"/> Lock Chartfields	<div style="text-align: right;">Dispatch</div> *Dispatch Method <u>Print</u> Edit Comments Contract Activities Primary Contact Info Contract Header Agreement Contract Releases Activity Log Document Status Thresholds & Notifications Price Adjustment Template View Changes Current Change Reason Purchase Order BU Defaults Contract Reference <input checked="" type="checkbox"/> Corporate Contract Currency USD Rate Date 08/01/2014 CRRNT <input type="checkbox"/> Must Use Contract Rate Date <input type="checkbox"/> Allow Multicurrency PO
--	---



Contract Change History Inquiry

REVISED: 05/01/2017

DESCRIPTION:

This inquiry is used to view procurement contract change history.

NAVIGATION PATH:

Main Menu > Procurement Contracts > Review Contract Information > Contract Change History

INPUT / SEARCH CRITERIA:

SetID = STATE
Contract ID
Contract Process Option
Short Supplier Name
Administrator/Buyer
Master Contract ID

OUTPUT FORMAT:

Online

Screenshot of the Contract Change History Search Page

Favorites ▾ Main Menu ▾ > Procurement Contracts ▾ > Review Contract Information ▾ > Contract Change History

Contract History

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

SetID = ▾ STATE

Contract ID contains ▾ Z0000107131B13

Contract Style begins with ▾

Contract Process Option = ▾

Short Supplier Name begins with ▾

Administrator/Buyer begins with ▾

Master Contract ID begins with ▾

Case Sensitive

Limit the number of results to (up to 300):

Basic Search

Search Results

View All First ◀ 1 of 1 ▶ Last

SetID	Contract ID	Contract Style	Contract Process Option	Supplier ID	Short Supplier Name	Administrator/Buyer	Master Contract ID
STATE	Z0000107131B13	Purchase Order	Order	0000027847	BURLEIGH CONST		(blank)



Screenshot of the Contract Change History Inquiry Page

[Favorites](#) > [Main Menu](#) > [Procurement Contracts](#) > [Review Contract Information](#) > [Contract Change History](#)

[Contract Header](#) | [Contract Line](#) | [Contract Category](#) | [Header Agreement](#) | [Line Agreement](#) | [Category Agreement](#)

SetID STATE Contract ID ZD000107131B13

Check the records you wish to view, and optionally, select a field on that record.

- Contract Header Changed Field
- PO Defaults Changed Field
- Price Adjustments Changed Field
- Thresholds and Notifications Changed Field
- Related Contracts Changed Field
- Supplier Locations Changed Field
- Contract Control Changed Field

Search and Filter Criteria

Enter any additional search or filter information you have. Leave fields blank for all the results. Then hit search to view the results.

Modified By
 Reason Code
 From Date To Date
 Version From Version To

Contract Header									
Version	Sequence	Change Type	Description	Value	Modified By	Last Changed	Reason		
1	0						Reason		

[Purchase Order BU Defaults](#)

[Price Adjustments](#)

Personalize | Find | View All | | First 1 of 1 Last



Contracts Document Status Inquiry

REVISED: 04/02/2020

DESCRIPTION:

This inquiry is used to view procurement document status information related to a contract, i.e., requisitions, purchase order, sourcing events, vouchers, and payments.

NAVIGATION PATH:

Main Menu > Procurement Contracts > Review Contract Information > Document Status

INPUT / SEARCH CRITERIA:

SetID
Contract ID

OUTPUT FORMAT:

Online

Screenshot of the Contract Document Status Search Page

The screenshot shows a web browser window with the following breadcrumb trail: Favorites > Main Menu > Procurement Contracts > Review Contract Information > Document Status. The page title is "Contract Document Status Inq". Below the title is a search instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." There is a "Find an Existing Value" button. A "Search Criteria" section contains several input fields: "SetID begins with" with the value "STATE", "Contract ID begins with" with the value "Z0000107131B13", and "Contract Style begins with" which is empty. There is also a "Contract Process Option" dropdown menu set to "=". A "Case Sensitive" checkbox is unchecked. A text box for "Limit the number of results to (up to 300):" contains the value "300". At the bottom of the search criteria are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria". Below the search criteria is a "Search Results" section with a table. The table has columns for "SetID", "Contract ID", "Contract Style", and "Contract Process Option". The results show two rows: "STATE Z0000107096N01 Purchase Order Order" and "STATE Z0000107131B13 Purchase Order Order". Navigation controls for the results include "View All", "First", "1-2 of 2", and "Last".

SetID	Contract ID	Contract Style	Contract Process Option
STATE	Z0000107096N01	Purchase Order	Order
STATE	Z0000107131B13	Purchase Order	Order


Screenshot of the Contract Document Status Page

[Favorites](#) > [Main Menu](#) > [Procurement Contracts](#) > [Review Contract Information](#) > [Document Status](#)



Document Status


SetID STATE **Contract** Z0000107131B13
Document Date 10/07/2015 **Status** Approved
Currency USD **Document Type** Contract
Buyer Han, Wm (5007) **Released Amount** 194,504.00
Short Supplier Name BURLEIGH CONST




[Requisitions](#) | [Sourcing Events](#) | [Procurement Contracts](#) | [Purchase Orders\(1\)](#) | [Receipts](#) | [Returns](#) | [Vouchers](#) | [Payments](#)

 1 to 1 of 1

[Show All](#)

Associated Document Personalize | Find | View All |   First 1-3 of 3 Last

[Documents](#) | [Related Info](#) 

Actions	SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Supplier ID	Location	Go To Document Status Inquiry
▼ Actions	STATE		Payment	80179384	Posted	04/26/2016	0000027847	MAIN	
▼ Actions		50100	Purchase Order	0001127940	Dispatched	10/20/2015	0000027847	MAIN	
▼ Actions		50100	Voucher	00594058	Posted	04/12/2016	0000027847	MAIN	



Contracts Events Inquiry

REVISED: 04/12/2017

DESCRIPTION:

This inquiry is used to view procurement contract events for purchase orders, vouchers, and requisitions.

NAVIGATION PATH:

Main Menu > Procurement Contracts > Review Contract Information > Events

INPUT / SEARCH CRITERIA:

SetID
Contract ID
Contract Version
Short Supplier Name

OUTPUT FORMAT:

Online

Screenshot of the Contracts Events Search Page

Favorites ▾ Main Menu ▾ > Procurement Contracts ▾ > Review Contract Information ▾ > Contract Change History

Contract History

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

SetID = ▾ STATE 🔍

Contract ID contains ▾ Z0000107131B13 🔍

Contract Style begins with ▾ 🔍

Contract Process Option = ▾ 🔍

Short Supplier Name begins with ▾ 🔍

Administrator/Buyer begins with ▾ 🔍

Master Contract ID begins with ▾ 🔍

Case Sensitive

Limit the number of results to (up to 300):

Search Clear Basic Search Save Search Criteria

Search Results

View All First ◀ 1 of 1 ▶ Last

SetID	Contract ID	Contract Style	Contract Process Option	Supplier ID	Short Supplier Name	Administrator/Buyer	Master Contract ID
STATE	Z0000107131B13	Purchase Order	Order	0000027847	BURLEIGH CONST		(blank)



Screenshot of the Contracts Events Page

[Favorites](#) > [Main Menu](#) > [Procurement Contracts](#) > [Review Contract Information](#) > [Events](#)

Events
SetID STATE **Contract ID** ZPM6D600107326 **Description** 2016 PLANT MIX (VOLUME 1 OF 2)
Supplier ID 0000033433 **Supplier Name** SLURRY PAVERS INC **Short Supplier Name** SLURRY PAV-001
Contract Style PO **Contract Process Option** PO

Contract Events Personalize | Find | First 1-3 of 3 Last

Set	Version	Type	BU	ID	Status	Reference	Release	Amount	Currency
<input type="checkbox"/>	1	PO Release	50100	0001136522	Dispatched	2016 PLANT MIX (VOLUME 1 OF 2	1	1,605,754.49	USD
<input type="checkbox"/>	1	PO Release	50100	0001136522	Dispatched	2016 PLANT MIX (VOLUME 1 OF 2	2	80,287.72	USD
<input type="checkbox"/>	1	PO Release	50100	0001136522	Dispatched	2016 PLANT MIX (VOLUME 1 OF 2	3	-80,287.72	USD

Maximum Amount 1605754.49 **Released** 1605754.49 **Remaining** 0.00 USD

[View Contract ID Line](#) [Show Payments](#)
[View Contract ID Category](#)

[Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)



Review Contracts by PO Inquiry

REVISED: 05/08/2017

DESCRIPTION:

This inquiry is used to view purchase orders related to a procurement contract.

NAVIGATION PATH:

Main Menu > Procurement Contracts > Review Contract Information > Review Contracts by PO

INPUT / SEARCH CRITERIA:

SetID
 Contract ID
 Version
 Item ID
 Category Code
 Contract Line
 Category Line Number
 Search Options (PO with Contract, PO without Contract)

OUTPUT FORMAT:

Online

Screenshot of the Review Contracts by PO Page

The screenshot displays the 'Review Contracts by PO' interface. At the top, there is a breadcrumb trail: 'Main Menu > Procurement Contracts > Review Contract Information > Review Contracts by PO'. Below this, the page title 'Review Contracts by PO' is visible. The search criteria section includes fields for: *SetID (STATE), *Contract ID (ZPM8E800107330), Version (1), Item ID, Category Code, Contract Line, Category Line Number, Supplier Item ID, Manufacturer ID, Manufacturer's Item ID, UPN Type Code, and UPN ID. To the right, the 'Search Options' section has checkboxes for 'PO with Contract' (checked) and 'PO without Contract' (unchecked), with a 'Search' button below. Below the search criteria is a 'List of Purchase Orders' table with columns: Select, Version, Business Unit, Purchase Order, Line, Line Status, Up-To-Date Quantity, Up-To-Date Amount, Currency, Item ID, and More information. The table contains three rows of data for '2018 PLANT MIX'. Below the table are buttons for 'Inquire', 'Update', and 'Activity Summary'. At the bottom left, there is a 'Notify' button.

Select	Version	Business Unit	Purchase Order	Line	Line Status	Up-To-Date Quantity	Up-To-Date Amount	Currency	Item ID	More information
<input type="checkbox"/>	1	50100	0001139495	1	Closed	1.00	1,520,042.350	USD	9137101000	2018 PLANT MIX (\
<input type="checkbox"/>	1	50100	0001139495	2	Open	1.00	76,002.120	USD	9137101000	2018 PLANT MIX (\
<input type="checkbox"/>	1	50100	0001139495	3	Open	1.00	-76,002.120	USD	9137101000	2018 PLANT MIX (\



Procurement Contracts Queries

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Contract Line Detail Pricing Query (V_PR_CNTRCT_DETAIL)

REVISED: 05/15/2017

DESCRIPTION:

This query displays all contract lines and pricing data related to a specific Contract ID. The query can be executed by any user and can be used in managing contracts and related activities.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PR_CNTRCT_DETAIL

INPUT / SEARCH CRITERIA:

Contract ID (% for all)
 Supplier ID (% for all)
 Item ID (% for all)
 District (% for all)

OUTPUT FORMAT:

HTML
 Excel
 CSV

ADDITIONAL INFORMATION:

Closed contracts are excluded from the results.

Screenshot of the Contract Line Detail Pricing Query Page

Row	Contract ID	Contract Status	Contract Version	Version Status	Supplier ID	Supplier Name	Contract Beginning Date	Contract Expiration Date	Contract Line Nbr	Item ID	More Information
1	00000000000000000000040001	Approved	7	Current	0000020315	Atlantic Heating & Cooling Service Inc	12/05/2011	06/04/2015	1	9137750200	MAINTENANCE AND REPAIR, PIPE CULVERT CLEAN INLETS AND MANHOLES
2	00000000000000000000040001	Approved	7	Current	0000020315	Atlantic Heating & Cooling Service Inc	12/05/2011	06/04/2015	2	9137750301	MAINTENANCE AND REPAIR, PIPE CULVERT PIPE CLEANING (HR)
3	00000000000000000000040001	Approved	7	Current	0000020315	Atlantic Heating & Cooling Service Inc	12/05/2011	06/04/2015	3	9137750300	MAINTENANCE AND REPAIR, PIPE CULVERT PIPE CLEANING LESS THAN 48 IN. (LFT)



Screenshot of the Contract Line Detail Pricing Query Page (scrolled right)

First 1-14 of 14 Last

Supplier Item ID	Supplier's Catalog	Category	District (Mfg ID)	Mfg Itm ID	Contract Base Price	Eff Date of Price Change	Adjustment Method	Adjustment Amount	Adjust Percentage	Computed Adjusted Price	Lead Time Days
ASHLAND		9137750			140.00000						0
		9137750			115.00000						0
		9137750			5.95000						0



Contract Query for ASD-PRT/ACO (V_PR_CONTRACT)

REVISED: 04/12/2017

DESCRIPTION:

This query displays all contract versions and related information by contract type. The query can be executed by any user and can be used in managing contracts and related activities.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PR_CONTRACT

INPUT / SEARCH CRITERIA:

Contract SetID
 Contract Category
 District, 2nd Char Dept, % All
 Contract Begin Date From
 Contract Begin Date To
 Buyer Like (%)

OUTPUT FORMAT:

HTML
 Excel
 CSV

Screenshot of the Contract Query for ASD-PRT/ACO Page

Row	Contract SetID	Contract ID	Contract Version Nbr	Status	Contract Version Date	Contract Description	Supplier ID	Supplier Name	Contract Begin Date	Contract Expire Date
1	STATE	000000000000000000000000046277	1	H	12/20/2017	PEST CONTROL SERVICES	0000032991	PermaTreat Pest Control Company Inc	01/01/2018	12/31/2018
2	STATE	000000000000000000000000046277	2	H	12/05/2018	PEST CONTROL SERVICES	0000032991	PermaTreat Pest Control Company Inc	01/01/2018	12/31/2019
3	STATE	000000000000000000000000046277	3	C	04/03/2019	PEST CONTROL SERVICES	0000032991	PermaTreat Pest Control Company Inc	01/01/2018	12/31/2019
4	STATE	000000000000000000000000046279	1	H	12/20/2017	Janitorial Fredg District Comp	0000028711	PORTCO Inc	01/01/2018	12/31/2018
5	STATE	000000000000000000000000046279	2	C	12/03/2018	Janitorial Fredg District Comp	0000028711	PORTCO Inc	01/01/2018	12/31/2019
6	STATE	000000000000000000000000046287	1	C	12/29/2017	Property Maintenance Services	0000057980	DBI Services LLC	04/01/2018	03/31/2023
7	STATE	000000000000000000000000046289	1	C	12/29/2017	Property Maintenance Services	0000042599	Infrastructure Corp of America	04/01/2018	04/01/2018



Screenshot of the Contract Query for ASD-PRT/ACO Page (scrolled right)

First 1-100 of 181 Last									
Estimated Contract Value	Maximum Contract Amount	Original Nbr Renewal Options	Current Renewal Period	Event ID	Buyer	Contract Category Code	Department ID	District	District Nbr
0.000	7820.000	0	0	0000154310		FIXED PRICE	10141	Central Office	0
0.000	19103.750	0	0	0000154310		FIXED PRICE	10141	Central Office	0
0.000	19103.750	0	0	0000154310		FIXED PRICE	10141	Central Office	0
0.000	140420.760	0	0	0000154437		FIXED PRICE	10141	Central Office	0
0.000	280841.520	0	0	0000154437		FIXED PRICE	10141	Central Office	0
0.000	77936521.800	0	0	0000154331		FIXED PRICE	10003	Central Office	0
0.000	0.000	0	0	0000154331		FIXED PRICE	10003	Central Office	0



Contracts Not Linked to POs Query (V_PR_CNTRCT_WO_PO)

REVISED: 04/12/2017

DESCRIPTION:

This query displays contract information for contracts not linked to a purchase order defined by specific selection criteria. The query can be executed by any user and can be used to identify contracts not linked to purchase orders.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PR_CNTRCT_WO_PO

INPUT / SEARCH CRITERIA:

SetID
 Contract Begin Date From
 Contract Begin Date To

OUTPUT FORMAT:

HTML
 Excel
 CSV

ADDITIONAL INFORMATION:

Excludes SiteManager contracts and Closed / Cancelled contracts:

Screenshot of the Contracts Not Linked to POs Query Page

V_PR_CNTRCT_WO_PO - Contracts not linked to POs

SetID [STATE] Q

Contract Begin Date From [01/01/2018] [t]

Contract Begin Date To [06/14/2019] [t]

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(78 kb\)](#)

[View All](#) First 1-100 of 217 Last

Row	SetID	Contract ID	Cntrct Version Nbr	Cntrct Status	Contract Description	Cntrct Begin Dt	Cntrct Expire Dt	Supp SetID	Supplier ID	Supplier Name	Contract Buyer
1	STATE	00000000000000000000000046119	2	A	FOB STONE	01/01/2018	12/31/2019	STATE	0000031033	Luck Stone Corp	
2	STATE	00000000000000000000000046120	2	A	FOB STONE	01/01/2018	12/31/2019	STATE	0000031033	Luck Stone Corp	
3	STATE	00000000000000000000000046135	2	A	FOB STONE	01/01/2018	12/31/2019	STATE	0000037252	Charles W Barger & Son Construction	
4	STATE	00000000000000000000000046136	2	A	FOB STONE	01/01/2018	12/31/2019	STATE	0000037252	Charles W Barger & Son Construction	
5	STATE	00000000000000000000000046141	2	A	FOB STONE	01/01/2018	12/31/2019	STATE	0000030699	Rockbridge Stone Products Inc	
6	STATE	00000000000000000000000046161	1	A	Delivered Stone - Page Co.	01/01/2018	12/31/2018	STATE	0000032240	THE FRAZIER QUARRY INC	
7	STATE	00000000000000000000000046162	1	A	Delivered Stone throughout Augu	01/01/2018	12/31/2018	STATE	0000058791	Jason Harvey	
8	STATE	00000000000000000000000046163	1	A	Delivered Stone throughout Augu	01/01/2018	12/31/2018	STATE	0000035407	Rockydale Quarry - Staunton	
9	STATE	00000000000000000000000046164	1	A	Delivered Stone throughout Augu	01/01/2018	12/31/2018	STATE	0000032240	THE FRAZIER QUARRY INC	



Procurement Contract Expenditure Query (V_PR_CNTRCT_EXPENDITURES)

REVISED: 04/24/2017

DESCRIPTION:

This query displays procurement contract expenditures, including the associated accounting distribution information, by Contract ID.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PR_CNTRCT_EXPENDITURES

INPUT / SEARCH CRITERIA:

Contract ID (% for all)
Contract Category (% for all)
Supplier ID (% for all)
Business Unit
Program (% for all)
Cost Center (% for all)
Project (% for all)
Activity (% for all – Project Required)
Asset (% for all)
Agency Use 1 (% for all)
Agency Use 2 (% for all)
Budget Date From
Budget Date To

OUTPUT FORMAT:

HTML
Excel
CSV



Screenshot of the Procurement Contract Expenditure Query Page

V_PR_CNTRCT_EXPENDITURES - Procurement Cntrct Expenditure

Contract ID (% for all) Q

Contract Category (% for all) Q

Supplier ID (% for all) Q

Business Unit Q

Program (% for all) Q

Cost Center (% for all) Q

Project (% for all) Q

Activity(% for all -Proj Reqd) Q

Asset (% for all) Q

Agency Use 1 (% for all) Q

Agency Use 2 (% for all) Q

Budget Date From [tj]

Budget Date To [tj]

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(662 kb\)](#)

[View All](#)

	Contract ID	Contract Description	Contract Status	Contract Begin Date	Contract Expire Date	Supplier ID	Supplier Name	Contract Category	Business Unit	PO ID	Account	Fund Code	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2		
1	200071923B23B	BRIDGE ON ROUTE 637 OVER BIG I	A	04/17/2015		0000028261	Fielders Choice Enterprises Inc	MA	50100	0001119795	205023	04720	603006	17008				157	27860			00
2	200071923B23B	BRIDGE ON ROUTE 637 OVER BIG I	A	04/17/2015		0000028261	Fielders Choice Enterprises Inc	MA	50100	0001119795	5023210	04720	603006	17008				157	27860			00
3	200095159B75	RTE 637 BRIDGE REPLACEMENT OVE	A	11/21/2014		0000006615	Fairfield-Echols LLC	MA	50100	0001109922	5023210	04720	603006	17002				003	29349			00
4	200095159B75	RTE 637 BRIDGE REPLACEMENT OVE	A	11/21/2014		0000006615	Fairfield-Echols LLC	MA	50100	0001109922	5023210	04720	603006	17002				003	29349			00
5	200095159B75	RTE 637 BRIDGE REPLACEMENT OVE	A	11/21/2014		0000006615	Fairfield-Echols LLC	MA	50100	0001109922	5023230	04720	603006	17002				003				00
6	200105149N01	PAVEMENT MARKING CONTRACT - CU	A	02/12/2014		0000028576	A-ANNANDALE INC	MA	50100	0001103180	5023230	04100	604002	17056								00
7	200105149N01	PAVEMENT MARKING CONTRACT - CU	A	02/12/2014		0000028576	A-ANNANDALE INC	MA	50100	0001103180	5023230	04100	604002	17056								00



Procurement Contract Site Manager Query (V_PR_CNTRCT_SITEMANAGER)

CREATED: 03/03/2020

DESCRIPTION:

This query displays procurement contract expenditures, including the associated accounting distribution information, by Contract ID for Site Managers.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PR_CNTRCT_SITEMANAGER

INPUT / SEARCH CRITERIA:

Contract ID (% for all)
Contract Category (% for all)

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Procurement Contract Site Manager Query Page

V_PR_CNTRCT_SITEMANAGER - SiteManager Contracts Query

Contract ID (% for all) % x Q

Contract Cat (CO, MA, % for all) CO

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(480 kb\)](#)

View All First 1-100 of 1

Row	Contract	Contract Category Code	PO ID	PO Line Match Status	Contract Max Amount	PO Line Amount	Sum Voucher Amount	Contract Amt minus PO Amt	Contract Amt minus V
1	20000016640C01	Construction	0001131521	Matched	6913070.510	6913070.510	7042361.180	0.000	
2	20000103322B48	Construction	0001136517	Partial Match	748673.840	748673.840	720446.260	0.000	
3	20000104805M01	Construction	0001142268	Matched	866370.000	866370.000	868518.190	0.000	
4	20000108176B53	Construction	0001156224	Partial Match	1501715.500	1501715.500	1350789.440	0.000	
5	20000108257N01B	Construction	0001157793	Partial Match	2227286.580	2227286.580	2184780.250	0.000	
6	20000108450B77	Construction	0001152542	Matched	774602.200	774602.200	836141.790	0.000	
7	20000109130B16	Construction	0001200421	Partial Match	2509405.400	2509405.400	1116823.320	0.000	
8	20000110687B01	Construction	0001176131	Partial Match	1092000.000	1092000.000	571531.520	0.000	
9	20000111334N01	Construction	0001173360	Partial Match	259634.840	259634.840	257632.950	0.000	
10	20000111853N01	Construction	0001173726	Partial Match	285080.000	285080.000	142941.720	0.000	
11	20000140430B06	Construction	0001182828	Matched	1643645.220	1643645.220	1683430.470	0.000	
12	200002530C02	Construction	0000700223	Partial Match	14937881.300	14937881.300	14794992.050	0.000	



Procurement Contracts Reports

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Contract Activities Report (POX3031) – BI Publisher Report

REVISED: 05/23/2017

DESCRIPTION:

This report provides a list of contract-related activities by supplier, or contract, for a specified period.

