		Displays supplier, payment and voucher info. Results will

	Displays Supplier Authority by Operator	¡ Business Unit*
	Displays POs that have been part ally received	¡ Business Unit*
	Displays POs that have been received but that have not been vouchered	¡ Business Unit*
	Displays PO and related Receipt and Voucher informat on	Business Unit* PO Number
	Displays POs that have been vouchered but that have not been received	¡ Business Unit*
	Displays Payment informat on for a PO	Business Unit* PO Number*
	Displays Account ng Details for Vouchers and Purchase Orders for the entered criteria to be provided to DOAS	Business Unit* From Fiscal Year To Fiscal Year From Acctg Period

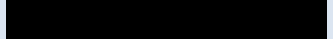| | Displays Requisition lines with open pre-encumbrances by Requisition ID | |

PO Surplus Analysis	A comprehensive report from KK_ACTIVITY_LOG showing all POs for specified budget ref and fund. The report provides summaries by PO line, chartfield segment and fiscal year. If the Suppress Zero Effect POs box is selected the report will ignore POs where encumbrances, reversals, and payments are in the same fiscal year with no resulting surplus amount.	BOR Menus> BOR Purchasing> BOR PO Reports> PO Surplus Analysis	Business Unit* Budget Ref

Close Requisition Report	Provides information about Requisitions that have been closed by the last run of the Close Requisition process (PO_REQRCON).	Purchasing> Requisitions> Reconcile Requisitions> Close Requisitions On Process Scheduler Request page, select Close Requisition Report checkbox	Requisition Run Option* Business Unit* Requisition ID ChartField Criteria Accounting Date for Action*
Requisition Print	Provides a hard copy of requisitions, sorted by Requisition ID, and can print either single or multiple Requisitions.	Purchasing> Requisitions> Reports> Print Requisition	Business Unit* Requisition ID From Date Through Date Requester Statuses to Include*
Requisition to PO XREF	Cross-		

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

Order Status by Item	Provides Purchase Order status information sorted by Item.	Purchasing> Purchase Orders> Reports> Status Listings OR eProcurement> > Inquiries & Reports > PO Status Listings	From Date Through Date Business Unit*
PO Detail Listing by PO Date	Provides detailed Purchase Order information sorted by PO Date.	Purchasing> Purchase Orders> Reports> Purchase Order Detail Listings OR eProcurement> > Inquiries & Reports > PO Detail Listings	From Date Through Date Business Unit* Supplier SetID Supplier ID Buyer
PO Detail Listing by Supplier	Provides detailed Purchase Order information sorted by Supplier.	Purchasing> Purchase Orders> Reports> Purchase Order Detail Listings OR eProcurement> Inquiries & Reports > PO Detail Listings	From Date Through Date Business Unit* Supplier SetID Supplier ID Buyer

PO Activity	Provides information on all Purchase Order activity within the selected criteria.	Purchasing> Purchase Orders> Reports> Purchase Order Activity	Business Unit* GL Business Unit Department From Date Through Date Include Cancelled POs? (optional) Include Open/Pending Appr POs? (optional)
Procurement Budgetary Activity POS8001			

Open Purchase Order Report	Identfes open Purchase Orders for budget year-end process. Informaton for Purchase Order distributon lines appear if encumbrances stll remain on KK_LIQUIDATION table.	Purchasing> Purchase Orders> Budget Year End Processing> Open Purchase Order Report	Business Unit* Ledger Group Supplier ID From Date* To Date ChartField Selecton
Receipt Delivery Detail Report	Provides a detailed list of shipments by Receipt ID.	Purchasing> Receipts> Reports> Receipt Delivery Report generated as part of PSJob:	Business Unit* Receipt No Locaton From Date Through Date
Receiver Summary Report	Provides a summary listng of Receipts within a specifed date range.	Purchasing> Receipts> Reports> Receipt Summary OR eProcurement> Reports> Receipt Summary	From Date Through Date Business Unit*
Receiver Ship To Detail Report	Lists Receipt shipments along with ship to locaton informaton.	Purchasing> Receipts> Reports> Receipt Ship To Details OR eProcurement> Inquiries & Reports> Receipt ShipTo Detail	From Date Through Date Business Unit*
Receiver Account Detail Report	Provides detailed account informaton for Receipts.	Purchasing> Receipts> Reports> Receipt Account Details OR eProcurement> Inquiries & Reports > Receipt Account Detail	From Date Through Date Business Unit*

Duplicated Supplier Report	Displays potental duplicate Suppliers. These Suppliers may share duplicate TINs, withholding names, withholding addresses, Supplier names, Supplier short names, or Supplier addresses depending on search criteria.	Suppliers> Supplier Informaton> Maintain> Duplicate Supplier Report Report generated as part of PSJob: DUP_VNDR *From Date not marked as Required, but is necessary to return data for this report.	Request ID* Descripton ¡ Process Frequency* SetID* Withholding Supplier Voucher Payment From Date* Through Date

Match Exceptions Report	Provides match exception information with Voucher, Purchase Order, and Receipt data.	eProcurement> Inquiries & Reports > Match Exceptions	¡ Business Unit*
Supplier Detail Listing	Provides a detailed Supplier listing for the selected Set ID and status as of selected date.	eProcurement> Inquiries & Reports > Supplier Detail Listing On Process Scheduler Request page, select Supplier Detail Listing checkbox Report is also generated as part of PSJob:	SetID* As of Date Supplier Status Include Single Pay Suppliers (optional)
AP Supplier Summary	Provides a summary Supplier listing for the selected Set ID and status.	eProcurement> Inquiries & Reports > Supplier Summary Listing	SetID* Supplier Status