REPORTING FOR PROCUREMENT

PURCHASE ORDER LINES NOT RECEIVED AGING (BUYERS)

Note: This report allows buyers to manage purchase orders that have not been fully received; this report may be used to keep track of following up with suppliers.

From the search bar:

1. Search for and select the “Purchase Order Lines Not Received Aging” report.
2. Click **OK**.
3. Use filters to narrow your view of purchase orders (e.g., Buyer; PO Status; Days Aging; Supplier).

FIND REQUISITION LINES FOR ORGANIZATIONS (REQUISITION SPECIALISTS)

Note: This report allows Board-certified requisition specialists to narrow their search for requisitions by the cost centers they are affiliated with, regardless of who entered the requisition.

From the search bar:

1. Search for and select the “Find Requisition Lines for Organizations” report.
2. Use the “My Organizations” feature within the Organization data field to select one or more Cost Centers availble to you.

3. Click **OK**.
4. Use filters to narrow your view of requisitions (e.g., Company; Supplier; Requester).

MY REQUISITIONS (REQUISITION SPECIALISTS)

Note: This report allows Board-certified requisition specialists to narrow their search for requisitions by the ones they entered themselves.

From the search bar:

1. Search for and select the “My Requisitions” report.
2. Click **OK**.
3. Use filters to narrow your view of your requisitions (e.g., Requisition Type; Document Date; Suppliers).

MY RECEIPTS (RECEIVERS)

Note: This report allows Board-certified receivers and non-Board-certified receivers to narrow their search for receipts by the ones they entered themselves.

From the search bar:

1. Search for and select the “My Receipts” report.
2. Click **OK**.
3. Use filters to narrow your view of your receipts (e.g., Receipt Date; Receipt Status).