NAVIGATION PATH:

Main Menu > Procurement Contracts > Reports > Activities Report

RUN CONTROL PARAMETERS:

Process to select: POX3031
Supplier SetID = STATE
Supplier ID
Short Supplier Name
Contract SetID
Contract ID From / To
Process Option
Contract Status
Date From / To

OUTPUT FORMAT:

PDF

ADDITIONAL INFORMATION:

This is a BI Publisher report. To access the report, once you have run it successfully go to the Report Manager page and click on the **Administration** Tab.

Screenshot of the POX3031 Contract Activities Report Run Control Page

The screenshot displays the 'Activities Report' run control page. At the top, there is a breadcrumb navigation: Favorites > Main Menu > Procurement Contracts > Reports > Activities Report. The page title is 'Activities Report'. Below the title, there are controls for 'Run Control ID' (CNT_ACTIVITY_RPRT), 'Report Manager', 'Process Monitor', and a 'Run' button. A 'Language' dropdown is set to 'English', with radio buttons for 'Specified Language' (selected) and 'Recipient's Language'. A 'Process Request Parameters' section contains several input fields: '*Supplier SetID' (STATE), '*Supplier ID' (0000016072), 'Short Supplier Name' (PARSONS TR-001), 'Contract SetID' (STATE), 'Contract ID From' (00000000000000000000000044606), 'Contract ID To' (00000000000000000000000044606), 'Process Option' (Purchase Order), 'Contract Status' (Approved), 'Date From' (01/01/2015), and 'Date To' (03/09/2017). At the bottom, there is a toolbar with buttons: Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Add, and Update/Display.



Screenshot of the POX3031 Contract Activities Report

ORACLE Report ID: POX3031 Use ID: Run Control ID: CNT_ACTIVITY_RPRT		PeopleSoft Purchasing CONTRACT ACTIVITIES REPORT		Page No.: 1 Run Date: 3/13/2020 Run Time: 10:14:16 AM							
Report Selection Criteria											
Supplier Set ID: STATE		Supplier ID: 0000016072		Supplier Name: PARSONS TR-001							
Contract Set ID: STATE		Contract ID From: 00000000000000000044606		Through: 00000000000000000044606							
		Date From: 01/01/2015		Through: 03/09/2017							
				Contract Status: Approved							
				Process Option: Purchase Order							
<hr/>											
Set ID: STATE		Contract ID: 00000000000000000044606		Status: Approved							
				Max Amount: 0 USD							
<hr/>											
Unit	Doc ID	Line	Date	Amount	Currency	Doc Status	Set ID	Contract ID	Version	Line	Status
Payment											
50100	00653025	1	10/14/2016	20000	USD	Paid	STATE	00000000000000000044606	1		Approved
50100	00653027	1	10/14/2016	20000	USD	Paid	STATE	00000000000000000044606	1		Approved
50100	00653033	1	10/14/2016	38000	USD	Paid	STATE	00000000000000000044606	1		Approved
50100	00653035	1	10/14/2016	212500	USD	Paid	STATE	00000000000000000044606	1		Approved
50100	00653041	1	10/14/2016	65000	USD	Paid	STATE	00000000000000000044606	1		Approved
50100	00659518	1	10/28/2016	20000	USD	Paid	STATE	00000000000000000044606	1		Approved
50100	00666844	1	11/10/2016	20000	USD	Paid	STATE	00000000000000000044606	1		Approved
50100	00676978	1	12/21/2016	20000	USD	Paid	STATE	00000000000000000044606	1		Approved
50100	00686058	1	01/12/2017	20000	USD	Paid	STATE	00000000000000000044606	1		Approved
50100	00707378	1	03/08/2017	20000	USD	Paid	STATE	00000000000000000044606	1		Approved
Payment Total:				<u>455,500.00</u>							



Contract Expiration Report (POCNT400) – SQR Report

REVISED: 04/12/2017

DESCRIPTION:

This report provides a list (by Category/Supplier or Supplier/Category) of contracts that are scheduled to expire within a selected date range.

NAVIGATION PATH:

Main Menu > Procurement Contracts > Reports > Contract Expiration

RUN CONTROL PARAMETERS:

Process to select: POCNT400
Report Layout (Category/Supplier,
Supplier/Category)
Contract SetID
Category
From Date Selection (Option / Nbr Days / Date)
To Date Selection (Option / Nbr Days / Date)
Supplier SetID
Supplier ID
Short Supplier Name
Buyer

OUTPUT FORMAT:

PDF
CSV

Screenshot of the (POCNT400) Contract Expiration Report Run Control Page

The screenshot shows the 'Contract Expiration' report run control page. The breadcrumb navigation is 'Main Menu > Procurement Contracts > Reports > Contract Expiration'. The page title is 'Contract Expiration'. Below the title, there is a 'Run Control ID' field set to 'CONTRACT_EXPIRATION', a 'Report Manager' field set to 'Process Monitor', and a 'Run' button. A 'Language' dropdown menu is set to 'English'. The 'Report Layout' section has two radio buttons: 'Category/Supplier' (unselected) and 'Supplier/Category' (selected). The 'Report Request Parameters' section includes 'Contract SetID' (STATE) and 'Category' (empty) search fields. The 'From Date Selection' section has 'Option' (empty), 'Nbr Days' (empty), and 'Date' (04/01/2019) fields. The 'To Date Selection' section has 'Option' (empty), 'Nbr Days' (empty), and 'Date' (12/31/2019) fields. Below these are search fields for 'Supplier SetID', 'Supplier ID', 'Short Supplier Name', and 'Buyer'. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.



Screenshot of the POCNT400 Contract Expiration Report

Report ID: POCNT400		PeopleSoft CONTRACT EXPIRATION			Page No. 1 Run Date 01/09/2020 Run Time 11:29:12		
Line Item Contracts							
Contract SetId STATE							
Supplier ID/Nam 0000000134 Old Dominion Security Co Inc							
Category Cd: 07657 9189301							
Expire Dt	Contract ID/ Contract Curr	Version Buyer	Item ID/ Item Description	Mfg Item ID/ Manufacturer	Amount Released	Currency	DOM Unit Price
04/17/2012	000000000000025916 PG Order	1	9189301000 SECURITY/SAFETY CONSULTING		65000.00	USD	HR 1.00



Contract Usage Details Report (RPR017) – SQR Report

REVISED: 05/23/2017

DESCRIPTION:

This report provides a list (by Supplier and Contract ID) of the purchase orders, invoices and voucher/payment details and summaries, within a selected date range.

NAVIGATION PATH:

Main Menu > Procurement Contracts > Reports > Contract Usage Details

RUN CONTROL PARAMETERS:

Process to select: VPRR017
Business Unit
Accounting From Date
Accounting To Date
Supplier SetID = STATE
Supplier ID
Contract ID
Contract Status
Contract Category

OUTPUT FORMAT:

PDF
CSV

Screenshot of the (RPR017) Contract Usage Details Report Run Control Page


The screenshot shows the 'Contract Usage Dtl' run control page. At the top, there is a breadcrumb navigation: Favorites > Main Menu > Procurement Contracts > Reports > Contract Usage Details. Below this is a search bar containing 'Contract Usage Dtl'. The main area contains the following fields and controls:

- Run Control ID: CNTRCT_USAGE
- Report Manager
- Process Monitor
- Run button
- Business Unit: 50100 (with search icon)
- *Accounting From Date: 04/01/2015 (with calendar icon)
- *Accounting To Date: 12/31/2019 (with calendar icon)
- *Supplier SetID: STATE (with search icon)
- Supplier ID: 0000031033 (with search icon)
- Contract ID: 0000000000000000000000000040115 (with search icon)
- Contract Status: (dropdown menu)
- Contract Category: (text field)

At the bottom of the page, there are several buttons: Save, Return to Search, Notify, Add, and Update/Display.



Screenshot of the RPR017 Contract Usage Details Report

		Commonwealth of Virginia CONTRACT USAGE DETAILS		Run Date: 02/24/2020 Run Time: 12:16 00			
Report ID: RPR017		Page No. 1 of 2					
Setid:	STATE	From Date:	11/01/2011				
Business Unit:	50100	To Date:	11/15/2012				
Supplier ID:	0000032240						
Supplier Name:	THE FRAZIER QUARRY INC						
Contract ID:	000000000000032816	Contract Category:	RC				
Contract Manager:		Contract Status:	Approved				
Original Value:	0.00	Award Date:					
Current Value:	0.00	Begin Date:	01/01/2012				
		Expiration Date:	12/31/2012				
Invoice Date	Suppl Invoice #	Total Invoice Amount	PCard Transaction ID	Voucher ID	Voucher/Trans Date	Amount Paid to Suppl	Retainage Held
04/30/2012	12019120430	24,231.60		00057584	05/03/2012	24,231.60	0.00
Total for PO	0001001765 Line 1	24,231.60				24,231.60	0.00
02/29/2012	12004120229	1,333.33		00034479	03/02/2012	1,333.33	0.00
Total for PO	0001001765 Line 2	1,333.33				1,333.33	0.00
01/31/2012	12004120131	7,640.03		00024524	02/06/2012	7,640.03	0.00
Total for PO	0001003719 Line 1	7,640.03				7,640.03	0.00
01/31/2012	12004120131	3,928.20		00024524	02/06/2012	3,928.20	0.00
Total for PO	0001003719 Line 2	3,928.20				3,928.20	0.00
10/15/2012	12017121015	1,160.10		00119075	10/23/2012	1,160.10	0.00
Total for PO	0001003753 Line 1	1,160.10				1,160.10	0.00
10/15/2012	12017121015	1,609.87		00119075	10/23/2012	1,609.87	0.00
Total for PO	0001003753 Line 2	1,609.87				1,609.87	0.00
10/31/2012	12017121031	577.48		00124337	11/07/2012	577.48	0.00
Total for PO	0001003753 Line 3	577.48				577.48	0.00
01/31/2012	12004120131	1,080.23		00024524	02/06/2012	1,080.23	0.00
10/15/2012	12017121015	867.22		00119075	10/23/2012	867.22	0.00
Total for PO	0001003753 Line 4	1,947.45				1,947.45	0.00
01/31/2012	12004120131	6,262.37		00024524	02/06/2012	6,262.37	0.00
Total for PO	0001004603 Line 1	6,262.37				6,262.37	0.00



Screenshot of the RPR017 Contract Usage Details Report (continued)

Setid: STATE
 Business Unit: 50100
 Supplier ID: 0000032240
 Supplier Name: THE FRAZIER QUARRY INC
 Contract ID: 000000000000032816
 Contract Manager:
 From Date: 11/01/2011
 To Date: 11/15/2012
 Contract Category: RC
 Contract Status: Approved
 Original Value: 0.00
 Current Value: 0.00
 Award Date:
 Begin Date: 01/01/2012
 Expiration Date: 12/31/2012

Invoice Date	Supplier Invoice #	Total Invoice Amount	PCard Transaction ID	Voucher ID	Voucher/Trans Date	Amount Paid to Supplier	Retainage Held
09/15/2012	12020120915	8,076.02		00109408	09/25/2012	8,076.02	0.00
Total for PO	0001006337 Line 5	8,076.02				8,076.02	0.00
09/30/2012	12020120930	696.44		00112714	10/04/2012	696.44	0.00
Total for PO	0001006337 Line 6	696.44				696.44	0.00
06/15/2012	12020120615	7,805.65		00078298	07/01/2012	7,805.65	0.00
09/15/2012	12020120915	7,819.40		00109408	09/25/2012	7,819.40	0.00
Total for PO	0001006337 Line 7	15,625.05				15,625.05	0.00
04/30/2012	12020120430	3,827.88		00057548	05/03/2012	3,827.88	0.00
05/31/2012	12020120531	3,747.65		00069561	06/05/2012	3,747.65	0.00
08/15/2012	12020120815	12,625.93		00097320	08/21/2012	12,625.93	0.00
09/30/2012	12020120930	6,242.54		00112714	10/04/2012	6,242.54	0.00
10/15/2012	12020121015	6,417.99		00118540	10/22/2012	6,417.99	0.00
Total for PO	0001006337 Line 9	32,861.99				32,861.99	0.00
09/30/2012	12020120930	1,609.58		00112714	10/04/2012	1,609.58	0.00
Total for PO	0001006337 Line 10	1,609.58				1,609.58	0.00
09/30/2012	12020120930	885.01		00112714	10/04/2012	885.01	0.00
Total for PO	0001006337 Line 11	885.01				885.01	0.00
05/15/2012	12019120515	8,687.03		00063804	05/21/2012	8,687.03	0.00
Total for PO	0001019708 Line 1	8,687.03				8,687.03	0.00
Total for 000000000000032816		117,131.55				117,131.55	0.00



Order Contract Report (POCNT100) – SQR Report

REVISED: 04/12/2017

DESCRIPTION:

This report is used to print a copy of a contract.

NAVIGATION PATH:

Main Menu > Procurement Contracts > Reports > Order Contracts

RUN CONTROL PARAMETERS:

Process to select: POCNT100
SetID
Business Unit
Contract ID From / To
Supplier ID
Print Duplicate [checkbox]
Number of Copies
Sort By
Statuses (Approved, Open, Held, Canceled, Completed)
Dispatch Methods to Include (Print, FAX, E-Mail, Phone)

OUTPUT FORMAT:

PDF
CSV

Screenshot of the POCNT100 Order Contract Report Run Control Page



Screenshot of the POCNT100 Order Contract Report

CONTRACT



VA Dept of Transportation

VDOT Central Office
1201 E Broad St
Richmond VA 23219
USA

Supplier 0000000591
CDM Smith Inc
3201 Jermanton Road
Suite 400
VA10040102
EVAAD45271
Fairfax VA 22030
USA
Martin, Russell

703/485-8500

DUPLICATE

Dispatch via Print

Contract ID 0000000000000000000013424	Version 4	Page 1 of 1
Contract Dates 02/16/2001 to 06/01/2015	Currency USD	Rate Type CRRNT
Description: SB-08-2000 Reg.3 M&R		Rate Date PO Date
Contract Officer Name		Contract Maximum 3,000,000.00
		Phone

Contract Lines:

Line #	Category	Item ID / Item Desc	UOM	Minimum Order Qty	Amt	Maximum / Open Qty	Amt
1	9259301	SB-08-2000 MAINTENANCE AND REPAIR DESIGN PLANS HIGHWAY STRUCTURES AND BRIDGES REGION III-CULPEPER, STAUNTON AND NORTHERN VIRGINIA DISTRICTS	HUR	1.00	0.00	0.00	3,000,000.00 0.00
Pricing Agreement:		Pricing Date:	Due Date				
		Pricing Quantity:	Due Date				
		Quantity Type:	Current Order Quantity				
Contract Base Pricing		0.00000	HUR	MAIN			



Purchase Order Inquiries

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Add/Update Purchase Order Inquiry

REVISED: 04/12/2017

DESCRIPTION:

This inquiry is used to view or modify purchase order header, line, schedule, and distribution information.

NAVIGATION PATH:

Main Menu > Purchasing > Purchase Orders > Add/Update POs

INPUT / SEARCH CRITERIA:

- Business Unit
- PO ID
- Purchase Order Date
- PO Status
- Short Supplier Name
- Supplier ID
- Supplier Name
- Buyer
- Buyer Name
- PO Type
- Purchase Order Reference
- Hold From Further Processing [checkbox]

OUTPUT FORMAT:

Online

Screenshot of the Add/Update Purchase Order Search Page

Purchase Order
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Business Unit: [v] 50100 [Q]
 PO ID: [begins with] [] [Q]
 Purchase Order Date: [=] [] [Q]
 PO Status: [=] Open [v]
 Short Supplier Name: [begins with] [] [Q]
 Supplier ID: [begins with] [] [Q]
 Supplier Name: [begins with] [] [Q]
 Buyer: [begins with] [] [Q]
 Buyer Name: [begins with] [] [Q]
 PO Type: [=] [] [v]
 Purchase Order Reference: [begins with] [] [Q]

Hold From Further Processing

Case Sensitive
 Limit the number of results to (up to 300): 300

[Search] [Clear] Basic Search [Save Search Criteria]

Search Results
300 of 300 results are displayed.

Business Unit	PO ID	Purchase Order Date	PO Status	Short Supplier Name	Supplier ID	Supplier Name	Buyer	Buyer Name	PO Type	Purchase Order Reference	Hold From Further Processing
50100	0001196567	12/18/2019	Open	JASON HARV-003	0000058791	Jason Harvey			General (blank)		N
50100	0001196578	10/09/2019	Open	THE CFS GROUP	0000012306	THE CFS GROUP LLC			General Award to contract		N
50100	0001196569	10/09/2019	Open	CARGILL INC	0000015454	Cargill Inc			General (blank)		N
50100	0001196565	10/08/2019	Open	LUCK STONE COR	0000031033	Luck Stone Corp			General (blank)		N
50100	0001196564	10/08/2019	Open	LUCK STONE COR	0000031033	Luck Stone Corp			General (blank)		N
50100	0001196561	10/08/2019	Open	LUCK STONE COR	0000031033	Luck Stone Corp			General (blank)		N



Screenshot of the Maintain Purchase Order Page

Favorites ▾ Main Menu ▾ > Purchasing ▾ > Purchase Orders ▾ > Add/Update POs

Maintain Purchase Order

Purchase Order

Business Unit 50100 PO Status Open

PO ID 0001196569

Copy From Hold From Further Processing

Header

*PO Date 10/09/2019 Supplier Search
 *Supplier CARGILL INC Supplier Details
 *Supplier ID 0000015454 Cargill Inc
 *Buyer

Receipt Status Not Recvd
 *Dispatch Method Print
 eVA PO Type R01 Routine Bill Vendor
 eVA Order Method URL
 eVA Interfaced NSEV
 eVA Dttm

PO Reference

Web IMS?:

Amount Summary

Merchandise	5,225.40	<input type="button" value="Calculate"/>
Freight/Tax/Misc.	0.00	
Total Amount	5,225.40 USD	

Add Items From

Select Lines To Display

Search for Lines Line To

Lines

Personalize | Find | View All First 1 of 1 Last

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status			
1	<input type="button" value="Q"/> 7754577327	<input type="button" value="Q"/> SALT, SODIUM	45.0000	LTN	<input type="button" value="Q"/> 7754577	116.12000	5,225.40	Open	<input type="button" value="Q"/>	<input type="button" value="Print"/>	<input type="button" value="Add"/>

View Approvals *Go to



Purchase Order Inquiry

REVISED: 04/12/2017

DESCRIPTION:

This inquiry is used to view purchase order information.

NAVIGATION PATH:

Main Menu > Purchasing > Purchase Orders > Review PO Information > Purchase Orders

INPUT / SEARCH CRITERIA:

- Business Unit
- PO ID
- Contract SetID
- Contract ID
- Release Number
- Purchase Order Date
- PO Status
- Short Supplier Name
- Supplier ID
- Supplier Name
- Buyer
- Buyer Name

OUTPUT FORMAT:

Online

Screenshot of the Purchase Order Inquiry Search Page

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit = 50100

PO ID begins with

Contract SetID begins with

Contract ID begins with 00000000000000000000

Release Number =

Purchase Order Date =

PO Status =

Short Supplier Name begins with DOMINION ENERG

Supplier ID begins with

Supplier Name begins with

Buyer begins with

Buyer Name begins with

Case Sensitive

Limit the number of results to (up to 300): 300

Search Clear Basic Search Save Search Criteria

Search Results

Business Unit	PO ID	Contract SetID	Contract ID	Purchase Order Date	PO Status	Short Supplier Name	Supplier ID	Supplier Name	Buyer	PO Type	Purchase Order Reference	Hold From Further Processing
50100	0001133046	STATE	000000000000000000000043495	02/05/2016	Dispatched	DOMINION ENERG	0000000197	Dominion Energy Management Inc		General HVAC SVC BULK PO		N
50100	0001133046	STATE	000000000000000000000043495	02/05/2016	Dispatched	DOMINION ENERG	0000000197	Dominion Energy Management Inc		General HVAC SVC BULK PO		N
50100	0001133046	STATE	000000000000000000000043495	02/05/2016	Dispatched	DOMINION ENERG	0000000197	Dominion Energy Management Inc		General HVAC SVC BULK PO		N
50100	0001133046	STATE	000000000000000000000043495	02/05/2016	Dispatched	DOMINION ENERG	0000000197	Dominion Energy Management Inc		General HVAC SVC BULK PO		N
50100	0001133046	STATE	000000000000000000000043495	02/05/2016	Dispatched	DOMINION ENERG	0000000197	Dominion Energy Management Inc		General HVAC SVC BULK PO		N



Screenshot of the Purchase Order Inquiry Page

[Favorites](#) | [Main Menu](#) | [Purchasing](#) | [Purchase Orders](#) | [Review PO Information](#) | [Purchase Orders](#)

Purchase Order Inquiry

Purchase Order

Business Unit 50100 PO Status Dispatched
 PO ID 0001133046
 Change Order 2

Header

PO Date 02/05/2016	Backorder Status Not Backordered
Supplier Name <u>DOMINION ENERG</u>	Receipt Status Partial
Supplier ID 0000000197 Supplier Details	<input type="checkbox"/> Hold From Further Processing
Buyer	
PO Reference HVAC SVC BULK PO	

[Header Details](#) | [Activity Summary](#)
[Change Order](#) | [Header Comments...](#)
[All RTV](#) | [Document Status](#)
[Matching](#) | [Actions](#)

Amount Summary

Merchandise	70,594.00
Freight/Tax/Misc.	0.00
Total	70,594.00 USD

Lines Personalize | Find | View All | First 1-8 of 8 Last

Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status		
1	9415540460	HVAC - Technician Helper Lot 1	9415540	64.0000	HUR	2,560.00 USD	Approved		
2	9415540460	HVAC - Journeyman Technician L	9415540	314.0000	HUR	29,202.00 USD	Approved		
3	9415540460	Journeyman Lot 2 Saluda	9415540	39.0000	HUR	3,627.00 USD	Approved		
4	9415540460	HVAC - Technician Helper Lot 2	9415540	11.0000	HUR	440.00 USD	Approved		



PO Activity Summary Inquiry

REVISED: 04/12/2017

DESCRIPTION:

This inquiry is used to view receiving, invoicing, and matching activities for selected purchase orders.

NAVIGATION PATH:

Main Menu > Purchasing > Purchase Orders > Review PO Information > Activity Summary

INPUT / SEARCH CRITERIA:

- Business Unit
- PO Number
- Purchase Order Date
- Purchase Order Reference
- Supplier ID

OUTPUT FORMAT:

Online

Screenshot of the PO Activity Summary Search Page

[Favorites](#) > [Main Menu](#) > [Purchasing](#) > [Purchase Orders](#) > [Review PO Information](#) > [Activity Summary](#)

PO Activity Summary

Enter any information you have and click Search. Leave fields blank for a list of all values.

Search Criteria

Business Unit =
 PO Number
 Purchase Order Date
 and
 Purchase Order Reference
 Supplier ID

Case Sensitive

Limit the number of results to (up to 300):

[Basic Search](#)

Search Results

View All First 1-17 of 17 Last

Business Unit	PO Number	Purchase Order Date	Purchase Order Reference	Supplier ID
50100	0001196499	08/07/2019	(blank)	0000031033
50100	0001196500	08/13/2019	FOB STONE	0000031033
50100	0001196504	08/14/2019	FOB STONE	0000031033
50100	0001196503	08/14/2019	(blank)	0000015454
50100	0001196502	08/14/2019	FOB STONE	0000031033
50100	0001196501	08/14/2019	TEST 293	0000031033
50100	0001196507	08/15/2019	(blank)	0000061994

Screenshot of the PO Activity Summary Page

[Favorites](#) > [Main Menu](#) > [Purchasing](#) > [Purchase Orders](#) > [Review PO Information](#) > [Activity Summary](#)

Activity Summary

<p>Business Unit 60100</p> <p>Purchase Order 0001196501</p> <p>Merchandise Amount 4,148.00 USD</p> <p>Merchandise Receipt 0.00 USD</p> <p>Merchandise Returned 0.00 USD</p> <p>Merchandise Invoice 0.00 USD</p> <p>Merchandise Matched 0.00 USD</p>	<p>PO Status Dispatched</p> <p>Supplier Luck Stone Corp</p> <p>Supplier Location MAIN</p>
--	--

Lines							
Personalize Find View All First 1 of 1 Last							
Details Receipt Invoice Matched RTV							
Line	Line Details	Item	Item Description	UOM	Manufacturer ID	Mfg Itm ID	UPN Ty
1		7503551400	STONE RIP RAP CLASS II	LTN			

Return to Search
 Previous in List
 Next in List
 Notify



Purchase Order Document Status Inquiry

REVISED: 01/06/2020

DESCRIPTION:

This inquiry is used to view purchase order document status information.

NAVIGATION PATHS:

Main Menu > Purchasing > Purchase Orders > Review PO Information > Document Status

Main Menu > Purchasing > Purchase Orders > Add/Update POs > retrieve desired Purchase Order then on Maintain Purchase Order page click on **Document Status** link

INPUT / SEARCH CRITERIA:

- Business Unit
- PO Number
- Purchase Order Date
- Origin
- Purchase Order Reference

OUTPUT FORMAT:

Online

Screenshot of the Purchase Order Document Status Search Page

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Business Unit = 50100

PO ID begins with 1042040

Purchase Order Date =

PO Status =

Short Supplier Name begins with

Supplier ID begins with

Supplier Name begins with

Buyer begins with

Buyer Name begins with

PO Type =

Purchase Order Reference begins with

Hold From Further Processing

Case Sensitive

Limit the number of results to (up to 300): 300

Search Clear Basic Search Save Search Criteria

Search Results

View All

Business Unit	PO ID	Purchase Order Date	PO Status	Short Supplier Name	Supplier ID	Supplier Name	Buyer	Buyer Name	PO Type	Purchase Order Reference	Hold From Further Processing
50100	1042040	10/09/2012	Dispatched	PITTMANS T-001	0000024937	Pittmans Tree & Landscaping Inc			General	TREE PRUNING HOURLY N	










First 1 of 1 Last

Screenshot of the Purchase Order Document Status Page

[Favorites](#) > [Main Menu](#) > [Purchasing](#) > [Purchase Orders](#) > [Review PO Information](#) > [Document Status](#)



Document Status





Business Unit 50100 **PO ID** 1042040
Document Date 10/09/2012 **Status** Dispatched
Currency USD **Document Type** Purchase Order
Buyer : **Merchandise Amt** 14,097.92

 Requisitions
  Sourcing Events
  Procurement Contracts(1)
  Purchase Orders
  Service Work Orders
  Receipts(1)
  Returns
  Vouchers(1)
  Payments(1)

[Show All](#)

Associated Document

Personalize | Find | View All |  |  First 1-4 of 4 Last

Documents	Related Info									
Actions	SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Supplier ID	Location	Go To Document Status Inquiry	
▼ Actions	STATE		Contract	0000000000000000000040699	Approved	12/20/2012	0000024937			
▼ Actions		50100	Receipt	0001568239	Closed	10/09/2012	0000024937	MAIN		
▼ Actions		50100	Voucher	00114129	Posted	09/29/2012	0000024937	MAIN		
▼ Actions	STATE		Payment	20033083	Posted	11/02/2012	0000024937	MAIN		

[Return to Search](#)



Screenshot of the Maintain Purchase Order Page with Document Status link (alternate navigation)

[Favorites](#) > [Main Menu](#) > [Purchasing](#) > [Purchase Orders](#) > [Review PO Information](#) > [Purchase Orders](#)

Purchase Order Inquiry

Purchase Order

Business Unit 50100 PO Status Compl
 PO ID 0001149884

Header

PO Date 12/08/2016	Backorder Status Not Backordered
Supplier Name CHESAPEAKE-018	Receipt Status Received
Supplier ID 0000025918 Supplier Details	<input type="checkbox"/> Hold From Further Processing
Buyer	
PO Reference Contract 44929 Exp 08/30/2017	

Amount Summary

Merchandise	7,283.00
Freight/Tax/Misc.	0.00
Total	7,283.00 USD

Header Details	Activity Summary
All RTV	Header Comments...
Matching	Document Status
Actions	

Lines Personalize | Find | View All | | First 1-3 of 3 Last

Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status		
1	9415540400	HVAC SERVICES, PER VADOT SPECI	9415540	40.0000	HUR	3,514.00 USD	Closed		
2	9415540400	HVAC SERVICES, PER VADOT SPECI	9415540	40.0000	HUR	1,488.00 USD	Closed		
3	9415540500	HVAC SERVICES, PER VADOT SPECI	9415540	2283.0000	EA	2,283.00 USD	Closed		

[View Approvals](#)

[Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Notify](#) [Related Links](#)



Purchase Order Review Change Orders Inquiry

REVISED: 05/08/2017

DESCRIPTION:

This inquiry is used to review change order details for a specific purchase order.

NAVIGATION PATH:

Main Menu > Purchasing > Purchase Orders > Manage Change Orders > Review Change Orders

INPUT / SEARCH CRITERIA:

Business Unit
PO Number

OUTPUT FORMAT:

Online

Screenshot of the PO Review Change Orders Search Page

The screenshot shows a web application interface for searching purchase orders. At the top, there is a breadcrumb navigation path: Favorites > Main Menu > Purchasing > Purchase Orders > Manage Change Orders > Review Change Orders. Below this is a section titled "Change Order Batch" with the instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." There is a button labeled "Find an Existing Value". A "Search Criteria" section contains a dropdown menu for "Business Unit" set to "50100" and a text input for "PO Number" with the value "0002039452" and a "begins with" dropdown. Below the search criteria, there is a field for "Limit the number of results to (up to 300):" set to "300". At the bottom of the search section are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria". The "Search Results" section shows "View All", "First", "1 of 1", and "Last" navigation options. A table displays the search results:

Business Unit	PO Number
50100	0002039452



Screenshot of the PO Review Change Orders Page - Header Changes Tab

[Favorites](#) | [Main Menu](#) | [Purchasing](#) | [Purchase Orders](#) | [Manage Change Orders](#) | [Review Change Orders](#)

[Header Changes](#) | [Line Changes](#) | [Ship Changes](#)

Unit 50100 PO ID 0002039452

PO Header					Personalize	Find	View All	Print	Refresh	First	1-6 of 12	Last
Batch	Seq	Description	Value	User Modify	Last Change Date							
0	0	Address Sequence Number	4.00000		01/10/2013 10:50:57AM							
0	0	Billing Location	SALEM ADSP		01/10/2013 10:50:57AM							
0	0	Contact			01/10/2013 10:50:57AM							
0	0	Currency Code	USD		01/10/2013 10:50:57AM							
0	0	Purchase Order Reference	Preformed Thermoplastic Mater		01/10/2013 10:50:57AM							
0	0	PO Status	A		01/10/2013 10:50:57AM							

[Return to Search](#) [Notify](#)

Screenshot of the PO Review Change Orders Page - Line Changes Tab

[Favorites](#) | [Main Menu](#) | [Purchasing](#) | [Purchase Orders](#) | [Manage Change Orders](#) | [Review Change Orders](#)

[Header Changes](#) | [Line Changes](#) | [Ship Changes](#)

Unit 50100 PO ID 0002039452

Changes to PO Lines					Personalize	Find	View All	Print	Refresh	First	1-5 of 26	Last
Line	Batch	Seq	Description	Value	User Modify	Last Change Date						
1	0	0	Status	A		01/10/2013 10:50:57AM						
1	0	0	Buying Agreement ID	000000000000030578		01/10/2013 10:50:57AM						
1	0	0	Buying Agreement Line Nbr	8.00000		01/10/2013 10:50:57AM						
1	0	0	More Information	WHITE, 24 IN., 125 MIL., NON-P		01/10/2013 10:50:57AM						
1	0	0	Item ID	5503649820		01/10/2013 10:50:57AM						

[Return to Search](#) [Notify](#)



Screenshot of the PO Review Change Orders Page - Ship Changes Tab

Navigation: Favorites ▾ Main Menu ▾ > Purchasing ▾ > Purchase Orders ▾ > Manage Change Orders ▾ > Review Change Orders

Header Changes | Line Changes | **Ship Changes**

Unit 50100 PO ID 0002039452

Changes to PO Schedules Personalize | Find | View All | | 1-5 of 20 | Last

Line	Sched	Batch	Seq	Description	Value	User Modify	Last Change Date
1	1	0	0	Status	A		01/10/2013 10:50:57AM
1	1	0	0	Due Date	01/17/2013		01/10/2013 10:50:57AM
1	1	0	0	Freight Terms Code	FOB DEST		01/10/2013 10:50:57AM
1	1	0	0	Merchandise Amount	8280.00000		01/10/2013 10:50:57AM
1	1	0	0	Original Promise Date	01/10/2013		01/10/2013 10:50:57AM

[Return to Search](#) [Notify](#)



Purchase Order Review Change History Inquiry

REVISED: 05/15/2017

DESCRIPTION:

This inquiry is used to review a history of change orders associated with a purchase order.

NAVIGATION PATH:

Main Menu > Purchasing > Purchase Orders > Manage Change Orders > Review Change History

INPUT / SEARCH CRITERIA:

Business Unit
PO Number
Change Order Number

OUTPUT FORMAT:

Online

Screenshot of the PO Review Change History Search Page

Favorites ▾ Main Menu ▾ > Purchasing ▾ > Purchase Orders ▾ > Add/Update POs

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Business Unit ▾ 50100 Q
 PO ID begins with ▾ 1042040
 Purchase Order Date ▾ [ij]
 PO Status ▾
 Short Supplier Name begins with ▾ Q
 Supplier ID begins with ▾ Q
 Supplier Name begins with ▾ Q
 Buyer begins with ▾ Q
 Buyer Name begins with ▾ Q
 PO Type ▾
 Purchase Order Reference begins with ▾

Hold From Further Processing
 Case Sensitive
 Limit the number of results to (up to 300): 300

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1 of 1 Last

Business Unit	PO ID	Purchase Order Date	PO Status	Short Supplier Name	Supplier ID	Supplier Name	Buyer	Buyer Name	PO Type	Purchase Order Reference	Hold From Further Processing
50100	1042040	10/09/2012	Dispatched	PITTMANS T-001	0000024937	Pittmans Tree & Landscaping Inc			General	TREE PRUNING HOURLY N	



Screenshot of the PO Review Change History Page - Batch Tab

[Favorites](#) | [Main Menu](#) | [Purchasing](#) | [Purchase Orders](#) | [Manage Change Orders](#) | [Review Change History](#)

[Batch](#) | [Header Changes](#) | [Line Changes](#) | [Ship Changes](#)

Unit 50100 PO ID 0002039452

Batch Find | View All First 1 of 1 Last

Batch 1

Revision Date 01/10/2013

[Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Notify](#)

[Batch](#) | [Header Changes](#) | [Line Changes](#) | [Ship Changes](#)

Screenshot of the PO Review Change History Page – Header Changes Tab

[Favorites](#) | [Main Menu](#) | [Purchasing](#) | [Purchase Orders](#) | [Manage Change Orders](#) | [Review Change History](#)

[Batch](#) | [Header Changes](#) | [Line Changes](#) | [Ship Changes](#)

Unit 50100 PO ID 0002039452

PO Header Personalize | Find | View All | | First 1 of 1 Last

Batch	Seq	Description	Value	User Modify	Last Change Date
1	1	PO Status	X		01/10/2013 10:50:57AM

[Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Notify](#)

[Batch](#) | [Header Changes](#) | [Line Changes](#) | [Ship Changes](#)



Screenshot of the PO Review Change History Page – Line Changes Tab

[Favorites](#) | [Main Menu](#) | [Purchasing](#) | [Purchase Orders](#) | [Manage Change Orders](#) | [Review Change History](#)

[Batch](#) | [Header Changes](#) | **[Line Changes](#)** | [Ship Changes](#)

Unit 50100 PO ID 0002039452

Changes to PO Lines Personalize | Find | View All | [A] | [Print] | First 1-2 of 2 Last

Line	Batch	Seq	Description	Value	User Modify	Last Change Date
1	1	1	Status	X	[User Name]	01/10/2013 10:50:57AM
2	1	1	Status	X	[User Name]	01/10/2013 10:50:57AM

[Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Notify](#)

[Batch](#) | [Header Changes](#) | [Line Changes](#) | [Ship Changes](#)

Screenshot of the PO Review Change History Page – Ship Changes Tab

[Favorites](#) | [Main Menu](#) | [Purchasing](#) | [Purchase Orders](#) | [Manage Change Orders](#) | [Review Change History](#)

[Batch](#) | [Header Changes](#) | [Line Changes](#) | **[Ship Changes](#)**

Unit 50100 PO ID 0002039452

Changes to PO Schedules Personalize | Find | View All | [A] | [Print] | 1-2 of 2 Last

Line	Sched	Batch	Seq	Description	Value	User Modify	Last Change Date
1	1	1	1	Status	X	[User Name]	01/10/2013 10:50:57AM
2	1	1	1	Status	X	[User Name]	01/10/2013 10:50:57AM

[Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Notify](#)

[Batch](#) | [Header Changes](#) | [Line Changes](#) | [Ship Changes](#)



Printing a Copy of the Purchase Order (unauthorized) (POPO005)

REVISED: 03/30/2020

DESCRIPTION:

This is the process to follow when printing a Copy of a Purchase Order

NAVIGATION PATH:

Main Menu > Purchasing > Purchase Orders > Review PO Information>Print POs

INPUT / SEARCH CRITERIA:

Business Unit
PO Number

OUTPUT FORMAT:

Online

Screenshot of the (POPO005) Copy Print POs Page (unauthorized)


Screenshot of the (POPO005) Copy Print POs (unauthorized) Process Scheduler Request Page

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PO Dispatch/Print	POPO005	SQR Report	Web	PDF	Distribution



Screenshot of a (POPO005) Copy of the Printed Purchase Order (notice unauthorized)

Purchase Order		CHANGE ORDER	Dispatch via Print	
Purchase Order	Date	Revision	Page	
50100-0001209396	02/06/2020	1 - 02/06/2020	1	
Payment Terms	Freight Terms	Ship Via		
Net 30	FOB Dest, Freight Prepaid	Common Carrier		
Buyer	Phone	Currency		
		USD		

 <p>VA Dept of Transportation VDOT Central Office 1201 E Broad St Richmond VA 23219 United States</p> <p>Supplier: 0000030004 Heritage Home Center dba Cahill, Inc. 1558 Fairystone Park Highway VA10059659 EVAAD207986 Stanleytown VA 24168</p>	<p>Ship To: VDOT Richmond Dis Struct & Bridge 2430 Pine Forest Drive Colonial Heights VA 23834 United States</p> <p>Attention: .</p> <p>Bill To: VDOT Richmond Dis Struct & Bridge 2430 Pine Forest Drive Colonial Heights VA 23834 United States</p>
--	--

Tax Exempt? Y	Tax Exempt ID: 546001730	Replenishment Option: Standard
----------------------	---------------------------------	---------------------------------------

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1	PIPE, CONCRETE, W/GASKETS 72 IN. X 8 FT., CLASS 3 32 LF of 72" inch inside diameter x 8' ft. long Class III RCP with lift hole & plug, including joint sealant		32.00	EA	242.22000	7,751.04	02/06/2020

Unit of Measure "EA" is "LF".

Class III RCP pipe picked up by VDOT at CP&P Hanover Plant.

Pricing quoted by Dan Cahill on 1/31/20.

All General and Special Terms and Conditions apply.

Total PO Amount	7,751.04
------------------------	----------

Standard eVA Order Term and Condition: This order is governed in all respects by the laws of the Commonwealth of Virginia, including the Virginia Public Procurement Act, the Commonwealth of Virginia Agency Procurement and Surplus Property Manual, and the Commonwealth of Virginia Vendors Manual copies of which are available at www.eVA.virginia.gov. The stated price(s) include shipping FOB destination unless otherwise stated in the body of the order. In addition, this order is subject to an eVA transaction fee in accordance with the eVA Fee Schedule a copy of which is available at www.eVA.virginia.gov. This fee will be invoiced to your company, approximately 60 days after the order issue date specified above, by the Commonwealth of Virginia, Department of General Services. Any modification to these terms must be agreed to in writing by both parties prior to performance of this order.

Unauthorized



Printing the Authorized Purchase Order for Signature (PODISP)

REVISED: 03/30/2020

DESCRIPTION:

This is the process to follow when printing a Copy of a Purchase Order

NAVIGATION PATH:

Main Menu > Purchasing > Purchase Orders > Dispatch POs

INPUT / SEARCH CRITERIA:

Business Unit
PO Number

OUTPUT FORMAT:

Online


Screenshot of the (PODISP) Print Authorized PO for Signature Page

Screenshot of the (PODISP) Print Authorized PO for Signature Process Scheduler Request Page

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PO Dispatch & Email	PODISP	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	PO Dispatch/Print	POPO005	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	PO BI Publisher Dispatch	POXMLP	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Email	PO_PO_EMAIL	Application Engine	Web	TXT	Distribution



Screenshot of the (PODISP) Print Authorized PO for Signature



VA Dept of Transportation
 VDOT Central Office
 1201 E Broad St
 Richmond VA 23219
 United States

Supplier: 0000030004
 Heritage Home Center dba Cahill, Inc.
 1558 Fairystone Park Highway
 VA10059659
 EVAAD207986
 Stanleytown VA 24168

Purchase Order

CHANGE ORDER - REPRINT Dispatch via Print

Purchase Order	Date	Revision	Page
50100-0001209396	02/06/2020	1 -	02/06/2020 1
Payment Terms	Freight Terms	Ship Via	
Net 30	FOB Dest, Freight Prepaid	Common Carrier	
Buyer	Phone	Currency	
	804/524-6312	USD	

Ship To:
 VDOT Richmond Dis Struct & Bridge
 2430 Pine Forest Drive
 Colonial Heights VA 23834
 United States

Attention:

Bill To:
 VDOT Richmond Dis Struct & Bridge
 2430 Pine Forest Drive
 Colonial Heights VA 23834
 United States

Tax Exempt? Y **Tax Exempt ID:** 546001730 **Replenishment Option:** Standard

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1	PIPE, CONCRETE, W/GASKETS 72 IN. X 8 FT., CLASS 3 32 LF of 72" inch inside diameter x 8' ft. long Class III RCP with lift hole & plug, including joint sealant		32.00	EA	242.22000	7,751.04	02/06/2020

Unit of Measure "EA" is "LF".

Class III RCP pipe picked up by VDOT at CP&P Hanover Plant.

Pricing quoted by Dan Cahill on 1/31/20.

All General and Special Terms and Conditions apply.

Total PO Amount 7,751.04

Standard eVA Order Term and Condition: This order is governed in all respects by the laws of the Commonwealth of Virginia, including the Virginia Public Procurement Act, the Commonwealth of Virginia Agency Procurement and Surplus Property Manual, and the Commonwealth of Virginia Vendors Manual copies of which are available at www.eVA.virginia.gov. The stated price(s) include shipping FOB destination unless otherwise stated in the body of the order. In addition, this order is subject to an eVA transaction fee in accordance with the eVA Fee Schedule a copy of which is available at www.eVA.virginia.gov. This fee will be invoiced to your company, approximately 60 days after the order issue date specified above, by the Commonwealth of Virginia, Department of General Services. Any modification to these terms must be agreed to in writing by both parties prior to performance of this order.

Authorized Signature



Purchase Order Queries

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All Vchr Lines on Vchr for PO Query (V_PR_CNTRCT_PO_VCHR_ALL_DISTRI)

REVISED: 05/08/2017

DESCRIPTION:

This query displays all voucher and accounting distribution related data by contract / purchase order. The query can be executed by any user.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PR_CNTRCT_PO_VCHR_ALL_DISTRI

INPUT / SEARCH CRITERIA:

SetID
Business Unit
PO Number
Contract ID

OUTPUT FORMAT:

HTML
Excel
CSV

ADDITIONAL INFORMATION:

For Account Type DST (Expense Distribution), Account 101010 is excluded.

Screenshot of the All Vchr Lines on Vchr for PO Query Page

Row	Business Unit	VCHR Responsible Org	CONTRCT Responsible Org	Contract Category	Contract ID	PO ID	PO Line Number	Jrnl ID	Jrnl Date	Jrnl Line	Voucher ID	Voucher Finalize Payment
1	50100	16000	16000	MA	ZM614SSA104575	0001098031	1	AP00034878	05/07/2014	3237	00330687	N
2	50100	16000	16000	MA	ZM614SSA104575	0001098031	1	AP00034878	05/07/2014	3253	00330687	N
3	50100	16000	16000	MA	ZM614SSA104575	0001098031	1	AP00034878	05/07/2014	3238	00330687	N
4	50100	16000	16000	MA	ZM614SSA104575	0001098031	1	AP00034878	05/07/2014	3239	00330687	N
5	50100	16000	16000	MA	ZM614SSA104575	0001098031	1	AP00034878	05/07/2014	3240	00330687	N
6	50100	16000	16000	MA	ZM614SSA104575	0001098031	1	AP00036682	06/11/2014	3868	00342437	N
7	50100	16000	16000	MA	ZM614SSA104575	0001098031	1	AP00036682	06/11/2014	3869	00342437	N
8	50100	16000	16000	MA	ZM614SSA104575	0001098031	1	AP00036682	06/11/2014	3870	00342437	N
9	50100	16000	16000	MA	ZM614SSA104575	0001098031	1	AP00036682	06/11/2014	3871	00342437	N
10	50100	16000	16000	MA	ZM614SSA104575	0001098031	1	AP00036682	06/11/2014	3872	00342437	N
11	50100	16000	16000	MA	ZM614SSA104575	0001098031	1	AP00042888	09/25/2014	3136	00380193	Y
12	50100	16000	16000	MA	ZM614SSA104575	0001098031	1	AP00042888	09/25/2014	3137	00380193	Y
13	50100	16000					0	AP00042888	09/25/2014	86	00380193	Y



Screenshot of the All Vchr Lines on Vchr for PO Query Page (scrolled right)

															First 1-13 of 13 Last
Accounting Date	Voucher Line Number	Voucher Distribution Line	Account	Fund	Program	Department	Project ID	Activity	Cost Center	Task	FIPS	Asset	Agency Use 1	Route	VCHR Distribution Line Amount
05/05/2014	1	2	5023230	04100	604003	16000	0000104576	731							424708.34
05/05/2014	1	1	5023230	04100	604002	16000	0000104575	631							419582.97
05/05/2014	2	1	5023230	04100	604002	16000	0000104575	631							467.63
05/05/2014	2	2	5023230	04100	604003	16000	0000104576	731							349.91
05/05/2014	3	1	5023230	04100	604002	16000	0000104575	631							-6549.79
06/05/2014	1	1	5023230	04720	603004	16000	0000104575	631							427314.31
06/05/2014	1	2	5023230	04100	604003	16000	0000104576	731							354298.31
06/05/2014	2	1	5023230	04720	603004	16000	0000104575	631							301.21
06/05/2014	2	2	5023230	04100	604003	16000	0000104576	731							209.37
06/05/2014	3	1	5023230	04720	603004	16000	0000104575	631							323.35
09/23/2014	1	1	5023230	04720	603004	16000	0000104575	631							-102.89
09/23/2014	2	1	5023230	04100	604003	16000	0000104576	731							-1.43
09/23/2014	3	1	154604	04720	603004	16000	0000104575	631							104.32



Inactive POs/Contracts by Date Query (V_PR_PO_CNTRCT_INACTIVE)

REVISED: 04/24/2017

DESCRIPTION:

This query displays open Purchase Orders/Contracts where there has been no activity since a specified date. The query can be executed by any user and can be used to identify inactive purchase orders/contracts. The query excludes Completed and Cancelled purchase orders.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PR_PO_CNTRCT_INACTIVE

INPUT / SEARCH CRITERIA:

Business Unit
 PO Last Activity From
 PO Last Activity To
 Buyer
 Cntrct Category

OUTPUT FORMAT:

HTML
 Excel
 CSV

Screenshot of the Inactive POs/Contracts by Date Query Page

Row	PO Last Activity Date	Business Unit	PO ID	PO Status	PO Recv Status	PO Date	PO Reference	Supplier ID	Supplier Name	PO Buyer ID
1	2018-07-02	50100	0001123688	Dispatched	Fully Received	08/05/2015	REPLACE MUD VALVE ERMT	0000028864	Rorrer Well Drilling Inc	
2	2018-07-02	50100	0001130506	Dispatched	Fully Received	12/14/2015	Septic tank pumping ERMT	0000040548	R & R Enterprises Inc	
3	2018-07-02	50100	0001133427	Dispatched	Fully Received	02/11/2016	Emergency sewage @ ERMT	0000040548	R & R Enterprises Inc	
4	2018-07-02	50100	0001142591	Dispatched	Fully Received	07/21/2016	Cable TOC 8/24/16 - 7/25/17	0000055342	DiracTV Inc	
5	2018-07-02	50100	0001146622	Dispatched	Fully Received	10/03/2016	C#44092 exp 9/30/2017	0000044979	Marlowes WeCareCo	
6	2018-07-02	50100	0001148856	Dispatched	Fully Received	11/14/2016		0000006268	Valley Ice LLC	
7	2018-07-02	50100	0001160767	Dispatched	PO Partially Received	06/20/2017	Roadway Sweeping/ Cleaning Ser	0000008089	Quiet Sweep Ltd	
8	2018-07-02	50100	0001161342	Dispatched	PO Partially Received	07/05/2017	DES/VDORN JANITORIAL #45725	0000102915	Carlos N Moreno	
9	2018-07-02	50100	0001163500	Dispatched	PO Partially Received	08/10/2017	FOB STONE	0000028045	Cedar Mountain Stone Corp	



Screenshot of the Inactive POs/Contracts by Date Query Page (scrolled right)

First 1-100 of 3059 Last

Contract ID	Cntrct Category	Cntrct Begin Date	Cntrct Renewal Date	Cntrct Expire Date	Cntrct Last Update Date	Cntrct Responsible Org	Cntrct Status	Cntrct Description	Cntrct Admin, Supp Cntrct Ref	Cntrct Max Amt



Voucher Distribs Contract/PO Query (V_PR_CNTRCT_PO_PCARD_VCHR)

REVISED: 04/28/2017

DESCRIPTION:

This query displays PCard accounting distribution data against transactions related to a specified contract or purchase order and includes voucher and receiver information. The query can be executed by any user and can be used in managing PCard payments related to contracts and purchase orders. The query excludes deleted vouchers.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PR_CNTRCT_PO_PCARD_VCHR

INPUT / SEARCH CRITERIA:

Business Unit (% for all)
 Department (% for all)
 Contract ID (% for all)
 PO ID (% for all)
 Accounting Date From
 Accounting Date To

OUTPUT FORMAT:

HTML
 Excel
 CSV

Screenshot of the Voucher Distribs Contract/PO Query

Row	Business Unit	Contract ID	Cntrct Version #	Cntrct Line #	PO #	PO Line #	Item ID	Item Description	Vchr Entered Date	Vchr Source	Voucher ID	Vchr Line #	Voucher Distrib Line	Voucher Distrib Quantity
1	50100	000000000000032693	3	0	0000700079	1	9250001000	ENGINEERING SERVICES, PROFESSIONAL	04/18/2019	On Line	01000072	1	1	0.4225
2	50100	000000000000032693	3	0	0000700079	1	9250001000	ENGINEERING SERVICES, PROFESSIONAL	04/18/2019	On Line	01000072	1	2	0.0000
3	50100	000000000000032693	3	0	0000700079	1	9250001000	ENGINEERING SERVICES, PROFESSIONAL	04/18/2019	On Line	01000072	1	3	0.0000



Screenshot of the Voucher Distribs Contract/PO Query (scrolled right)

First 1-100 of 8102 Last												
Vchr Unit Price	Vchr Distrib Merchandise Amt	Vchr Distrib Department	Fund	Program	Cost Center	Account	Project	Task	Activity	FIPS	Receipt No	Receipt Line #
5662.00000	2392.00	15006	04720	603020		5012610	0000098813		617			0
5662.00000	1711.00	15002	04720	603020		5012610	0000098821		64210	001		0
5662.00000	1152.00	15006	04720	603020		5012610	0000104965		64210	175		0



POs Not Linked to Contracts/Evt Query (V_PR_POS_WO_CNTRCT_EVENT)

REVISED: 04/13/2017

DESCRIPTION:

This query displays PO information for purchase orders not linked to a contract defined by date selection and amount. The query can be executed by any user and can be used to identify POs not linked to existing contracts or a sourcing event. The query excludes Completed and Cancelled purchase orders.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PR_POS_WO_CNTRCT_EVENT

INPUT / SEARCH CRITERIA:

Entered Date From
 Entered Date To
 PO Amount Greater Than

OUTPUT FORMAT:

HTML
 Excel
 CSV

Screenshot of the POs Not Linked to Contract/Evt Query Page

Row	PO ID	PO Date	Status	District Nbr	District	Buyer	Supplier	Supplier	PO Ref	Sum Merchandise Amt
1	0001196506	08/15/2019	PA	4	Richmond		0000031033	Luck Stone Corp		1625.000
2	0001196509	08/16/2019	PA	4	Richmond		0000015454	Cargill Inc	50% Change Order Test	406420.000
3	0001196510	08/16/2019	PA	4	Richmond		0000031033	Luck Stone Corp	Supervisor change test	2215.500
4	0001196511	08/16/2019	PA	4	Richmond		0000015454	Cargill Inc	Supervisor Test 2	1509.560
5	0001196512	08/19/2019	PA	4	Richmond		0000031033	Luck Stone Corp	Change Order > 50%	262875.000
6	0001196513	08/20/2019	PA	4	Richmond		0000031033	Luck Stone Corp	Stone- Misc	2300.000
7	0001196498	07/19/2019	D	9	NOVA		0000001563	K & M EQUIPMENT		9556.000
8	0001196503	08/14/2019	D	9	NOVA		0000015454	Cargill Inc		1741800.000
9	0001196507	08/15/2019	D	9	NOVA		0000061994	Snap Solutions LLC		17450.000
10	0001196508	08/16/2019	PA	9	NOVA		0000015454	Cargill Inc		1741.800



Purchase Order Reports

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Buyers Report (RPR004)

REVISED: 04/13/2017

DESCRIPTION:

This report provides information on requisitions, strategic sourcing events, and related purchase orders and contracts for a given period of time. The report can be used to review Buyer activities and accomplishments by timeline.

NAVIGATION PATH:

Main Menu > Purchasing > Purchase Orders > Reports > Buyers Report

RUN CONTROL PARAMETERS:

Process to select: VPRR0004
SetID
Business Unit
Department (% for All)
Buyer Name (% for All)
Buyer's Worklist From Date
Buyer's Worklist To Date

OUTPUT FORMAT:


PDF
CSV

Screenshot of the RPR004 Buyers Report Run Control Page

The screenshot shows the 'Buyers Report' run control page. At the top, there is a breadcrumb navigation: Favorites > Main Menu > Purchasing > Purchase Orders > Reports > Buyers Report. Below this, the page title 'Buyers Report' is displayed. The 'Run Control ID' is 'BUYERS_REPORT'. There are links for 'Report Manager', 'Process Monitor', and a 'Run' button. A 'Report Request Parameters' section contains several input fields: '*SetID' (50100), '*Business Unit' (50100), '*Department (% for All)' (%), '*Buyer Name (% for All)' (empty), '*Buyer's Worklist From Date' (01/01/2017), and '*Buyer's Worklist To Date' (02/14/2018). At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.



Screenshot of the RPR004 Buyers Report

Commonwealth of Virginia BUYERS REPORT													Run Date: 01/09/2020 Run Time: 04:43 00	
 Report ID: RPR004													Page No. 1 of 2	
Set ID 50100 Business Unit 50100 From Date 01/01/2017 To Date 02/14/2018 Department All Buyer Name														
Requisition	Date Assigned To Buyer	Event ID	Date Event Submitted For Review	Date Event Review Completed	Type	Event Date	Event End	Date Bids Submitted For Review	Date Review Completed	Contract Num	Contract Date	PO ID	PO Date	
0002187320	01/05/2017													
0002187354	02/09/2017	0000153935			ISCS	03/01/2017	04/05/2017	04/05/2017	04/05/2017	0000000000000000000000045603	05/16/2017			
0002187744	01/06/2017													
0002187746	01/06/2017													
0002187748	01/06/2017													
0002187749	01/06/2017													
0002187776	01/18/2017													
0002189080	01/18/2017													
0002189126	01/18/2017	0000153982			IFSL	03/01/2017	05/26/2017	05/26/2017	05/26/2017					
0002189708	01/20/2017													
0002189712	01/24/2017	0000153900			IFEC	02/09/2017	03/29/2017	03/29/2017	03/29/2017					
0002191464	02/06/2017													
0002192272	02/10/2017	0000153935			ISCS	03/01/2017	04/05/2017	04/05/2017	04/05/2017	0000000000000000000000045605	05/23/2017			
0002192765	02/14/2017													
0002193045	02/16/2017	0000153935			ISCS	03/01/2017	04/05/2017	04/05/2017	04/05/2017	0000000000000000000000045665	05/16/2017			
0002194636	03/10/2017													
0002194803	03/08/2017											0001154489	03/09/2017	
0002195235	03/13/2017											0001154867	03/17/2017	
0002195861	03/16/2017											0001154874	03/17/2017	
0002196124	03/20/2017											0001155956	04/05/2017	
0002197669	04/05/2017													
0002200578	05/19/2017													
0002201587	05/19/2017													
0002201647	05/22/2017											0001159351	05/30/2017	
0002201735	05/24/2017											0001158991	05/23/2017	
0002201752	05/23/2017											0001158976	05/23/2017	
												0001158965	05/23/2017	
Average number of days from date requisition assigned to buyer to the Event Date:										22.108				
Average number of days from date requisition assigned to buyer to the PO/Contract Date:										29.135				
Percentage of requisitions assigned to solicitation within 8 days:										0.000				
Percentage of requisitions assigned to purchase order or contract within 45 days:										30.769				
Number of Requisitions:										26				
Number of distinct Requisitions:										26				
Number of Event Types:										2				



Expediting Report (POX4006, POX4007, POX4008) – BI Publisher Report

REVISED: 04/13/2017

DESCRIPTION:

This report provides summarized information, such as late days and due date, on outstanding purchase orders by specific selection criteria. The report can be run by Buyer (POX4006), Supplier (POX4007) or Due Date (POX4008) and can be used to manage the delivery of goods and services in a timely manner. The report is similar to the Purchase Order Listings Report.

NAVIGATION PATH:

Main Menu > Purchasing > Purchase Orders > Reports > Expediting

RUN CONTROL PARAMETERS:

Process to select: POX4006, POX4007,
POX4008
From Date
Through Date
Supplier SetID
Supplier ID
Buyer

OUTPUT FORMAT:

PDF
XLS
TXT

ADDITIONAL INFORMATION:

This is a BI Publisher report. To access the report, once you have run it successfully go to the Report Manager page and click on the **Administration** Tab.

Screenshot of the Expediting Report Run Control Page with Buyer Selection Criteria

The screenshot shows the 'Expediting' report run control page. The breadcrumb navigation is: Favorites > Main Menu > Purchasing > Purchase Orders > Reports > Expediting. The page title is 'Expediting'. Below the title, there are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The 'Run Control ID' is 'EXPEDITING_RPT' and the 'Language' is 'English'. A 'Report Request Parameters' section contains the following fields: 'From Date' (01/07/2019), 'Through Date' (07/31/2019), 'Supplier SetID', 'Supplier ID', and 'Buyer'. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.



Screenshot of the Process Scheduler Request Page with Expediting Report

Process Scheduler Request Help

User ID _____ Run Control ID EXPEDITING_RPT

Server Name Run Date 03/27/2020

Recurrence Run Time 4:35:44PM

Time Zone 🔍

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Expediting Report by Buyer	POX4006	BI Publisher	Web ▼	PDF ▼	Distribution
<input checked="" type="checkbox"/>	Expediting Report by Supplier	POX4007	BI Publisher	Web ▼	PDF ▼	Distribution
<input checked="" type="checkbox"/>	Expediting Report by Due Date	POX4008	BI Publisher	Web ▼	PDF ▼	Distribution

Screenshot of the POX4006 Expediting Report by Buyer

ORACLE	Report ID: POX4006 User ID: Run Control: EXPEDITING_RPT	PeopleSoft Purchasing EXPEDITING REPORT BY BUYER	Page No. 1 Run Date 1/10/2020 Run Time 9:23:41 AM											
Due Dates Included : 01/07/2019 Thru: 07/31/2019														
Buyer:														
Due Date	Days Late	BU	PO ID	Contract ID	Rel	Supplier ID	Supplier Name	Item ID	Item Description	Line	Schd	Ord Qty	UOM	Shipto ID
01/08/2019	367	50100	0001159850	000000000000000000048415	110	0000338129	RICHMOND MACHINERY & EQUIPMENT CO INC	9750001000	RENT/LEASE VEHICLES & EQUIPMENT RENT/LEASE VEHICLES & EQUIPMENT	1	1	0	HUR	RICH DIS



Screenshot of the POX4007 Expediting Report by Supplier

ORACLE		Report ID: POX4007	PeopleSoft Purchasing				Page No. 1						
		User ID:	EXPEDITING REPORT BY SUPPLIER				Run Date 1/10/2020						
		Run Control: EXPEDITING_RPT					Run Time 9:57:26 AM						
Due Dates included : 01/07/2019 Thru: 07/31/2019													
Supplier ID : 0000036129 RICHMOND MACHINERY & EQUIPMENT CO INC													
Due Date	Days Late	BU	PO ID	Contract ID	Rel	Buyer	Item ID	Item Description	Line	Schd	Ord Qty	UOM	Shipto ID
01/08/2019	367	50100	0001189859	00000000000000000046415	11		9750001000	RENT/LEASE VEHICLES & EQUIPMENT	1	1	6	HU	RICH DIS
					0			RENT/LEASE VEHICLES & EQUIPMENT					

Screenshot of the POX4008 Expediting Report by Due Date

ORACLE		Report ID: POX4008	PeopleSoft Purchasing				Page No. 1						
		User ID:	EXPEDITING REPORT BY DUE DATE				Run Date 1/10/2020						
		Run Control: EXPEDITING_RPT					Run Time 9:23:36 AM						
Due Dates included : 01/07/2019 Thru: 07/31/2019													
Due Date : 01/08/2019 Days Late : 367													
BU	PO ID	Contract ID	Rel	Buyer	Supplier ID	Supplier Name	Item ID	Item Description	Line	Sch	Ord Qty	UOM	Shipto ID
50100	0001189859	00000000000000000046415	110	Bell, Debbie (VDOT)	0000036129	RICHMOND MACHINERY & EQUIPMENT CO INC	9750001000	RENT/LEASE VEHICLES & EQUIPMENT	1	1	6	HUR	RICH DIS
								RENT/LEASE VEHICLES & EQUIPMENT					



Internal Retainage Detail Report (VPRR045) - SQR Report

REVISED: 04/13/2017

DESCRIPTION:

This report provides details for outstanding internal retainage associated to contracts. The report can be used to report outstanding retainage balances.

NAVIGATION PATH:

Main Menu > Purchasing > Purchase Orders > Reports > Retainage Detail Report

RUN CONTROL PARAMETERS:

Process to select: VPRR045
Business Unit
From Accounting Date
Fiscal Year
To Accounting Period

OUTPUT FORMAT:

PDF
CSV

Screenshot of the VPRR045 Internal Retainage Detail Report Run Control Page

The screenshot shows the 'Retainage Detail Report' run control page. At the top, a breadcrumb trail reads: Favorites > Main Menu > Purchasing > Purchase Orders > Reports > Retainage Detail Report. Below this, the report title 'Retainage Detail Report' is displayed. The 'Run Control ID' is 'RETAINAGE_DETAIL_REPORT'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The main form contains the following fields: '*Business Unit:' with a search icon and value '50100'; '*From Accounting Date' with a calendar icon and value '07/01/2017'; '*Fiscal Year:' with value '2018'; and '*To Accounting Period' with value '5'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.



Screenshot of the VPRR045 Internal Retainage Detail Report

CARDINAL		Commonwealth of Virginia INTERNAL RETAINAGE DETAIL REPORT				Run Date: 01/10/2020 Run Time: 10:49 00	
Report ID: VPRR045						Page No. 1 of 1	
Business Unit	50100	VA Dept of Transportation					
From Acc. Date	01-JUL-2017						
Fiscal year	2018						
Accounting Period	5						
Contract	Purchase Order	Supplier	Name	Final Voucher	Retainage To Date	Retainage Max Amount	
W0000104009M01	0001166826	0000028943	INFRASTRUCTURE AND INDUSTRIAL CONST SE I	N	0.00	-166,590.54	
Total Retainage Amount					\$	0.00	
GL Account Balance					\$	2,295,440.05	
Variance between GL and Contract Balance					\$	2,295,440.05	



Non-Owned Purchase History Report (POPO011) – SQR Report

REVISED: 04/13/2017

DESCRIPTION:

This report provides summarized information for nonstock items for Business Units and Departments. The report can be executed by any user to evaluate the purchase of non-stock items, consolidate purchasing transactions, establish and maintain budgets, and anticipate future supply and inventory needs.

NAVIGATION PATH:

Main Menu > Purchasing > Purchase Orders > Reports > Non-Owned History

RUN CONTROL PARAMETERS:

Process to select: POPO011

Business Unit

From Date

To Date

Department

From Department

To Department

Item ID

From Item ID

To Item ID

OUTPUT FORMAT:

PDF

CSV

Screenshot of the Non-Owned Purchase History Report Run Control Page

The screenshot shows the 'Non-Owned History' report run control page. The breadcrumb navigation is: Favorites > Main Menu > Purchasing > Purchase Orders > Reports > Non-Owned History. The page title is 'Non-Owned History'. Below the title, it shows 'Run Control ID PO_NON-OWNED_HISTORY', 'Report Manager Process Monitor', and a 'Run' button. The 'Language' is set to 'English'. The 'Process Request Parameters' section includes: 'All' (radio button), 'Specific' (radio button, selected), 'Business Unit' (text box with '50100'), 'As of Date' (radio button), 'Range' (radio button, selected), 'From Date' (text box with '01/01/2019'), and 'To Date' (text box with '04/13/2019'). The 'Department Options' section includes: 'All Depts' (radio button), 'Specific Dept' (radio button, selected), 'Department' (text box with '15093'), 'Range Of Depts' (radio button), 'From Department' (text box), and 'To Department' (text box). The 'Item Options' section includes: 'All Items' (radio button, selected), 'Single Item' (radio button), 'Item ID' (text box), 'Range of Items' (radio button), 'From Item ID' (text box), and 'To Item ID' (text box). At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'.



Screenshot of the POPO011 Non-Owned Purchase History Report

Report ID: POPO011		PeopleSoft Purchasing NON-OWNED PURCHASE HISTORY REPORT						Page 1 of 35 Run Date 01/10/2020 Run Time 11:06:08			
Date Range: 01/01/2019 thru 04/13/2019											
Business Unit: 50100 VA Dept of Transportation											
Item ID/ Item Description	Dept ID/ Dept Description	PO ID	Line	Supplier	Mfg Name	Mfg Item ID	Quantity	UCM	Price	Extended Price	CUR
0100583110 2 FT. X 2 FT. WHITE CEILING	15093 HERBT Traffic Operations	0001192547	1.00	MAC-PAR SR-001			1.0	EA	3725.00	3725.00	USD
Total For Department 15093 HERBT Traffic Operations							1.0			3725.00	USD
Item Totals For Business Unit 50100 VA Dept of Transportation							1.0			3725.00	USD



Order Status Report (POX4020, POX4021) – BI Publisher Report

REVISED: 04/13/2017

DESCRIPTION:

This report provides the status of purchase orders by supplier or item ID. The report can be run by Supplier (POX4020) or by Item (POX4021) and can be used to identify all POs by supplier or by item to measure the quantity or amount over a period of time.

NAVIGATION PATH:

Main Menu > Purchasing > Purchase Orders > Reports > Status Listings

RUN CONTROL PARAMETERS:

Process to select: POX4020, POX4021
From Date
Through Date
Business Unit

OUTPUT FORMAT:

PDF
XLS
TXT

ADDITIONAL INFORMATION:

This is a BI Publisher report. To access the report, once you have run it successfully go to the Report Manager page and click on the **Administration** Tab.

Screenshot of the Order Status Report Run Control Page

The screenshot shows the 'Status Listings' report configuration page. At the top, there is a breadcrumb navigation: Favorites > Main Menu > Purchasing > Purchase Orders > Reports > Status Listings. The page title is 'Status Listings'. Below the title, there are fields for 'Run Control ID' (PO_STATUS_LISTINGS), 'Language' (English), and 'Run' button. There are also links for 'Report Manager' and 'Process Monitor'. A 'Report Request Parameters' section contains: 'From Date' (04/01/2019), 'Through Date' (04/14/2019), and 'Business Unit' (50100). At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.



Screenshot of the Order Status Report Process Scheduler Request Page

Process Scheduler Request

User ID _____ Run Control ID PO_STATUS_LISTINGS

Server Name Run Date 01/10/2020

Recurrence Run Time 11:13:07AM

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Order Status By Vendor	POX4020	BI Publisher	Web	PDF	Distribution
<input checked="" type="checkbox"/>	Order Status By Item	POX4021	BI Publisher	Web	PDF	Distribution



Screenshot of the POX4020 Order Status by Supplier Report

ORACLE		Report ID: POX4020	PeopleSoft Purchasing				Page No. 2						
		User ID:	ORDER STATUS BY SUPPLIER				Run Date 1/10/2020						
		Run Control: PO_STATUS_LISTING					Run Time 11:14:13 AM						
Due Dates Included: 4/1/2015		Thru: 4/14/2019											
Business Unit: 30100	Contract ID	Version	Rel	Item ID	Item Description	Line	Qchd	Order Qty	UOM	Curr	Order Amt	Due Date	Ship to ID
	00000000000000000000000047357	1		988901003	(EACH) WEED AND VEGETATION CONTROL	16	1	1.00	EA	USD	380.00	4/4/2019	RICH ROMG2
	00000000000000000000000047357	1		988901003	(EACH) WEED AND VEGETATION CONTROL	17	1	1.00	EA	USD	380.00	4/4/2019	RICH ROMG2
	00000000000000000000000047357	1		988901003	(EACH) WEED AND VEGETATION CONTROL	18	1	1.00	EA	USD	690.00	4/4/2019	RICH ROMG2
	00000000000000000000000047357	1		988901003	(EACH) WEED AND VEGETATION CONTROL	19	1	1.00	EA	USD	340.00	4/4/2019	RICH ROMG2
	00000000000000000000000047357	1		988901003	(EACH) WEED AND VEGETATION CONTROL	20	1	1.00	EA	USD	455.00	4/4/2019	RICH ROMG2
	00000000000000000000000047357	1		988901003	(EACH) WEED AND VEGETATION CONTROL	21	1	1.00	EA	USD	690.00	4/4/2019	RICH ROMG2
	00000000000000000000000047357	1		988901003	(EACH) WEED AND VEGETATION CONTROL	22	1	1.00	EA	USD	588.00	4/4/2019	RICH ROMG2
	00000000000000000000000047357	1		988901003	(EACH) WEED AND VEGETATION CONTROL	23	1	1.00	EA	USD	399.00	4/4/2019	RICH ROMG2
	00000000000000000000000047357	1		988901003	(EACH) WEED AND VEGETATION CONTROL	24	1	1.00	EA	USD	365.00	4/4/2019	RICH ROMG2
	00000000000000000000000047357	1		988901003	(EACH) WEED AND VEGETATION CONTROL	25	1	1.00	EA	USD	390.00	4/4/2019	RICH ROMG2
	00000000000000000000000047357	1		988901003	(EACH) WEED AND VEGETATION CONTROL	26	1	1.00	EA	USD	375.00	4/4/2019	RICH ROMG2
	00000000000000000000000047357	1		988901003	(EACH) WEED AND VEGETATION CONTROL	27	1	1.00	EA	USD	650.00	4/4/2019	RICH ROMG2
	00000000000000000000000047357	1		988901003	(EACH) WEED AND VEGETATION CONTROL	28	1	1.00	EA	USD	640.00	4/4/2019	RICH ROMG2
	00000000000000000000000047357	1		988901003	(EACH) WEED AND VEGETATION CONTROL	29	1	1.00	EA	USD	520.00	4/4/2019	RICH ROMG2
	00000000000000000000000047357	1		988901003	(EACH) WEED AND VEGETATION CONTROL	30	1	1.00	EA	USD	520.00	4/4/2019	RICH ROMG2
	00000000000000000000000047357	1		988901003	(EACH) WEED AND VEGETATION CONTROL	31	1	1.00	EA	USD	200.00	4/4/2019	RICH ROMG2
	00000000000000000000000047357	1		988901003	(EACH) WEED AND VEGETATION CONTROL	32	1	1.00	EA	USD	342.00	4/4/2019	RICH ROMG2
	00000000000000000000000047357	1		988901003	(EACH) WEED AND VEGETATION CONTROL	33	1	1.00	EA	USD	590.00	4/4/2019	RICH ROMG2
	00000000000000000000000047357	1		988901003	(EACH) WEED AND VEGETATION CONTROL	34	1	1.00	EA	USD	372.00	4/4/2019	RICH ROMG2
	00000000000000000000000047357	1		988901003	(EACH) WEED AND VEGETATION CONTROL	35	1	1.00	EA	USD	480.00	4/4/2019	RICH ROMG2



Screenshot of the POX4021 Order Status by Item Report

ORACLE		Report ID: POX4021	PeopleSoft Purchasing	Page No. 1								
User ID:		Run Control: PO_STATUS_LISTINGS		Run Date 11/02/2020								
Business Unit: 52100		Thru: 4/14/2019		Run Time 11:14:19 AM								
ORDER STATUS BY ITEM												
Item ID	Item Description	Contract ID Version	Rel	Line	Schd	Ord Qty	UOM	Curr	Price	Ord Amt	Due Date	Shipto ID
***** 001 POY SPG 310-720p-310 HD copier, E2V-4 cam												
Supplier ID: 000003217	Name: DAILY COMPUTERS INC											
PO ID: 000194415	PO De: 4/5/2019	Dispatched: Buyer: Nick, Renee (VDOO)	0	2	5	1.00	EA	USD	4,140.00	4,140.00	4/8/2019	CNTRL OFF3
***** 002 POY Mounting bracket for RealPresence Group 310 and 500												
Supplier ID: 000003217	Name: DAILY COMPUTERS INC											
PO ID: 000194415	PO De: 4/5/2019	Dispatched: Buyer: Nick, Renee (VDOO)	0	3	5	1.00	EA	USD	108.00	108.00	4/8/2019	CNTRL OFF3
#1 White Bond Watermark Letterhead (500 Count)-6in Ink - Refill: Blue-6in READ AND ACKNOWLEDGE THE BELOW: A \$30.00 PROCESSING FEE IS REQUIRED FOR AquatNDMque ITEM ORDERS, FOR PREVIOUSLY PRINTED ORDER ITEMS THAT REQUIRE CHANGES, AND FOR ORDER ITEMS												
Supplier ID: 000048357	Name: VIRGINIA CORRECTIONAL ENTERPRISES											
PO ID: 000194078	PO De: 4/5/2019	Approved: Buyer: EVA BUYER	0	1	5	3.00	EA	USD	30.05	56.10	4/8/2019	HPTRD DIS
#10 Regular Envelope-Printed refill blue ink, one sided on 8.5"x11.25"-white voice (2,000 Envelopes)												
Supplier ID: 000048357	Name: VIRGINIA CORRECTIONAL ENTERPRISES											
PO ID: 000192854	PO De: 3/4/2019	Dispatched: Buyer: Bryant, Angela (VDOO)	0	1	5	4.00	BX	USD	30.35	113.40	4/3/2019	SALEM DO
* - * - Annual Termite Inspection												
Supplier ID: 000040360	Name: Knaptonal Wildlife Removal Inc											
PO ID: 000194007	PO De: 4/2/2019	Dispatched: Buyer: Altman, Karen D. (VDOO)	0	2	5	1.00	ANN	USD	85.00	85.00	4/2/2019	FRED BAG
* - * - Catering - Buffet Style Lunch June 6, 2019												
Supplier ID: 0000214566	Name: Ruzza Backyard BBQ LLC											
PO ID: 000194113	PO De: 3/29/2019	Dispatched: Buyer: Altman, Rosalee G. (VDOO)	0	1	5	40.00	EA	USD	7.75	3,250.00	4/15/2019	CULPRR D6
* - * - Monthly Pest Control Services												
Supplier ID: 000040360	Name: Knaptonal Wildlife Removal Inc											
PO ID: 000194007	PO De: 4/2/2019	Dispatched: Buyer: Altman, Karen D. (VDOO)	0	1	5	12.00	MON	USD	140.00	1,776.00	4/2/2019	FRED BAG
* - * - Trash removal services												
Supplier ID: 0000014409	Name: Waste Management of Virginia Inc											
PO ID: 000194430	PO De: 4/4/2019	Dispatched: Buyer: Altman, Karen D. (VDOO)	0	1	5	12.00	MON	USD	130.55	1,062.00	4/4/2019	FRED PROR
PO ID: 000194430	PO De: 4/4/2019	Dispatched: Buyer: Altman, Karen D. (VDOO)	0	2	5	12.00	MON	USD	130.55	1,062.00	4/4/2019	FRED PROR
PO ID: 000194430	PO De: 4/4/2019	Dispatched: Buyer: Altman, Karen D. (VDOO)	0	3	5	12.00	MON	USD	130.55	1,062.00	4/4/2019	FRED PROR
PO ID: 000194430	PO De: 4/4/2019	Dispatched: Buyer: Altman, Karen D. (VDOO)	0	4	5	12.00	MON	USD	185.00	2,220.00	4/4/2019	FRED PROR
PO ID: 000194430	PO De: 4/4/2019	Dispatched: Buyer: Altman, Karen D. (VDOO)	0	5	5	12.00	MON	USD	130.55	1,062.00	4/4/2019	FRED PROR
* - * - 4008 10004 - Galvanizing												
Supplier ID: 0000044317	Name: South Atlantic Galvanizing LLC											



PO Balance Detail Report (RPR003) – SQR Report

REVISED: 05/15/2017

DESCRIPTION:

This report provides an overview of purchase order activities to include the related contract, receivers, and vouchers. Line quantities and amounts expended and remaining balances are also displayed. The report can be used to monitor activities against a contact and to view outstanding balances, the received amount, and voucher amounts against any related PO.

NAVIGATION PATH:

Main Menu > Purchasing > Purchase Orders > Reports > PO Balance Detail Report

RUN CONTROL PARAMETERS:

Process to select: VPRR003

Business Unit

PO Number

Contract ID

Supplier ID

Buyer

PO Status

From Date

To Date

OUTPUT FORMAT:

PDF

Screenshot of the RPR003 PO Balance Detail Report Run Control Page

The screenshot shows the 'PO Balance Detail Report' run control page. At the top, there is a breadcrumb navigation path: Favorites > Main Menu > Purchasing > Purchase Orders > Reports > PO Balance Detail Report. Below this, the report title 'PO Balance Detail Report' is displayed. The 'Run Control ID' is 'PO_BAL_DETAIL_RPT'. There are links for 'Report Manager', 'Process Monitor', and a 'Run' button. A 'Report Request Parameters' section contains the following fields: '*Business Unit' (50100), 'PO Number' (0001196595), 'Contract ID', 'Supplier ID', 'Buyer', 'PO Status' (dropdown), 'From Date', and 'To Date'. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.



Screenshot of the RPR003 PO Balance Detail Report

CARDINAL		Commonwealth of Virginia PO BALANCE DETAIL REPORT				Run Date: 01/10/2020 Run Time: 11:28 00	
Report ID: RPR003						Page No. 1 of 1	
Business Unit: 50100							
PO ID: 0001196595							
Contract ID: All							
PO Status: All							
Supplier ID: All							
Buyer ID: All							
From Date:							
To Date:							
<u>Buyer Name</u>	<u>Supplier Name</u>	<u>Supplier ID</u>	<u>Supplier Location</u>				
YANI.HO	CARGILL INC	0000015454	MAIN				
<u>PO ID</u>	<u>PO Date</u>	<u>Change Order Number</u>	<u>PO Receive Status</u>	<u>Match Control ID</u>	<u>PO Reference</u>		
0001196595	10/18/2019	0	P	STANDARD	SALT for TRST		
<u>PO Line Number</u>	<u>Item ID</u>	<u>Item Description</u>	<u>Contract ID</u>	<u>PO QTY</u>	<u>PO Price</u>	<u>PO Line Merchandise Amount</u>	
1	7754577327	SALT, SODIUM CHLORIDE, FOR ROAD MAINTENANCE SALT, SODIUM CHLORIDE, BULK	0000000000000000000047593	10.00	\$ 75.15	\$ 751.50	
<u>Receiver ID</u>	<u>Receiver Line Number</u>	<u>Receiver Shipping Sequence</u>	<u>Receipt Quantity</u>		<u>Receiver Schedule Merchandise Amount</u>		
0002127304	1	1	1.50		\$ 112.73		
Total Received				1.50	\$ 112.73		
Un-Received PO Line Quantity				8.50	Un-Received PO Line Amt \$ 638.77		
Total Vouchered				0.00	\$ 0.00		
Open Receiver Quantity				1.50	Un-Vouchered PO Line Amount \$ 751.50		
Total PO Line Amount					\$	751.50	
Total PO Line Vouchered Amount					\$	0.00	
Total PO Line PCard Vouchered Amount					\$	0.00	
Total Un-Received PO Line Amt					\$	638.77	
Total PO Amount					\$	751.50	
Total Received PO Amount					\$	112.73	
Open PO Receiving Amount					\$	638.77	
Total PO Vouchered Amount					\$	0.00	
Total PO PCard Vouchered Amount					\$	0.00	
Total Un-Vouchered PO Amount					\$	751.50	



PO Detail Listing Report (POX4030, POX4031, POX4032) – BI Publisher Report

REVISED: 04/14/2017

DESCRIPTION:

This report provides a list of purchase orders in a detailed view. The report identifies each purchase order to include date, supplier, Item description, quantity, price, and related contract ID (as applicable). The report can be run by PO Date (POX4030), Supplier (POX4031), or Buyer (POX4032) and can be used to display a specific selection of purchase orders.

NAVIGATION PATH:

Main Menu > Purchasing > Purchase Orders > Reports > Detail Listings

RUN CONTROL PARAMETERS:

Process to select: POX4030, POX4031,
POX4032
From Date
Through Date
Business Unit
Supplier SetID
Supplier ID
Buyer

OUTPUT FORMAT:

PDF
XLS
TXT

ADDITIONAL INFORMATION:

This is a BI Publisher report. To access the report, once you have run it successfully go to the Report Manager page and click on the **Administration** Tab.

Screenshot of the PO Detail Listing Report Run Control Page

The screenshot shows the 'Detail Listings' report run control page. At the top, there is a breadcrumb navigation path: Favorites > Main Menu > Purchasing > Purchase Orders > Reports > Detail Listings. Below this, the page title 'Detail Listings' is displayed. The 'Run Control ID' is set to 'PO_DETAIL_LISTINGS'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The 'Language' is set to 'English'. A section titled 'Report Request Parameters' contains several input fields: 'From Date' (01/01/2019), 'Through Date' (06/30/2019), 'Business Unit' (50100), 'Supplier SetID' (STATE), 'Supplier ID', and 'Buyer'. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

Screenshot of the PO Detail Listing Report Process Scheduler Request Page

Process Scheduler Request
Help

User ID Run Control ID PO_DETAIL_LISTINGS

Server Name Run Date

Recurrence Run Time
Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	PO Detail Listing By PO Date	POX4030	BI Publisher	<input type="text" value="Web"/>	<input type="text" value="PDF"/>	Distribution
<input type="checkbox"/>	PO Detail Listing By Supplier	POX4031	BI Publisher	<input type="text" value="Web"/>	<input type="text" value="PDF"/>	Distribution
<input type="checkbox"/>	PO Detail Listing By Buyer	POX4032	BI Publisher	<input type="text" value="Web"/>	<input type="text" value="PDF"/>	Distribution

OK
Cancel



Screenshot of the POX4030 PO Detail Listing Report by PO Date

ORACLE		Report ID: POX4030	PeopleSoft Purchasing				Page No. 1								
		User ID:	PO DETAIL LISTING BY PO DATE				Run Date 1/10/2020								
		Run Control: PO_DETAIL_LISTINGS					Run Time 11:36:23 AM								
PO Dates Included: 01/01/2019 Thru: 06/30/2019															
Business Unit: 50100															
PO Date	PO ID	Supplier Id	Line	Schd	Item ID	Item Description	Supplier Item	Qty	UOM	CUR	Price	Contract	Version	Line	Rel
01/01/2019	0001172725	0000036054	1	1	7452117873	CONCRETE, BITUMINOUS, ASPHALTIC HOT LAID, PER VADOT SPECS. SM-9.5A (SURFACE MIXTURE)	02897	26.37	LTN	USD	81.97	00000000000000000045352	22	1	113
		0000036054	3	1	7452117875	CONCRETE, BITUMINOUS, ASPHALTIC HOT LAID, PER VADOT SPECS. SM-9.5D (SURFACE MIXTURE)	02897	1.96	LTN	USD	80.8	00000000000000000045352	19	3	89
		0000036054	4	1	7452117100	CONCRETE, BITUMINOUS, ASPHALTIC HOT LAID, PER VADOT SPECS. BM-25.0 (BASE MIXTURE)	02897	50.51	LTN	USD	70.56	00000000000000000045352	16	4	83
		0000036054	10	1	7452117100	CONCRETE, BITUMINOUS, ASPHALTIC HOT LAID, PER VADOT SPECS. BM-25.0 (BASE MIXTURE)	02897	15.01	LTN	USD	75.87	00000000000000000045352	17	4	77
01/01/2019	0001189405	0000031033	1	1	7503551400	STONE RIP RAP CLASS II	02075	250	LTN	USD	41.48	00000000000000000046117	2	1	14
		0000031033	2	1	7503555640	STONE, SURGE - ROCKFILL	02076	150	LTN	USD	18.67	00000000000000000046117	2	3	15
		0000031033	3	1	7503532020	STONE NO. 1, STONE	03113	200	LTN	USD	16.33	00000000000000000046117	2	7	16



Screenshot of the POX4031 PO Detail Listing by Supplier Report

ORACLE		Report ID: POX4031	PeopleSoft Purchasing				Page No. 1									
		User ID:	PO DETAIL LISTING BY SUPPLIER				Run Date 1/10/2020									
		Run Control: PO_DETAIL_LISTINGS					Run Time 11:35:52 AM									
PO Dates Included:		01/01/2019	Thru:		08/30/2019											
Supplier Setid:		STATE														
Supplier ID:		000000102														
BU	PO ID	PO Date	Line	Schd	Item ID	Item Description	Supplier Item	Catgry	Order Qty	UOM	CUR	Price	Contract	Version	Line	Rel
50100	0001189903	01/08/2019	1	1	9415501000	Carrier I/Vu System - Furnish & Install Control System Appliance	07385		1	HUR	USD	6730				

Screenshot of the POX4032 PO Detail Listing by Buyer Report

ORACLE		Report ID: POX4032	PeopleSoft Purchasing				Page No. 1										
		User ID:	PO DETAIL LISTING BY BUYER				Run Date 1/10/2020										
		Run Control: PO_DETAIL_LISTINGS					Run Time 11:35:21 AM										
PO Dates Included:		01/01/2019	Thru:		08/30/2019												
Buyer:																	
BU	PO ID	PO Date	Supplier ID	Line	Schd	Item ID	Item Description	Supplier Item	Catgry	Order Qty	UOM	CUR	Price	Contract	Version	Line	Rel
50100	0001189405	01/01/2019	0000031033	1	1	7503551400	STONE RIP RAP CLASS II		02075	250	LTN	USD	41.48	00000000000000000000000045117	2	1	14
				2	1	7503565640	STONE, SURGE - ROCKFILL		02076	150	LTN	USD	18.67	00000000000000000000000045117	2	3	15
				3	1	7503532020	STONE NO. 1, STONE		03113	200	LTN	USD	16.33	00000000000000000000000045117	2	7	16
50100	0001189406	01/01/2019	0000031033	1	1	7503532085	STONE NO. 21A, STONE		03113	1000	LTN	USD	10.37	00000000000000000000000045118	2	1	10
				2	1	7503548485	STONE, CRUSHED GRADE 28		02073	500	LTN	USD	10.37	00000000000000000000000045118	2	2	11
				3	1	7503532205	STONE NO. 57, STONE		03113	500	LTN	USD	17.63	00000000000000000000000045118	2	3	12
				4	1	7503551310	STONE RIP RAP CLASS AI		02075	250	LTN	USD	36.3	00000000000000000000000045118	2	5	13
50100	0001189407	01/01/2019	0000033829	1	1	7503532085	STONE NO. 21A, STONE		03113	1000	LTN	USD	9.8	00000000000000000000000045122	2	4	28
				2	1	7503548485	STONE, CRUSHED GRADE 28		02073	500	LTN	USD	11	00000000000000000000000045122	2	5	29



PO Listing Report (POX4010, POX4011, POX4012, POX4013) – BI Publisher Report

REVISED: 01/06/2020

DESCRIPTION:

This report provides a high level summarized list of purchase orders. The report can be run by PO Date (POX4010), Supplier (POX4011), Buyer (POX4012), or Status (POX4013) and can be used to measure production and performance for specific purchase orders. The report is similar to the Expediting Report.

NAVIGATION PATH:

Main Menu > Purchasing > Purchase Orders > Reports > Listings

RUN CONTROL PARAMETERS:

Process to select: POX4010, POX4011,
POX4012, POX4013
Business Unit
From Date
Through Date
Supplier SetID
Supplier ID
Buyer
PO Status

OUTPUT FORMAT:

PDF
XLS
TXT

ADDITIONAL INFORMATION:

This is a BI Publisher report. To access the report, once you have run it successfully go to the Report Manager page and click on the **Administration** Tab.

Screenshot of the PO Listing Report Run Control Page

The screenshot shows the 'Listings' report run control page. At the top, there is a breadcrumb navigation: Favorites > Main Menu > Purchasing > Purchase Orders > Reports > Listings. Below this, the page title 'Listings' is displayed. The 'Run Control ID' is set to 'PO_LISTING'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. A 'Language' dropdown menu is set to 'English'. A section titled 'Report Request Parameters' contains several input fields: 'Business Unit' (50100), 'From Date', 'Through Date', 'Supplier SetID', 'Supplier ID', 'Buyer', and 'PO Status' (a dropdown menu). At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.



Screenshot of the PO Listing Report Process Scheduler Request Page

Process Scheduler Request

User ID _____ Run Control ID PO_LISTINGS

Server Name [dropdown] Run Date 01/10/2020 [calendar icon]

Recurrence [dropdown] Run Time 11:55:32AM [Reset to Current Date/Time]

Time Zone [dropdown]

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	PO Listing by PO Date	POX4010	BI Publisher	Web	PDF	Distribution
<input type="checkbox"/>	PO Listing by Vendor	POX4011	BI Publisher	Web	PDF	Distribution
<input type="checkbox"/>	PO Listing by Buyer	POX4012	BI Publisher	Web	PDF	Distribution
<input type="checkbox"/>	PO Listing By Status	POX4013	BI Publisher	Web	PDF	Distribution

OK Cancel

Screenshot of the POX4010 PO Listing by PO Date Report

ORACLE Report ID: POX4010 PeopleSoft Purchasing PO LISTING BY PO DATE Page No. 1
 User ID: Run Control: PO_LISTING PO LISTING BY PO DATE Run Date 1/13/2020
 Run Time 9:23:02 AM

PO Dates Included: Thru:
 Business Unit: 50100

PO Date	PO ID	Contract ID	Ref	Change Order	Buyer	Supplier Id	Name	PO Status	Hold	Rcv	Curr	Amount
02/25/1987	0000700729	000000000000005278	1	0		0000035140	HDR Engineering Inc	Dispatched	N	N	USD	12,199,268.00
05/23/1988	0000700728	000000000000005284	1	1		0000053072	LOUIS BERGER & ASSOCIATES INC	Dispatched	N	N	USD	9,299,916.93
04/17/1992	0000700730	000000000000005343	1	1		0000013076	HNTB Corp	Dispatched	N	N	USD	42,233,991.00
08/20/1993	0000700731	000000000000005373	1	0		0000004106	AECOM Technical Services	Dispatched	N	N	USD	3,097,767.00
03/24/1995	0000700732	000000000000005447	6	5		0000048248	Kimley-Horn & Associates Inc	Dispatched	N	N	USD	4,967,734.76
11/21/1995	0000700733	000000000000005517	1	2		0000046730	Wilbur Smith Associates	Dispatched	N	N	USD	2,871,681.72
05/13/1996	0000700747	000000000000005884	1	1		0000042867	TY Lin International	Dispatched	N	N	USD	4,373,099.31
09/24/1996	0000700734	000000000000005582	1	0		0000003163	STV Inc	Dispatched	N	N	USD	4,741,958.00
10/24/1996	0000700735	000000000000005592	1	0		0000003127	Hardesty & Hanover LLP	Dispatched	N	N	USD	6,297,261.00
01/21/1997	0000700748	000000000000005894	1	0		0000059087	URS CORPORATION	Dispatched	N	N	USD	14,715,221.00
09/19/1997	0000700736	000000000000005692	1	0		0000003068	TRC Engineers Inc	Dispatched	N	N	USD	3,000,000.00
09/18/1997	0000700737	000000000000005700	1	0		0000032446	Johnson Mimiran and Thompson Inc	Dispatched	N	N	USD	524,242.00
10/10/1997	0000700738	000000000000005701	1	2		0000037326	Dewberry Consultants LLC	Dispatched	N	N	USD	10,007,127.00
10/27/1997	0000700739	000000000000005707	1	1		0000013076	HNTB Corp	Dispatched	N	N	USD	6,289,048.00
12/02/1997	0000700740	000000000000005721	1	0		0000032446	Johnson Mimiran and Thompson Inc	Dispatched	N	N	USD	3,076,660.00

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Screenshot of the POX4011 PO Listing by Supplier Report

ORACLE		Report ID: POX4011	PeopleSoft Purchasing	Page No. 1
User ID:		Run Control: PO_LISTING	PO LISTING BY SUPPLIER	Run Date 1/13/2020
Run Control: PO_LISTING				Run Time 9:27:19 AM

PO Dates Included:	Thru:	
Supplier SetID:	STATE	
Supplier ID, Name:	0000000000	PUBLIC EVENT

BU	PO ID	Contract ID	Rel	Change Order	PO Date	Buyer	Dispatch		PO Status	Hold	Rev	Curr	Amount
							Act	Meth					
50100	0001050919		0	0	01/15/2013		Y	PRN	Denied	N	N	USD	100.00

Screenshot of the POX4012 PO Listing by Buyer Report

ORACLE		Report ID: POX4012	PeopleSoft Purchasing	Page No. 1
User ID:		Run Control: PO_LISTING	PO LISTING BY BUYER	Run Date 1/13/2020
Run Control: PO_LISTING				Run Time 9:37:47 AM

PO Dates Included:	Thru:	
Buyer:		

BU	PO ID	Contract ID	Rel	Change Order	PO Date	Supplier ID	Name	PO Status	Hold	Rev	Curr	Amount
50100	0001145112	0000000000000000044821	12	2	9/8/2016	0000058791	Jason Harvey	Compl	N	R	USD	8,876.34
50100	0001145113	0000000000000000044820	10	1	9/8/2016	0000029178	TME Enterprises Inc	Dispatched	N	P	USD	24,918.39
50100	0001145114	0000000000000000041395	746	1	9/8/2016	0000018192	Carter Machinery Company Inc	Compl	N	N	USD	0.00
50100	0001145323	0000000000000000044383	62	0	9/9/2016	0000037282	Joe Rainero Tile Co Inc	Compl	N	R	USD	53,044.06
50100	0001145572	0000000000000000041397	605	2	9/14/2016	0000004139	Herc Rentals Inc	Compl	N	R	USD	12,168.00
50100	0001145594	0000000000000000041395	751	1	9/14/2016	0000018192	Carter Machinery Company Inc	Dispatched	N	R	USD	4,460.00
50100	0001145896	0000000000000000041395	756	1	9/15/2016	0000018192	Carter Machinery Company Inc	Compl	N	R	USD	5,780.00
50100	0001146239	0000000000000000041397	670	2	9/26/2016	0000004139	Herc Rentals Inc	Dispatched	N	R	USD	14,000.00
50100	0001146599	0000000000000000041397	623	1	9/30/2016	0000004139	Herc Rentals Inc	Open	N	R	USD	2,452.00
50100	0001146819	0000000000000000043019	165	1	10/5/2016	0000033824	Patterson Brothers Paving Inc	Compl	N	R	USD	6,410.00
50100	0001147040	0000000000000000043019	175	1	10/11/2016	0000033824	Patterson Brothers Paving Inc	Compl	N	R	USD	8,666.00
50100	0001147310	0000000000000000045131	1	1	10/14/2016	0000036054	BOXLEY MATERIALS Co	Dispatched	N	P	USD	14,998.38
50100	0001147345	0000000000000000041395	789	0	10/17/2016	0000018192	Carter Machinery Company Inc	Dispatched	N	R	USD	1,485.00
50100	0001148496	0000000000000000041397	737	2	11/4/2016	0000004139	Herc Rentals Inc	Dispatched	N	R	USD	4,627.00
50100	0001148856	0000000000000000045159	1	1	11/8/2016	0000036054	BOXLEY MATERIALS Co	Dispatched	N	P	USD	2,825.75
50100	0001148858	0000000000000000045160	1	1	11/8/2016	0000033829	Appomattox Lime Co	Dispatched	N	P	USD	11,399.96
50100	0001148956	0000000000000000041397	655	3	11/8/2016	0000004139	Herc Rentals Inc	Dispatched	N	R	USD	4,430.00
50100	0001148957	0000000000000000041313	653	2	11/15/2016	0000034228	C H White Construction Co Inc	Compl	N	R	USD	119,441.12
50100	0001148987	0000000000000000041397	688	3	11/15/2016	0000004139	Herc Rentals Inc	Dispatched	N	R	USD	21,920.00
50100	0001149887	0000000000000000041395	829	1	12/2/2016	0000018192	Carter Machinery Company Inc	Dispatched	N	R	USD	9,340.00
50100	0001149889	0000000000000000041397	680	1	12/2/2016	0000004139	Herc Rentals Inc	Dispatched	N	R	USD	10,144.00
50100	0001149956	0000000000000000041313	680	2	12/8/2016	0000034228	C H White Construction Co Inc	Dispatched	N	R	USD	2,527.12
50100	0001150257	0000000000000000042188	257	1	12/14/2016	0000034228	C H White Construction Co Inc	Compl	N	R	USD	5,047.00
50100	0001151007	0000000000000000041397	701	1	1/5/2017	0000004139	Herc Rentals Inc	Dispatched	N	R	USD	4,243.00
50100	0001151529	0000000000000000044825	18	1	1/17/2017	0000058791	Jason Harvey	Compl	N	N	USD	0.00
50100	0001151536	0000000000000000044826	3	1	1/17/2017	0000036054	BOXLEY MATERIALS Co	Compl	N	N	USD	0.00
50100	0001152763	0000000000000000044393	139	0	2/8/2017	0000037282	Joe Rainero Tile Co Inc	Compl	N	R	USD	59,780.56
50100	0001153165	0000000000000000041397	729	2	2/15/2017	0000004139	Herc Rentals Inc	Dispatched	N	R	USD	20,382.00
50100	0001153179	0000000000000000041313	683	1	2/15/2017	0000034228	C H White Construction Co Inc	Compl	N	R	USD	6,044.57
50100	0001153188	0000000000000000042187	484	1	2/15/2017	0000034228	C H White Construction Co Inc	Compl	N	R	USD	6,025.50
50100	0001153794	0000000000000000045159	2	3	2/28/2017	0000036054	BOXLEY MATERIALS Co	Dispatched	N	R	USD	52,109.47
50100	0001154215	0000000000000000045148	89	3	3/7/2017	0000036135	ROCKYDALE QUARRIES CORP	Dispatched	N	R	USD	49,661.17
50100	0001154273	0000000000000000043019	204	1	3/7/2017	0000033824	Patterson Brothers Paving Inc	Compl	N	R	USD	7,823.00
50100	0001154276	0000000000000000043019	213	1	3/7/2017	0000033824	Patterson Brothers Paving Inc	Compl	N	R	USD	10,341.00
50100	0001154279	0000000000000000043019	222	1	3/7/2017	0000033824	Patterson Brothers Paving Inc	Compl	N	R	USD	4,742.00
50100	0001154289	0000000000000000043019	231	1	3/7/2017	0000033824	Patterson Brothers Paving Inc	Compl	N	R	USD	8,662.00
50100	0001154408	0000000000000000042187	508	4	3/8/2017	0000034228	C H White Construction Co Inc	Compl	N	R	USD	49,563.60
50100	0001154580	0000000000000000041397	747	2	3/10/2017	0000004139	Herc Rentals Inc	Compl	N	R	USD	25,908.00
50100	0001154851	0000000000000000044492	6	0	3/17/2017	0000036129	RICHMOND MACHINERY & EQUIPMENT CO INC	Compl	N	N	USD	0.00
50100	0001155216	0000000000000000041395	110	4	3/23/2017	0000018192	Carter Machinery Company Inc	Dispatched	N	R	USD	14,565.41



Screenshot of the POX4013 PO Listing by Status Report

ORACLE		Report ID: POX4013	PeopleSoft Purchasing				Page No. 2
		User ID:	PO LISTING BY STATUS				Run Date 1/13/2020
		Run Control: PO_LISTING					Run Time 9:30:32 AM

PO Dates Included:		Thru:									
PO Status: Approved											
BU	PO ID	Contract ID	Rel	Change Order	PO Date	Supplier ID	Name	Buyer	Hold	Rev	Ord Qty
50100	0001000026		0	0	11/28/2011	0000033145	QUALITY TECHNICAL SERVICES INC		Y	N	340.00
50100	0001000027		0	0	11/29/2011	0000031508	Virginia Information Technologies Agency		Y	N	4.00
50100	0001000028		0	0	9/1/2011	0000031508	Virginia Information Technologies Agency		Y	N	75.00
50100	0001000029		0	0	11/2/2011	0000031508	Virginia Information Technologies Agency		Y	N	3.00
50100	0001000031		0	0	11/14/2011	0000037928	Environmental Systems Research Institute		Y	N	3.00
50100	0001000033		0	0	11/14/2011	0000031508	Virginia Information Technologies Agency		Y	N	3.00
50100	0001000051		0	0	11/28/2011	0000010186	SHI International Corp		Y	N	1.00
50100	0001000050		0	0	11/28/2011	0000010186	SHI International Corp		Y	N	1.00



Screenshot of the POX4013 PO Listing by Status Report (continued)

ORACLE		Report ID: POX4013	PeopleSoft Purchasing				Page No. 575				
		User ID:	PO LISTING BY STATUS				Run Date 1/13/2020				
		Run Control: PO_LISTING					Run Time 9:30:33 AM				
PO Dates Included :		Thru:									
PO Status: Compl											
BU	PO ID	Contract ID	Ref	Change Order	PO Date	Supplier ID	Name	Buyer	Hold	Rev	Ord Qty
50100	0000518040		0	1	3/24/2011	0000032240	THE FRAZIER QUARRY INC		N	N	0.00
50100	0000518045		0	0	3/24/2011	000003329	Vulcan Construction Materials		N	N	0.00
50100	0000518047		0	0	3/24/2011	0000025374	Elite Contracting Group Inc		N	R	364,792.96
50100	0000518051		0	1	3/25/2011	0000039615	Digital Traffic Systems Inc		N	R	7,245.68
50100	0000518072		0	1	3/25/2011	0000039615	Digital Traffic Systems Inc		N	R	9,919.84
50100	0000518073		0	1	3/25/2011	0000039615	Digital Traffic Systems Inc		N	N	0.00
50100	0000518080		0	1	3/25/2011	0000049643	Falcon UHP Inc		N	N	0.00
50100	0000518086		0	1	3/25/2011	0000032858	Capital Rentals Inc		N	N	0.00



Screenshot of the POX4013 PO Listing by Status Report (continued)

ORACLE		Report ID: POX4013	PeopleSoft Purchasing				Page No. 12447
		User ID:	PO LISTING BY STATUS				Run Date 1/13/2020
		Run Control: PO_LISTING					Run Time 9:32:42 AM

PO Dates Included:		Thru:									
PO Status: Dispatched											
BU	PO ID	Contract ID	Rel	Change Order	PO Date	Supplier ID	Name	Buyer	Hold	Rev	Ord Qty
50100	0000527490		0	0	9/26/2011	0000034439	Mantech Systems Engineering Corp		N	P	15,669.53
50100	0000527491		0	0	9/26/2011	0000034439	Mantech Systems Engineering Corp		N	P	51,053.61
50100	0000527508		0	0	9/26/2011	0000017163	Piedmont Asphalt LLC		N	N	434.81
50100	0000527514		0	1	9/26/2011	0000036135	ROCKYDALE QUARRIES CORP		N	R	89.28
50100	0000527516		0	2	9/26/2011	0000036135	ROCKYDALE QUARRIES CORP		N	R	3,846.92
50100	0000527536		0	0	9/27/2011	0000003662	XEROX Corporation		N	N	24.00
50100	0000527538		0	0	9/27/2011	0000039960	C&D Tree Service Inc		N	P	4,842.00
50100	0000527540		0	0	9/27/2011	0000052316	ATLANTIC TECHNICAL SALES		N	P	168.00



Screenshot of the POX4013 PO Listing by Status Report (continued)

ORACLE		Report ID: POX4013	PeopleSoft Purchasing				Page No. 20347				
		User ID:	PO LISTING BY STATUS				Run Date 1/13/2020				
		Run Control: PO_LISTING					Run Time 9:34:01 AM				
PO Dates Included:		Thru:									
PO Status: Open											
BU	PO ID	Contract ID	Ref	Change Order	PO Date	Supplier ID	Name	Buyer	Hold	Rev	Ord Qty
50100	0001094500		0	0	2/20/2014	000002503	United Rentals North America Inc		N	N	3.00
50100	0001095454	000000000000000000042369	31	2	3/11/2014	0000025627	ALLIED CLEANING SERVICES CORP		N	P	3,658.00
50100	0001095596		0	2	3/13/2014	0000012255	Little Falls Construction LLC		N	P	45,627.12
50100	0001095841	000000000000000000042033	102	0	3/18/2014	0000025845	Adams Construction Company		N	N	2,500.00
50100	0001095551	000000000000000000040256	196	1	4/2/2014	0000044979	Marlowes WeCareCo		N	P	176.00
50100	0001095732	000000000000000000042409	2	0	4/7/2014	0000031474	W-L Construction & Paving Inc		N	N	1,000.00
50100	0001096823		0	3	4/8/2014	0000042408	LER Inc dba Brown Exterminating		N	R	22.00
50100	0001096880		0	0	4/9/2014	0000029880	The Kennedy Co of Va Inc		N	N	1.00



PO Schedule Listing Report (POX4040, POX4041, POX4042) – BI Publisher Report

REVISED: 05/15/2017

DESCRIPTION:

This report provides purchase order shipping details. The report identifies each purchase order to include supplier, item description, quantity, price, shipping location, and due date. The report can be run by PO Date (POX4040), Supplier (POX4041), or Buyer (POX4042) and can be used to display the line details and shipping data for a specific selection of purchase orders.

NAVIGATION PATH:

Main Menu > Purchasing > Purchase Orders > Reports > Schedule Listings

RUN CONTROL PARAMETERS:

Process to select: POX4040, POX4041,
POX4042
From Date
Through Date
Business Unit
Supplier SetID (State)
Supplier ID
Buyer

OUTPUT FORMAT:

PDF
XLS
TXT

ADDITIONAL INFORMATION:

This is a BI Publisher report. To access the report, once you have run it successfully go to the Report Manager page and click on the **Administration** Tab.

Screenshot of the PO Schedule Listing Report Run Control Page

The screenshot shows the 'Schedule Listings' report run control page. At the top, there is a breadcrumb navigation path: Favorites > Main Menu > Purchasing > Purchase Orders > Reports > Schedule Listings. Below this, the page title 'Schedule Listings' is displayed. The 'Run Control ID' is set to 'PO_LISTINGS'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The 'Language' is set to 'English'. A section titled 'Report Request Parameters' contains several input fields: 'From Date' (04/01/2019), 'Through Date' (04/13/2019), 'Business Unit' (50100), 'Supplier SetID' (STATE), 'Supplier ID', and 'Buyer'. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.



Screenshot of the PO Schedule Listing Process Scheduler Request Page

Process Scheduler Request Help

User ID | Run Control ID PO_LISTINGS

Server Name Run Date

Recurrence Run Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Schedule Listing by PO Date	POX4040	BI Publisher	Web	PDF	Distribution
<input checked="" type="checkbox"/>	Schedule Listing by Supplier	POX4041	BI Publisher	Web	PDF	Distribution
<input checked="" type="checkbox"/>	Schedule Listing by Buyer	POX4042	BI Publisher	Web	PDF	Distribution



Screenshot of the POX4040 PO Schedule Listing by PO Date Report

Report ID: POX4040		PeopleSoft Purchasing											Page No. 1			
User ID:		PO SCHEDULE LISTING BY PO DATE											Run Date 1/13/2020			
Run Control: PO_LISTINGS													Run Time 10:51:05 AM			
PO Dates Included: 4/1/2019 Thru: 4/13/2019																
Business Unit: 50100																
Contract ID	Version	Rel	Supplier ID	Line	Item ID	Item Description	Sch	Ship to	Due Date	Order Qty	UOM	CUR	Amount	Rev	Freight	Ship Via
PO ID: 0001191251	PO Date: 4/1/2019															
000000000000000000000045228	61	1,871	000002181	1	746122860	ASPHALT, LIQUID, HOT OIL, SUMMER, CRS-2	1	SALEM RES	2/5/2019	90.00	GLL	USD	121.54		FOB DEST	COMMON
000000000000000000000045228	62	1,879	000002181	2	746122860	ASPHALT, LIQUID, HOT OIL, SUMMER, CRS-2	1	SALEM RES	3/8/2019	674.00	GLL	USD	386.79		FOB DEST	COMMON
PO ID: 0001192536	PO Date: 4/1/2019															
000000000000000000000045978	3	1	000429636	1	988383400	MOWING SERVICES, RIGHT OF WAY, PER VADOT SPECIFICATIONS RIGHT OF WAY MOWING, PRIMARY, TRACTOR MOWING SERVICES, RIGHT OF WAY, PER VADOT	1	NOVA EDP	3/1/2019	225.00	ACR	USD	2,350.75		FOB DEST	COMMON
000000000000000000000045978	3	2	000429636	2	988383402	SPECIFICATIONS RIGHT OF WAY MOWING, PRIMARY, NON-TRACTOR	1	NOVA EDP	3/1/2019	62.70	ACR	USD	638.91		FOB DEST	COMMON
000000000000000000000045978	3	3	000429636	3	988950100	LITTER REMOVAL SERVICES, PER VADOT SPECIFICATIONS, ACRE	1	NOVA EDP	3/1/2019	287.70	ACR	USD	17,589.96		FOB DEST	COMMON
PO ID: 0001194064	PO Date: 4/1/2019															
000000000000000000000045432	4	13	000131996	1	989150100	Emergency Blige Service	1	JMTN DPST	3/29/2019	4.00	EA	USD	3,600.00		FOB DEST	COMMON
000000000000000000000045432	4	14	000131996	2	989150100	Foalhoras Blige Cleaning and Pumping Svc	1	JMTN DPST	3/29/2019	3.00	EA	USD	12,900.00		FOB DEST	COMMON
000000000000000000000045432	4	15	000131996	3	989150100	Sury Blige Cleaning and Pumping Svc	1	JMTN DPST	3/29/2019	3.00	EA	USD	11,640.00		FOB DEST	COMMON
000000000000000000000045432	4	16	000131996	4	989150100	Williamsburg Blige Cleaning and Pumping Svc	1	JMTN DPST	3/29/2019	3.00	EA	USD	11,640.00		FOB DEST	COMMON
000000000000000000000045432	4	17	000131996	5	989150150	Wastewater Pumped in areas of 3,000 sq	1	JMTN DPST	3/29/2019	26,000.00	GLL	USD	1,500.00		FOB DEST	COMMON
000000000000000000000045432	4	18	000131996	6	989150100	cleaning Potomac Blige Cleaning and Pumping Svc	1	JMTN DPST	3/29/2019	3.00	EA	USD	12,900.00		FOB DEST	COMMON
PO ID: 0001194179	PO Date: 4/1/2019															
000000000000000000000046440	1	736	000018192	1	975001000	RENTLEASE VEHICLES & EQUIPMENT RENTLEASE VEHICLES & EQUIPMENT	1	HSPS BR3	4/1/2019	1.00	HUR	USD	2,475.00		FOB DEST	VEN CHOICE
PO ID: 0001194183	PO Date: 4/1/2019															
000000000000000000000043615	6	36	000021693	1	910501000	PLUMBING MAINT. AND REPAIR (INCL. TOILETS, ETC.)	1	STAIN FSCL	4/1/2019	300.00	HUR	USD	14,000.00		FOB DEST	COMMON
000000000000000000000043615	6	37	000021693	2	910501000	PLUMBING MAINT. AND REPAIR (INCL. TOILETS, ETC.)	1	STAIN FSCL	4/1/2019	1,300.00	HUR	USD	36,000.00		FOB DEST	COMMON
000000000000000000000043615	6	38	000021693	3	914901000	PLUMBING MAINT. AND REPAIR (INCL. TOILETS, ETC.)	1	STAIN FSCL	4/1/2019	110.00	HUR	USD	5,500.00		FOB DEST	COMMON
000000000000000000000043615	6	39	000021693	4	910501900	PLUMBING MAINTENANCE, REPAIR AND INSTALLATION SERVICE, PER V MATERIALS PLUMBING SERVICES	1	STAIN FSCL	4/1/2019	70,000.00	EA	USD	70,000.00		FOB DEST	COMMON
PO ID: 0001194187	PO Date: 4/1/2019															
0000003515	1		902541330	1		ADMINISTRATIVE STAFF SPECIALIST SENIOR REG HOURS	1	STAIN FSCL	4/1/2019	2,080.00	HUR	USD	40,275.20		FOB DEST	COMMON
0000002018	2		902541330	2		ADMINISTRATIVE STAFF SPECIALIST SENIOR OVERTIME HOURS	1	STAIN FSCL	4/1/2019	150.00	HUR	USD	5,185.80		FOB DEST	COMMON



Screenshot of the POX4041 PO Schedule Listing by Supplier Report

Report ID: POX4041		PeopleSoft Purchasing		Page No. 1											
ORACLE User ID:		PO SCHEDULE LISTING BY SUPPLIER		Run Date 1/13/2020											
Run Control: PO_LISTING		GS		Run Time 10:56:59 AM											
PO Dates Included: 4/1/2019		Thru: 4/13/2019													
Supplier Setid: STATE															
Supplier ID: 0000000496															
Contract ID	Version	Rel	Line	Item ID	Item Description	Schd	Shipto ID	Due Date	Order Qty	UOM	CUR	Amount	Rev	Freight	Ship Via
Business Unit: 60100		PO ID: 0001194871		PO Date: 4/8/2019											
0000000000000000000000045082	4	11	1	9883542000	GROUNDSKEE PING SERVICES FOR THE VADOT GROUNDS MAINTENANCE : MOWING, EDGING, PLANT ETC. (EACH)	1	RICH MANT2	4/8/2019	14.00	EA	USD	1,050.00		FCB DEST	COMMON
0000000000000000000000045082	4	12	2	9883542000	GROUNDSKEE PING SERVICES FOR THE VADOT GROUNDS MAINTENANCE : MOWING, EDGING, PLANT ETC. (EACH)	1	RICH MANT2	4/8/2019	14.00	EA	USD	1,190.00		FCB DEST	COMMON
0000000000000000000000045082	5	13	3	9883542000	GROUNDSKEE PING SERVICES FOR THE VADOT GROUNDS MAINTENANCE : MOWING, EDGING, PLANT ETC. (EACH)	1	RICH MANT2	5/5/2019	12.00	EA	USD	1,200.00		FCB DEST	COMMON

Screenshot of the POX4042 PO Schedule Listing by Buyer Report

Report ID: POX4042		PeopleSoft Purchasing		Page No. 1												
ORACLE User ID:		PO SCHEDULE LISTING BY BUYER		Run Date 1/13/2020												
Run Control: PO_LISTINGS				Run Time 10:58:54 AM												
PO Dates Included: 4/1/2019		Thru: 4/13/2019														
Buyer:																
Contract ID	Version	Rel	Supplier ID	Line	Item ID	Item Description	Schd	Shipto ID	Due Date	Order Qty	UOM	CUR	Amount	Rev	Freight	Ship Via
Business Unit: 50100		PO ID: 0001194685		PO Date: 4/8/2019												
				1	2077269266	TONER CARTRIDGE, LASER PRINTERS HP 6500A TONER CARTRIDGE, PRINTER HP1320N	1	COLEMAN BD	4/8/2019	1.00	EA	USD	79.99		FOB DEST	COMMON
				2	2077269000	TONER CARTRIDGES, LASER PRINTER, REMANUFACTURED TONER CARTRIDGES, PRINTER, REMANUFACTURED	1	COLEMAN BD	4/8/2019	1.00	EA	USD	89.99		FOB DEST	COMMON



Purchase Order Activity Report (POPO009) – SQR Report

REVISED: 05/15/2017

DESCRIPTION:

This report provides purchase order activity details for the purchasing business unit, GL business unit, department, and associated dates. The report can be executed by any user to perform comparisons and resolve discrepancies.

NAVIGATION PATH:

Main Menu > Purchasing > Purchase Orders > Reports > Activity

RUN CONTROL PARAMETERS:

Process to select: POPO009
Business Unit
GL Business Unit
Department
Include Cancelled POs? [checkbox]
Include Open/Pending Appr POs? [checkbox]
From Date (Option, Nbr Days, Date)
Through Date (Option, Nbr Days, Date)

OUTPUT FORMAT:

PDF
CSV

Screenshot of the POPO009 Purchase Order Activity Report Run Control Page

The screenshot shows the 'Activity' report run control page. At the top, there is a breadcrumb navigation: Favorites > Main Menu > Purchasing > Purchase Orders > Reports > Activity. Below this, the page title 'Activity' is displayed. The 'Run Control ID' is 'PO_ACTIVITY'. There are links for 'Report Manager', 'Process Monitor', and a 'Run' button. A 'Language' dropdown menu is set to 'English'. The 'Report Request Parameters' section includes: Business Unit (50100), GL Business Unit (50100), and Department (empty). There are checkboxes for 'Include Cancelled POs?' and 'Include Open/Pending Appr POs?'. The 'From Date' section has an 'Option' dropdown (S), 'Nbr Days' (empty), and 'Date' (01/06/2020). The 'Through Date' section has an 'Option' dropdown (C), 'Nbr Days' (empty), and 'Date' (01/13/2020). At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.



Screenshot of the POPO009 Purchase Order Activity Report

Report ID: POPO009		PeopleSoft Financials PURCHASE ORDER ACTIVITY REPORT					Page 1 of 352 Run Date 01/13/2020 Run Time 11:05:24				
PO Business Unit	GL Business Unit	Department	PO Create Dates	Included Canceled POs	Included Open/Pending Approval POs	Order Qty	Price	UCM	Extended Price	Curr	
01/10/2020	01/10/2020	ATRIONICA COMPUTERS INC	01/06/2020 Thru 01/13/2020	N	N						
Create Dt/ Status	Due Dt	Supplier/ Buyer	PO ID/ Line/Schd	Category/ Descr	Mfg Item Id/ Manufacturer	Item Id/ Descr	Order Qty	Price	UCM	Extended Price	Curr
01/10/2020 Approved	01/10/2020	ATRIONICA COMPUTERS INC EVA.BUYER	0001208222 1/1	20600 COMPUTER HARDWARE AND PERIPHERALS FOR MINI AND MAIN FRAME CO		BT ECVS-2: Blonder Tongue 2-way splitter ECVS-2	2.00	2.25 EA		4.50 USD	
01/10/2020 Approved	01/10/2020	ATRIONICA COMPUTERS INC EVA.BUYER	0001208222 3/1	20600 COMPUTER HARDWARE AND PERIPHERALS FOR MINI AND MAIN FRAME CO		BT SDS-12: Blonder Tongue 12-way CATV splitter SDS-12	2.00	14.00 EA		28.00 USD	
01/10/2020 Approved	01/10/2020	ATRIONICA COMPUTERS INC EVA.BUYER	0001208222 2/1	20600 COMPUTER HARDWARE AND PERIPHERALS FOR MINI AND MAIN FRAME CO		BT ECVS-6: Blonder Tongue 6-way splitter ECVS-6	2.00	5.50 EA		11.00 USD	
01/10/2020 Approved	01/10/2020	DALY COMPUTERS INC EVA.BUYER	0001208221 1/1	20600 COMPUTER HARDWARE AND PERIPHERALS FOR MINI AND MAIN FRAME CO		HDMI to DISPLAYPORT BENPEI HDMI to DISPLAYPORT ADAPTER W/AU	2.00	29.55 EA		59.10 USD	
01/10/2020 Approved	01/10/2020	DISYS Solutions Inc EVA.BUYER	0001208219 1/1	20900 COMPUTER SOFTWARE FOR MINI AND MAINFRAME COMPUTERS (PREPROGR		E Delivery license for one VSDM in Federator	3.00	690.00 EA		2,070.00 USD	
01/10/2020	01/10/2020	DISYS Solutions Inc	0001208219	20900			3.00	69.70 EA		209.10 USD	



Purchase Order Dispatch / Print Report (POPO005) – SQR Report

REVISED: 04/03/2020

DESCRIPTION:

This report provides a printed copy of a designated purchase order.

NAVIGATION PATH:

Main Menu > Purchasing > Purchase Orders > Review PO Information > Print POs

RUN CONTROL PARAMETERS:

Process to select: POPO005
Business Unit / To
PO ID
Contract SetID
Contract ID
Release
From Date
Through Date
Supplier ID
Buyer
Statuses to Include (Approved, Dispatched,
Canceled, Open, Pending, Completed)
Hold Status
ChartFields
Change Orders
Print Changes Only [checkbox]
Print PO Item Description [checkbox]
Print Duplicate [checkbox]

OUTPUT FORMAT:

PDF
CSV

Screenshot of the POPO005 Purchase Order Dispatch/Print Report Run Control Page

The screenshot shows the 'Print POs' run control page. At the top, a breadcrumb trail reads: Favorites > Main Menu > Purchasing > Purchase Orders > Review PO Information > Print POs. The page title is 'Print POs'. Below the title, there are fields for 'Run Control ID' (PRINT_PO) and 'Language' (English). A 'Run' button is visible. The page is divided into two main sections: 'Report Request Parameters' and 'Miscellaneous Options'. The 'Report Request Parameters' section includes fields for Business Unit (50100), To, PO ID (0001209396), Contract SetID, Contract ID, Release, From Date, Through Date, Supplier ID, and Buyer. The 'Miscellaneous Options' section includes 'Statuses to Include' (checkboxes for Approved, Dispatched, Canceled, Open, Pending, Completed), '*Hold Status' (NOT On Hold), '*Chartfields' (Valid Chartfields), 'Change Orders' (Changed and UnChanged Orders), 'Print Changes Only' (checkbox), 'Print PO Item Description' (checked checkbox), 'Print Duplicate' (checkbox), 'Number Of Copies' (1), and 'Sort By' (Sort by Line Number).



Screenshot of the POPO005 Purchase Order Dispatch/Print Report Process Scheduler Request Page

Process Scheduler Request

User ID _____ Run Control ID PRINT_PO

Server Name Run Date 03/18/2020 [dt]

Recurrence Run Time 1:16:31PM

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PO Dispatch/Print	POPO005	SQR Report	Web	PDF	Distribution

Screenshot of the POPO005 Purchase Order Dispatch/Print Report Purchase Order



VA Dept of Transportation
 VDOT Central Office
 1201 E Broad St
 Richmond VA 23219
 United States

Supplier: 0000030004
 Heritage Home Center dba Cahill, Inc.
 1558 Fairystone Park Highway
 VA10059659
 EVAAD207986
 Stanlytown VA 24168

Purchase Order

CHANGE ORDER

Purchase Order	Date	Revision	Page
50100-0001209396	02/06/2020	1 -	02/06/2020 1

Dispatch via Print

Payment Terms	Freight Terms	Ship Via
Net 30	FOB Dest, Freight Prepaid	Common Carrier

Buyer	Phone	Currency
	804/524-6312	USD

Ship To:
 VDOT Richmond Dis Struct & Bridge
 2430 Pine Forest Drive
 Colonial Heights VA 23834
 United States

Attention:

Bill To:
 VDOT Richmond Dis Struct & Bridge
 2430 Pine Forest Drive
 Colonial Heights VA 23834
 United States

Tax Exempt? Y Tax Exempt ID: 546001730 Replenishment Option: Standard

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1	PIPE, CONCRETE, W/GASKETS 72 IN. X 8 FT., CLASS 3 32 LF of 72" inch inside diameter x 8' ft. long Class III RCP with lift hole & plug, including joint sealant		32.00	EA	242.22000	7,751.04	02/06/2020

Unit of Measure "EA" is "LF".

Class III RCP pipe picked up by VDOT at CP&P Hanover Plant.

Pricing quoted by Dan Cahill on 1/31/20.

All General and Special Terms and Conditions apply.

Total PO Amount 7,751.04



Strategic Sourcing Inquiries

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Strategic Sourcing Event Details Inquiry

REVISED: 04/14/2017

DESCRIPTION:

This inquiry is used to view and create an event to buy a good or service, or sell existing assets.

NAVIGATION PATH:

Main Menu > Sourcing > Create Events > Event Details

INPUT / SEARCH CRITERIA:

Business Unit
Event ID
Event Round
Event Version
Event Format
Event Type
Event Name
Event Status

OUTPUT FORMAT:

Online

Screenshot of the Strategic Sourcing Event Details Search Page

The screenshot shows a web application interface for searching events. At the top, there is a breadcrumb navigation path: Favorites > Main Menu > Sourcing > Create Events > Event Details. Below this, the page title is "Create Events". A message reads: "Enter any information you have and click Search. Leave fields blank for a list of all values." There is a button labeled "Find an Existing Value". A section titled "Search Criteria" contains several search fields: Business Unit (dropdown menu), Event ID (dropdown menu with "begins with" and text input "0002178447"), Event Round (dropdown menu with "1"), Event Version (dropdown menu with "1"), Event Format (dropdown menu), Event Type (dropdown menu), Event Name (dropdown menu with "begins with" and text input), and Event Status (dropdown menu). There is a checkbox for "Case Sensitive" and a text input for "Limit the number of results to (up to 300): 300". At the bottom of the search criteria section are buttons for "Search", "Clear", "Basic Search" (with a magnifying glass icon), and "Save Search Criteria". Below the search criteria is a "Search Results" section. It starts with "View All" and "First 1 of 1 Last". A table displays the search results:

Business Unit	Event ID	Event Round	Event Version	Event Format	Event Type	Event Name	Event Status
50100	0002178447	1	1	Buy	RFx	Statewide Advanced Traffic Management System	Cancelled

Screenshot of the Strategic Sourcing Event Page

[Favorites](#) > [Main Menu](#) > [Sourcing](#) > [Create Events](#) > [Event Details](#)

Modify an Event

Event Summary

Business Unit	50100	Event ID	0002178447	Round	1	Version	1	Event Format	Buy
---------------	-------	----------	------------	-------	---	---------	---	--------------	-----

Event Type	RFx	Time Zone	EDT
Event Status	Cancelled	Preview Date	09/12/2016
Solicitation Type	Sole Source	Start Date	09/12/2016
Event Name	Statewide Advanced Traffic Management System	End Date	09/12/2016
Description	Technology solution for a statewide advanced traffic management system (ATMS)	Copy From	<input type="button" value="Go"/>

Required fields reside on pages marked with an asterisk (*) – you may not save your event until all required fields are filled.

Step 1: Define Event Basics

Enter basic information, general settings and optional rules for this event.

- * Event Settings and Options
- Event Comments and Attachments
- Event Header Bid Factors
- Payment Terms and Contact Info
- Event Constraints

Step 2: Configure Line Items

Create line listings for this event.

- * Line Items
- Item Line Defaults

Step 3: Select Bidders to Invite

Send out targeted invitations to this event, designate it as a public event, or both.

- * Bidder Invitations

Step 4: Invite Collaborators

Invite others to collaborate on this event. You may not post your event while collaborators are reviewing it.

- Event Collaborators

Step 5: Post Event

When all event creation activities are complete, click Post Event to release your event for scheduled external viewing and trigger any bidder invitations you may have defined.

Related Links:

- Document Status Inquiry
- View All Attachments for Event
- Plan Task Associations

Last Updated By: Parent, Dana (VDOT) 09/12/2016 01:56 PM EDT



Strategic Sourcing Queries

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Sole Source Event Type for ASD Query (V_PR_EVENT_TYPE)

REVISED: 04/14/2017

DESCRIPTION:

This query displays a list of all events by Solicitation Type and can be used to view high level solicitation data by Event Type.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PR_EVENT_TYPE

INPUT / SEARCH CRITERIA:

Business Unit
Solctn Type
District, 2nd CharDpt, % All

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Sole Source Event Type for ASD Query Page

V_PR_EVENT_TYPE - Sole Source Event Type for ASD

Business Unit: 50100

Solctn Type: IFB Sealed Contract

District, 2nd CharDpt, % All: %

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (636 kb)

View All

First 1-100 of 1006 Last

Row	Business Unit	Event ID	Round	Version	Event Type	Event Name	Buyer	Solicitation Type	Analyze By	District	District Number	Date Event Entered
1	50100	0000150015	1	1	S	Gradall/Copied from event # 02		IFSC	LIN	Central Office	0	12/12/2011 1:29:47PM
2	50100	0000150048	1	3	S	Herbicide Spraying Culpeper District		IFSC	LIN	Central Office	0	01/18/2012 11:30:39AM
3	50100	0000150010	1	1	S	SA_Traffic Control Incident Mgmt Debris Removal		IFSC	LIN	Central Office	0	12/07/2011 4:02:47PM
4	50100	0000150032	1	1	S	POWHITE PKWY EXT POWER BLDG & LANE WASHING		IFSC	LIN	Central Office	0	12/19/2011 11:45:34AM
5	50100	0000150017	1	2	S	Pipe Jacking Services - Chesterfield		IFSC	LIN	Central Office	0	01/05/2012 4:01:13PM
6	50100	0000150058	1	1	S	Tree Pruning		IFSC	LIN	Central Office	0	01/09/2012 9:12:06AM
7	50100	0000150014	1	3	S	SET ASIDE FOR SMALL BUSINESS: Right of Way Mowing		IFSC	LIN	Central Office	0	12/27/2011 3:43:38PM
8	50100	0000150019	1	3	S	HVAC/MECHANICAL SERVICES		IFSC	LIN	Central Office	0	01/12/2012 3:10:36PM
9	50100	0000150099	1	2	S	STONE		IFSC	LIN	Central Office	0	01/12/2012 3:21:56PM
10	50100	0000150073	1	2	S	STONE LUNENBURG CO.		IFSC	LIN	Central Office	0	01/12/2012 3:28:26PM
11	50100	0000150021	1	2	S	Tree Pruning		IFSC	LIN	Central Office	0	01/11/2012 1:13:27PM
12	50100	0000150075	1	2	S	STONE BID		IFSC	LIN	Central Office	0	01/12/2012 3:28:56PM
13	50100	0000150047	1	1	S	SET ASIDE SMALL BUSINESS: Right of Way Mowing		IFSC	LIN	Central Office	0	12/27/2011 3:17:08PM
14	50100	0000150098	1	2	S	ASHLAND STONE BID		IFSC	LIN	Central Office	0	01/12/2012 3:30:57PM
15	50100	0000150129	1	1	S	F&I Generators - Rte 17 over James River		IFSC	LIN	Central Office	0	02/08/2012 10:54:48AM
16	50100	0000150059	1	3	S	Salem Stone Bid		IFSC	LIN	Central Office	0	01/28/2012 2:23:55PM
17	50100	0000150064	1	1	S	ASHLAND STONE BID		IFSC	LIN	Central Office	0	01/10/2012 10:35:13AM
18	50100	0000150038	1	3	S	Fire Extinguisher Inspection and Maintenance		IFSC	LIN	Central Office	0	01/27/2012 10:19:57AM
19	50100	0000150097	1	3	S	TRANSPORT BUSES AND VANS		IFSC	LIN	Central Office	0	03/05/2012 10:51:03AM
20	50100	0000150174	1	1	S	Painting Services - Richmond District		IFSC	LIN	Central Office	0	03/02/2012 11:41:00AM
21	50100	0000150173	1	1	S	Incidental Concrete Repairs-South Hill Residency		IFSC	LIN	Central Office	0	03/01/2012 3:52:05PM
22	50100	0000150102	1	5	S	Salem Maintenance Equipment w/Operator		IFSC	LIN	Central Office	0	03/08/2012 12:15:56PM
23	50100	0000150101	1	1	S	SA-Maintenance Equipment w/Operator-Salem Res		IFSC	LIN	Central Office	0	01/30/2012 8:40:34AM
24	50100	0000150151	1	1	S	TREE PRUNING BRUSH REMOVAL		IFSC	LIN	Central Office	0	02/15/2012 3:24:30PM
25	50100	0000150217	1	1	S	Christiansburg Ditch Maintenance Service		IFSC	LIN	Central Office	0	03/22/2012 3:53:37PM
26	50100	0000150051	1	4	S	TRASH REMOVAL SERVICES FOR FREDERICKSBURG RESIDEN		IFSC	LIN	Fredericksburg	6	03/02/2012 11:49:27AM



Solicitation Type Report Query (V_PR_PRMTHD)

REVISED: 04/14/2017

DESCRIPTION:

This query displays a list of sourcing events by type for a specific time period. The query will show the resulting award type and purchase order number. The query can be used to review sourcing event results.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PR_PRMTHD

INPUT / SEARCH CRITERIA:

Post Date – Start
 Post Date – End
 Solicitation Type
 Buyer (% for all)

OUTPUT FORMAT:

HTML
 Excel
 CSV

Screenshot of the Solicitation Type Report Query Page

V_PR_PRMTHD - Solicitation Type Report

Post Date - Start

Post Date - End

Solicitation Type

Buyer (% for all)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(35 kb\)](#)

View All First 1-98 of 98 Last

Row	Event ID	Solicitation Type	Award Type	PO Unit	PO Number	SetID	Contract ID	Post Date	Buyer ID	SetID	Supplier	Supplier
1	0000154017	IFSL	E	50100		STATE	000000000000000000047601	05/21/2019 8:30:31AM		STATE	0000033088	Walter C Via Enterprises Inc
2	0000154802	IFSL	E	50100		STATE	000000000000000000047679	06/14/2019 8:17:15AM		STATE	0000026779	Lowman Electrical Contractor Inc
3	0000154895	IFSL	E	50100		STATE	000000000000000000047318	02/19/2019 7:50:40AM		STATE	0000037503	Sullivans Towing & Recovery LLC
4	0000154895	IFSL	E	50100		STATE	000000000000000000047338	03/05/2019 1:57:34PM		STATE	0000030754	Michael Powell
5	0000154895	IFSL	E	50100		STATE	000000000000000000047339	03/05/2019 1:58:12PM		STATE	0000036177	Highway Garage Inc
6	0000155004	IFSL	E	50100		STATE	000000000000000000047192	01/02/2019 5:58:20PM		STATE	0000015644	Athena Construction Group
7	0000155047	IFSL	E	50100		STATE	000000000000000000047212	01/07/2019 9:15:20AM		STATE	0000065777	Brothers Mechanical Services LLC
8	0000155052	IFSL	E	50100		STATE	000000000000000000047275	01/30/2019 9:00:19AM		STATE	0000021455	Cornerstone Construction Company
9	0000155053	IFSL	E	50100		STATE	000000000000000000047195	01/03/2019 12:55:51PM		STATE	0000069583	Howard B Hankins Inc
10	0000155053	IFSL	E	50100		STATE	000000000000000000047196	01/03/2019 12:56:48PM		STATE	0000028647	JSG Corporation
11	0000155080	IFSL	E	50100		STATE	000000000000000000047257	01/25/2019 8:11:00AM		STATE	0000047091	NaturChem Inc
12	0000155081	IFSL	E	50100		STATE	000000000000000000047307	02/11/2019 1:48:46PM		STATE	0000034228	C H White Construction Co Inc
13	0000155084	IFSL	E	50100		STATE	000000000000000000047323	02/22/2019 1:26:04PM		STATE	0000129238	Leonard Roofing LLC
14	0000155085	IFSL	E	50100		STATE	000000000000000000047334	03/04/2019 12:04:57PM		STATE	0000024937	Pittmans Tree & Landscaping Inc
15	0000155088	IFSL	E	50100		STATE	000000000000000000047245	01/17/2019 10:52:02AM		STATE	0000020315	Atlantic Heating & Cooling Service Inc
16	0000155073	IFSL	E	50100		STATE	000000000000000000047246	01/17/2019 12:47:45PM		STATE	0000012865	AWP Inc
17	0000155077	IFSL	E	50100		STATE	000000000000000000047229	01/09/2019 10:13:58AM		STATE	0000037252	Charles W Barger & Son Construction
18	0000155077	IFSL	E	50100		STATE	000000000000000000047230	01/09/2019 10:28:51AM		STATE	0000030899	Rockbridge Stone Products Inc
19	0000155079	IFSL	E	50100		STATE	000000000000000000047289	02/05/2019 12:12:38PM		STATE	0000020315	Atlantic Heating & Cooling Service Inc
20	0000155081	IFSL	E	50100		STATE	000000000000000000047288	02/05/2019 6:43:38AM		STATE	0000020315	Atlantic Heating & Cooling Service Inc
21	0000155084	IFSL	E	50100		STATE	000000000000000000047254	01/23/2019 2:49:01PM		STATE	0000053049	WASTE MANAGEMENT OF VIRGINIA INC
22	0000155085	IFSL	E	50100		STATE	000000000000000000047327	02/27/2019 7:33:09AM		STATE	0000048571	Stoker Construction
23	0000155086	IFSL	E	50100		STATE	000000000000000000047194	01/03/2019 10:26:19AM		STATE	0000019776	Southside Materials LLC
24	0000155087	IFSL	E	50100		STATE	000000000000000000047324	02/25/2019 11:48:01AM		STATE	0000031804	Smith Setzer & Sons of VA Inc
25	0000155092	IFSL	E	50100		STATE	000000000000000000047488	04/03/2019 8:30:15AM		STATE	0000042990	Altec Industries Inc



Strategic Sourcing Reports

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Bid Tabulation Report (V_RPR008) – BI Publisher Report

REVISED: 04/14/2017

DESCRIPTION:

This report provides a record of the tabulation of all bid responses. The report becomes part of the Procurement file. The report is also referred to as the Event Bid Tab Report.

NAVIGATION PATH:

Main Menu > Sourcing > Reports > Event Bid Tab

RUN CONTROL PARAMETERS:

Business Unit
Event ID

OUTPUT FORMAT:

PDF
XLS
TXT

ADDITIONAL INFORMATION:


This is a BI Publisher report. To access the report, once you have run it successfully go to the Report Manager page and click on the **Administration** Tab.

Screenshot of the V_RPR008 Bid Tabulation Report Run Control Page

The screenshot shows a web application interface for running a report. At the top, there is a breadcrumb navigation path: Favorites > Main Menu > Sourcing > Reports > Event Bid Tab. Below this, there is a tab labeled 'Event Bid Tab'. The main heading is 'Event Bid Tab Report'. Underneath, there is a 'Run Control ID' field with the value 'Bid_Tabulation_Reports'. To the right of this field are three buttons: 'Report Manager', 'Process Monitor', and 'Run'. Below these are two input fields: '*Business Unit' with the value '50100' and 'Event ID' with the value '0000150024'. At the bottom of the page, there are four buttons: 'Save', 'Notify', 'Add', and 'Update/Display'.



Screenshot of the V_RPR008 Bid Tabulation Report

 Report ID: VRPR008		Commonwealth of Virginia Department of Transportation BID TABULATION REPORT				Run Date: 1/13/2020 Run Time: 11:27 AM			
Business Unit: 50100 Event ID: 0000160024		Buyer:				Closing Date: 01/04/2012 Closing Time: 3:45:00 PM		Page 1 of 7	
Supplier ID	Supplier	SWAM Type	Bid #	Group / Line# / Item	Item Description	Quantity	Unit Price	Extended Price	Awarded
0000012056	Blake Crosby		1	1-9684431314	GRAFFITI REMOVAL SERVICES POWER WASHING OVER 100 SQ. FT.	4500.00	\$25.00	\$112,500.00	
				2-9684431304	GRAFFITI REMOVAL SERVICES POWER BLASTING OVER 100 SQ. FT.	4500.00	\$25.00	\$112,500.00	
				3-9684431260	GRAFFITI REMOVAL SERVICES MOBILIZATION, GRAFFITI REMOVAL SERVICES	1.00	\$500.00	\$500.00	
				4-9684431314	GRAFFITI REMOVAL SERVICES POWER WASHING OVER 100 SQ. FT.	4500.00	\$25.00	\$112,500.00	
				5-9684431304	GRAFFITI REMOVAL SERVICES POWER BLASTING OVER 100 SQ. FT.	4500.00	\$25.00	\$112,500.00	
				6-9684431260	GRAFFITI REMOVAL SERVICES MOBILIZATION, GRAFFITI REMOVAL SERVICES	1.00	\$500.00	\$500.00	
				7-9684431314	GRAFFITI REMOVAL SERVICES POWER WASHING OVER 100 SQ. FT.	4500.00	\$25.00	\$112,500.00	
				8-9684431304	GRAFFITI REMOVAL SERVICES POWER BLASTING OVER 100 SQ. FT.	4500.00	\$25.00	\$112,500.00	
				9-9684431260	GRAFFITI REMOVAL SERVICES MOBILIZATION, GRAFFITI REMOVAL SERVICES	1.00	\$500.00	\$500.00	
				10-9684431314	GRAFFITI REMOVAL SERVICES POWER WASHING OVER 100 SQ. FT.	4500.00	\$25.00	\$112,500.00	
				11-9684431304	GRAFFITI REMOVAL SERVICES POWER BLASTING OVER 100 SQ. FT.	4500.00	\$25.00	\$112,500.00	
				12-9684431260	GRAFFITI REMOVAL SERVICES MOBILIZATION, GRAFFITI REMOVAL SERVICES	1.00	\$500.00	\$500.00	
				13-9684431314	GRAFFITI REMOVAL SERVICES POWER WASHING OVER 100 SQ. FT.	4500.00	\$25.00	\$112,500.00	
				14-9684431304	GRAFFITI REMOVAL SERVICES POWER BLASTING OVER 100 SQ. FT.	4500.00	\$25.00	\$112,500.00	
				15-9684431260	GRAFFITI REMOVAL SERVICES MOBILIZATION, GRAFFITI REMOVAL SERVICES	1.00	\$500.00	\$500.00	



Preview PDF Report - PDF

REVISED: 01/06/2020

DESCRIPTION:

This report provides a preview copy, in PDF format, of a sourcing Event.

NAVIGATION PATH:

Main Menu > Sourcing > Create Event > Event Details > Preview PDF Button

Alternative Path:

Main Menu > Sourcing > Create Event > Event Details > Event Header Comments and Attachments > View

RUN CONTROL PARAMETERS:

Business Unit
Event ID
Event Round
Event Version
Event Format
Event Type
Event Name
Event Status

OUTPUT FORMAT:

PDF

ADDITIONAL INFORMATION:

Before posting the event, the **Preview PDF** button is used to generate an email attachment, which is sent to the Buyer. Print and/or save the PDF for manual posting to eVA following normal procedures.

Once the event is posted, the **Preview PDF** button is no longer available on the Event Summary page. However, you can access the PDF from the **Event Comments and Attachments** link, and click the **View** button under the **Attachments** section.

Screenshot of the Strategic Sourcing Event Details Page

Navigation: Favorites ▾ | Main Menu ▾ | Sourcing ▾ | Create Events ▾ | Event Details

Create Events

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Business Unit = ▾ 🔍

Event ID begins with ▾

Event Round = ▾

Event Version = ▾

Event Format = ▾


Event Type = ▾

Event Name begins with ▾

Event Status = ▾

Case Sensitive

Limit the number of results to (up to 300):

Basic Search 

|

Screenshot of the Strategic Sourcing Event Details Page

[Favorites](#) ▾ [Main Menu](#) ▾ [Sourcing](#) ▾ [Create Events](#) ▾ [Event Details](#)

Modify an Event

Event Summary

Business Unit 50100 Event ID 0000155834 Round 1 Version 1 Event Format Buy

Event Type RFX	Change to Auction	Time Zone EST
Event Status Open		Preview Date 01/09/2020 Time 4:45PM
Solicitation Type : IFB Sealed		Start Date 01/13/2020 Time 4:45PM
Event Name Recycling/Waste Removal Services		End Date 02/26/2020 Time 2:00AM
Description <input type="text" value="Contractor shall provide recycling/waste removal services at the Staunton District Complex"/>		Copy From <input type="button" value="Go"/>
		Preview By: By Line

Required fields reside on pages marked with an asterisk (*) -- you may not save your event until all required fields are filled.

Step 1: Define Event Basics

Enter basic information, general settings and optional rules for this event.

- * Event Settings and Options
- Event Comments and Attachments
- Event Header Bid Factors
- Payment Terms and Contact Info
- Event Constraints

Step 2: Configure Line Items

Create line listings for this event.

- * Line Items
- Item Line Defaults

Step 3: Select Bidders to Invite

Send out targeted invitations to this event, designate it as a public event, or both.

- * Bidder Invitations

Step 4: Invite Collaborators

Invite others to collaborate on this event. You may not post your event while collaborators are reviewing it.

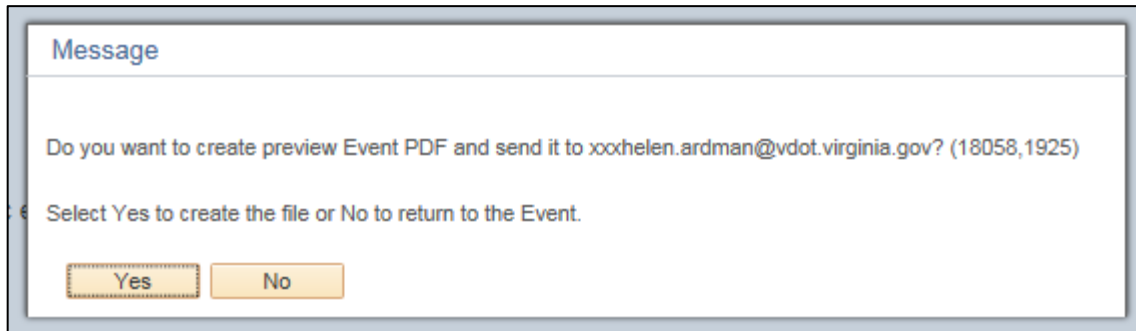
- Event Collaborators

Step 5: Post Event

When all event creation activities are complete, click Post Event to release your event for scheduled external viewing and trigger any bidder invitations you may have defined.



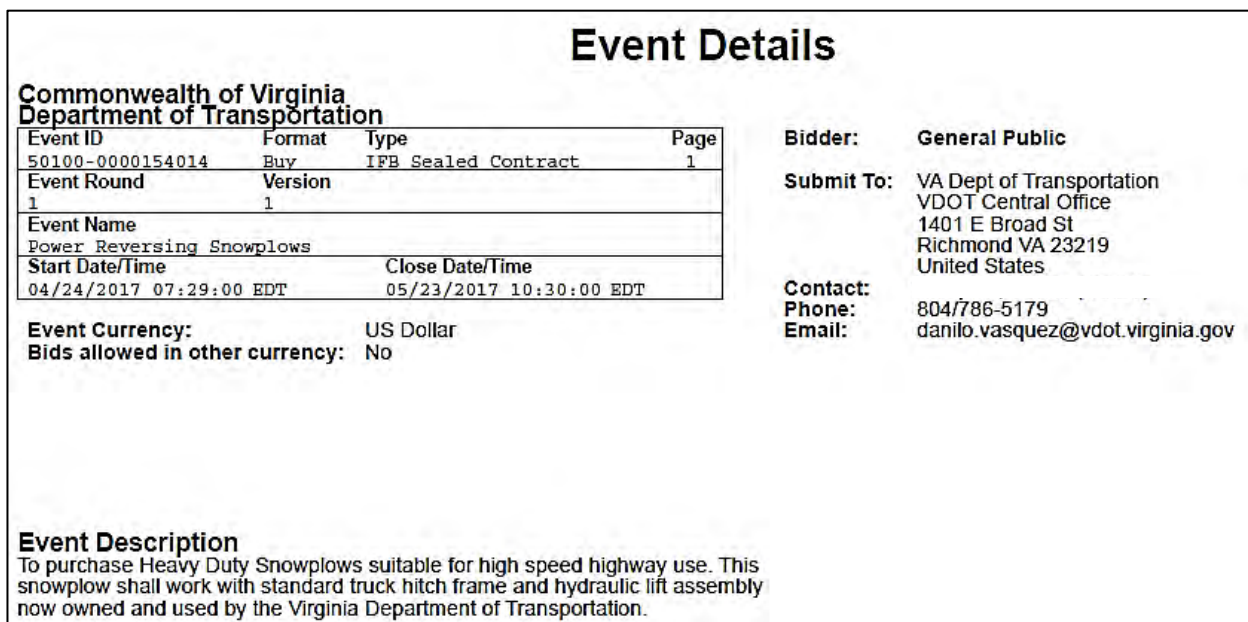
Screenshot of the Preview PDF Report Notification



Screenshot of the Preview PDF Report Email Message



Screenshot of the Event Details PDF Report





Screenshot of the Event Details PDF Report (continued)

Event Details (cont.)

Commonwealth of Virginia
Department of Transportation

Event ID	Format	Type	Page
50100-0000154014	Buy	IFB Sealed Contract	2
Event Round	Version		
1	1		
Event Name			
Power Reversing Snowplows			
Start Date/Time		Close Date/Time	
04/24/2017 07:29:00 EDT		05/23/2017 10:30:00 EDT	

Bidder: General Public
 Submit To: VA Dept of Transportation
 VDOT Central Office
 1401 E Broad St
 Richmond VA 23219
 United States
 Contact: 804/786-5179
 Phone: danilo.vasquez@vdot.virginia.gov
 Email:

Event Currency: US Dollar
 Bids allowed in other currency: No

Line Details

Line: 1 Item ID:7656142165 Line Qty: 3.00 UOM: Each Unit Price: Extended Price:
 Required: No Reserve Price: No

Description: SNOW PLOW, VEHICLE MOUNTED, PER VIRGINIA DOT SPECS 11 FT., 36 IN. HEIGHT, POWER REVERSING, SNOWPLOW

Comments: - Snowplow – Manual, One-Way, Full Trip Tapered Moldboard – 11 Feet x 36 inches; for a 30,000 lb to 37,000 GVW truck.

State the make and model being bid on the lines below:

Make _____

Model _____

Line: 2 Item ID:7656142170 Line Qty: 25.00 UOM: Each Unit Price: Extended Price:
 Required: No Reserve Price: No

Description: SNOW PLOW, VEHICLE MOUNTED, PER VIRGINIA DOT SPECS 11 FT., TWO WAY

Comments: - Snowplow –Manual, Two-Way, Full Trip Moldboard – 11 Feet x 30 inches for a 31,000 lb. to 36,000 lb. GVW truck.

State the make and model being bid on the lines below:

Make _____

Model _____



SWAM Report (VRPR033) – SQR Report

REVISED: 01/06/2020

DESCRIPTION:

This report provides Small, Women, and Minority (SWAM) payment data to include vouchers and PCards. The report shows the SWAM expenditure by District and overall for VDOT and can be used to review SWAM expenditure data. The report can be run at the Summary or Detail level.

NAVIGATION PATH:

Main Menu > Sourcing > Reports > SWAM Report

RUN CONTROL PARAMETERS:

Process to select: VRPR033
Date or Period
Fiscal Year
Accounting Period
Report Option (Summary, Detail)
Business Unit

OUTPUT FORMAT:

PDF
CSV

Screenshot of the VRPR033 SWAM Report Run Control Page

The screenshot shows the 'SWAM Report' run control interface. At the top, there is a breadcrumb trail: 'Main Menu > Sourcing > Reports > SWAM Report'. Below this, the 'SWAM Report' title is displayed. The interface includes a 'Run Control ID' field with the value 'SWAM_Report', and buttons for 'Report Manager', 'Process Monitor', and 'Run'. The main section is titled 'Report Request Parameters' and contains several input fields: '*Date or Period' (set to 'Period'), 'Fiscal Year' (set to '2020'), 'Accounting Period' (set to '1'), and 'Source' (set to 'SBSD'). A red note states: 'NOTE: Included PCard transactions are taken from the Billing Date'. Below this, there is a 'Summary or Detail' section with a 'Report Option' dropdown set to 'Summary'. The 'Non Petty Cash Business Unit' section has a 'Business Unit' field set to '50100'. The 'Exclude Card Issuer Transactions' and 'Exclude Card Issuer Vouchers' sections both have a search field containing 'ISSPD' and the text 'Integrated Svcs Supply Prog'. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.



Screenshot of the VRPR033 SWAM Report (PDF)

CARDINAL Report ID: VRPR033		Commonwealth of Virginia SWAM REPORT					Run Date: 01/13/2020 Run Time: 12:17:00		
Fiscal Year: 2020 Accounting Period: 1		Exclude Card Issuer Vouchers: ISSPO Exclude Card Issuer Transactions: ISSPO		NOTE: Included PCard transactions are taken from the Billing Date					Page No. 1 of 2
SWAM Summary by District									
District	SB	WB	MB	DBE	SDV	Total SWAM Spend	Non SWAM	Total SWAM	SWAM Percentage
0	2,945,893.68	399,125.97	296,144.12	2,935.85		3,436,163.77	14,644,439.96	18,080,603.73	19.00%
1	3,574,068.28	254,533.52	317,425.85	93,185.26		4,146,087.65	13,036,457.50	17,182,545.15	24.12%
2	2,143,238.46	554,938.05	155,828.24	428,808.21		2,860,064.75	11,668,182.65	14,528,247.40	19.68%
3	4,465,661.68	246,424.70	176,283.53	351,025.21		4,888,369.91	5,516,269.66	10,404,639.57	46.98%
4	7,833,898.34	163,472.61	372,376.73	315,860.77		8,375,748.28	20,161,025.38	28,536,773.66	29.35%
5	3,729,244.95	788,034.24	408,702.33	707,374.60		4,925,381.52	42,049,568.61	46,975,550.13	10.48%
6	3,720,425.13	72,401.83	457,127.06	426,580.95		4,243,954.02	8,364,458.32	12,614,412.34	33.63%
7	1,618,709.11	156,009.33	241,524.66	276,645.67		2,016,243.10	8,336,580.65	10,352,823.75	19.47%
8	1,170,871.23	551,600.21	1,243,435.23	124,432.61		2,965,306.67	8,331,888.09	11,357,794.76	26.11%
9	2,815,786.43	650,093.58	1,917,515.47	235,275.46		5,383,395.54	29,764,759.82	35,148,155.36	15.31%
TOTALS	\$4,023,797.95	\$3,638,754.04	\$5,585,363.22	\$2,962,184.99	\$0.00	\$43,247,915.21	\$161,933,631.24	\$205,181,546.45	21.07%

Screenshot of the VRPR033 SWAM Report (CSV)

Commonwealth of Virginia SWAM REPORT											
Run Date: 01/13/2020											
Report II Run Time: 12:25:00											
Page No. of 2											
Fiscal Year: 2020		Exclude Card Issuer Vc: ISSPO									
Accounting Period: 1		Exclude Card Issuer Tr: ISSPO									
NOTE: Included PCard transactions are taken from the Billing Date											
SWAM Summary by District											
District	SB	WB	MB	DBE	SDV	Total SWAM Spen	Non SWAM	Qualifying Spend	SWAM Percentage		
0	\$2,345,893.68	\$195,125.97	\$295,144.12	\$2,935.85		\$3,436,163.77	\$14,644,439.96	\$18,080,603.73	19.00%		
1	3,574,068.28	254,533.52	317,425.85	93,185.26		4,146,087.65	13,036,457.50	17,182,545.15	24.12%		
2	2,143,238.46	554,938.05	155,828.24	428,808.21		2,860,064.75	11,668,182.65	14,528,247.40	19.68%		
3	4,465,661.68	246,424.70	176,283.53	351,025.21		4,888,369.91	5,516,269.66	10,404,639.57	46.98%		
4	7,833,898.34	163,472.61	372,376.73	315,860.77		8,375,748.28	20,161,025.38	28,536,773.66	29.35%		
5	3,729,244.95	788,034.24	408,702.33	707,374.60		4,925,381.52	42,049,568.61	46,975,550.13	10.48%		
6	3,720,425.13	72,401.83	457,127.06	426,580.95		4,243,954.02	8,364,458.32	12,614,412.34	33.63%		
7	1,618,709.11	156,009.33	241,524.66	276,645.67		2,016,243.10	8,336,580.65	10,352,823.75	19.47%		
8	1,170,871.23	551,600.21	1,243,435.23	124,432.61		2,965,306.67	8,331,888.09	11,357,794.76	26.11%		
9	2,815,786.43	650,093.58	1,917,515.47	235,275.46		5,383,395.54	29,764,759.82	35,148,155.36	15.31%		
TOTALS	#####	\$3,638,754.04	\$5,585,363.22	\$2,962,184.99	\$0.00	\$43,247,915.21	\$161,933,631.24	\$205,181,546.45	21.07%		
SWAM Summary by District & SWAM Type											
SWAM Type	District- 0	District- 1	District- 2	District- 3	District- 4	District- 5	District- 6	District- 7	District- 8	District- 9	Total Spend
DBE - Di	\$2,335.85	\$33,185.26	\$428,808.21	\$351,025.21	\$315,860.77	\$707,374.60	\$426,580.95	\$276,645.67	\$124,432.61	\$231,971.32	\$2,358,880.45
Disabled	0.10%	3.15%	14.43%	11.86%	10.67%	23.30%	14.41%	9.35%	4.21%	7.84%	308,534.14
ESD - En	231,795.01	0	0	0	0	0	0	0	4,552.31	12,186.82	308,534.14
Econom	34.57%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	1.48%	3.95%	
Micro	8,090.28	0	0	0	0	7,697.70	11,701.73	8,722.69	0	14,242.08	50,454.48
Minority	16.03%	0.00%	0.00%	0.00%	0.00%	15.25%	23.19%	17.28%	0.00%	28.22%	
Small	0	0	0	0	0	0	0	0	0	3,304.14	3,304.14
Women	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	
Women	123,554.11	600,735.48	415,976.64	792,270.96	368,826.18	745,160.97	85,357.41	112,430.87	123,245.49	266,876.55	3,640,454.66
	3.33%	16.50%	11.42%	21.76%	10.13%	20.46%	2.34%	3.09%	3.55%	7.33%	
Minority	295,144.12	317,425.85	155,828.24	176,283.53	372,376.73	408,702.33	457,127.06	241,524.66	1,243,435.23	1,917,515.47	5,585,363.22
	5.28%	5.68%	2.79%	3.16%	6.67%	7.32%	8.18%	4.32%	22.26%	34.33%	
Small	2,522,454.28	2,973,332.80	1,733,261.82	3,673,390.72	7,465,072.76	2,976,366.28	3,623,365.99	1,497,555.55	1,037,073.43	2,522,481.04	30,024,354.67
	8.40%	9.30%	5.77%	12.23%	24.86%	9.31%	12.06%	4.39%	3.45%	8.40%	
Women	195,125.97	254,533.52	554,938.05	246,424.70	163,472.61	788,034.24	72,401.83	156,009.33	551,600.21	650,093.58	3,638,754.04
	5.36%	7.00%	15.25%	6.77%	4.66%	21.65%	1.93%	4.29%	15.15%	17.86%	
TOTALS	\$3,439,099.62	\$4,239,272.91	\$3,288,872.96	\$5,239,395.12	\$8,691,609.05	\$5,633,356.12	\$4,676,534.97	\$2,292,888.77	\$3,090,399.28	\$5,618,671.00	\$46,210,099.80



Supplier Solicitation Analysis Report (VPRR0025) – SQR Report

REVISED: 01/06/2020

DESCRIPTION:

This report provides an analysis of supplier responses and awards by SWAM Type for a designated period of time. The report also provides the total dollar amount of awards associated with each SWAM Type.

NAVIGATION PATH:

Main Menu > Sourcing > Reports > Supplier Solicitation Analysis

RUN CONTROL PARAMETERS:

Process to select: VPRR0025

Business Unit

From Date

To Date

Department

OUTPUT FORMAT:

PDF


CSV

Screenshot of the VPRR0025 Supplier Solicitation Analysis Report Run Control Page

The screenshot shows a web application interface for running a report. At the top, there is a breadcrumb navigation path: Favorites > Main Menu > Sourcing > Reports > Supplier Solicitation Analysis. Below this, there is a tab labeled 'Vndr Solicitation'. The main content area displays 'Run Control ID Supplier_Solicit_Analysis' and 'Report Manager Process Monitor' with a 'Run' button. A 'Report Request Parameters' section contains the following fields: '*Business Unit' with the value '50100' and a search icon; '*From Date' with the value '01/01/2019' and a calendar icon; '*To Date' with the value '06/30/2019' and a calendar icon; and 'Department' with an empty text box. At the bottom of the form, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.



Screenshot of the VPRR0025 Supplier Solicitation Analysis Report

 Report ID: VPRR0025		Commonwealth of Virginia SUPPLIER SOLICITATION ANALYSIS				Run Date: 01/13/2020 Run Time: 12:07 00	
From 01/01/2019 To 06/30/2019		Page No. 1 of 1					
Business Unit 50100							
Department:							
SWAM Type	SWAM Description	Number of Responses	% of Total Responses	Number of Awards	% of Total Awards	Dollar Amounts of Awards	% of Total Dollar Awards
1	Small	138	50.00	117	50.00	\$52,731,335.86	44.43
2	Micro	55	19.93	47	20.09	\$11,272,865.71	9.50
3	Women Owned	19	6.88	9	3.85	\$1,648,480.25	1.39
4	Minority Owned	38	13.77	46	19.66	\$46,061,808.43	38.81
5	Disabled Veteran Owned	0	0.00	0	0.00	\$0.00	0.00
6	ESO - Employment Services Organization	2	0.72	2	0.85	\$91,693.14	0.08
7	DBE - Disadvantaged Business Enterprise	24	8.70	13	5.56	\$6,868,614.00	5.79
8	ACDBE - Airport Concession Disadvantaged Business	0	0.00	0	0.00	\$0.00	0.00
9	8(a) - Business Development Program	0	0.00	0	0.00	\$0.00	0.00
10	Federal Service-Disabled Veteran-Owned Small Bus	0	0.00	0	0.00	\$0.00	0.00
11	Economically Disadvantaged Women-Owned Small Bus	0	0.00	0	0.00	\$0.00	0.00
Totals		276		234		\$118,674,797.38	