PURCHASING USER MANUAL

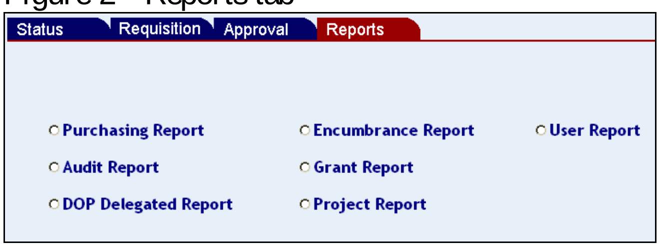
PURCHASING - PURCHASING, REQUISITION, AUDIT, AND OTHER REPORTS

INTRODUCTION

Click the **Requisitions**, **Purchase Orders**, or **Processed** menu on the main **Purchasing** menu, and then click the **Reports** tab to select the type of report.

Figure 1- Main menu

Figure 2 - Reports tab



Choose from several reports in different file formats - PDF, TXT (text), or comma separated value (CSV).

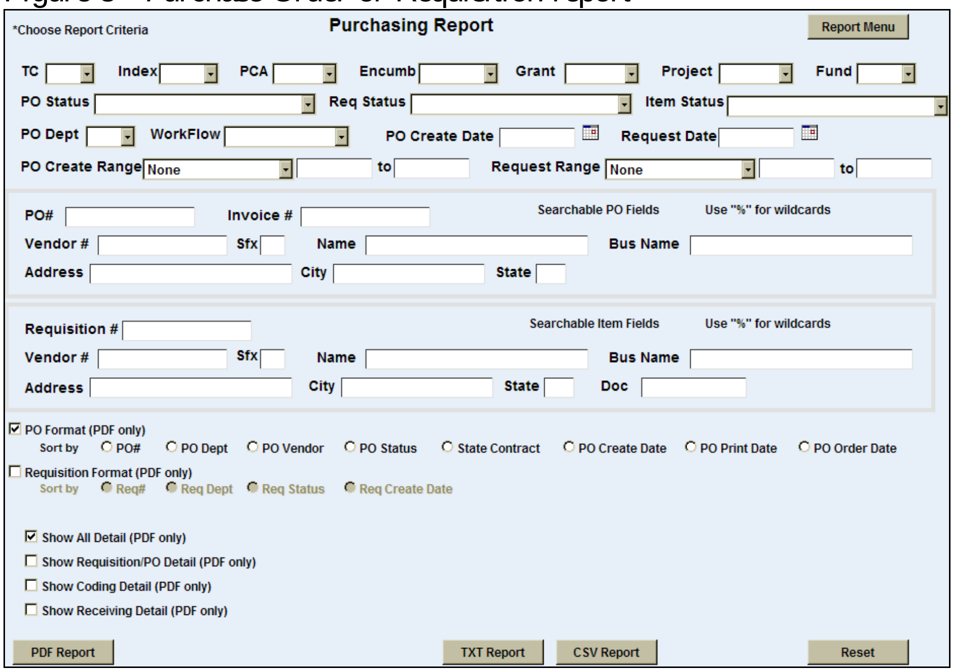
Report	**File format**
Purchasing Report	PDF, TXT, or CSV
DOP Delegated Report	PDF or CSV
Audit Report Encumbrance Report Grant Report Project Report User Report	PDF

PURCHASE ORDER OR REQUISITION REPORT

There are over 30 criteria to select and generate a Purchase Order or Requisition report from.

1. Select or enter the criteria needed for the report.
2. Check either the **PO Format (PDF Only)** or **Requisition Format (PDF Only)** check box if you are going to generate a PDF report. Then select the **Sort by** criteria to sort the line items on the report .
3. Check the **Show All Detail (PDF) Only)**, **Show Requisition/PO Detail (PDF) Only)**, **Show Coding Detail (PDF) Only)**, and/or **Show Receiving Detail (PDF) Only)** check boxes if you want to print the respective details for each line item.
4. Click **PDF Report**, **TXT Report**, or **CSV Report**. Reports are then generated and displayed in PDF, text, or comma separated value (CSV) format.

Figure 3 - Purchase Order or Requisition report



AUDIT REPORT

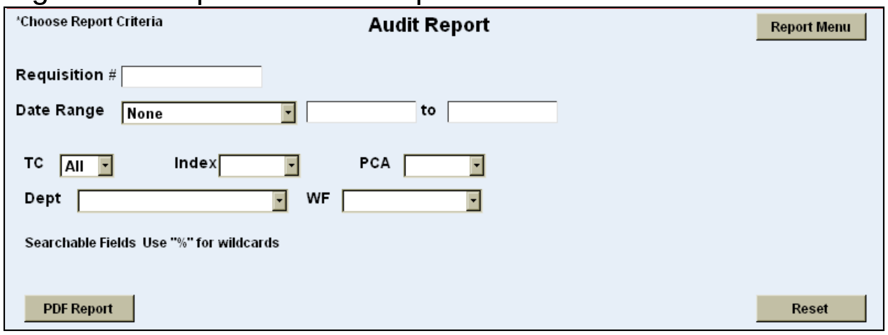
The Purchase Order Audit Report uses the same criteria as the Purchase Order report (see above), but is generated in PDF format only.

The Requisition Audit Report criteria are:

- **Requisition #**.
- **Date Range** – either select a pre-defined range or enter a date range.
- **TC** – transaction code.
- **Index** – a specific Index code

- **PCA** – a specific PCA code.
- **Department** (if the agency has created Requisition Departments).
- **Workflow** – the requisition workflows created by the agency.

Figure 4 – Requisition Audit report

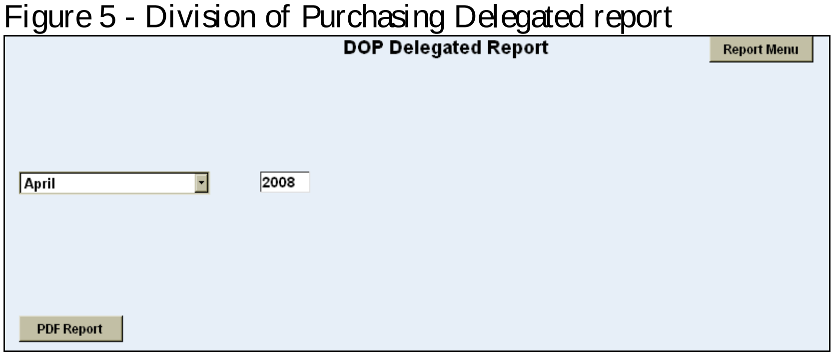


DOP (DIVISION OF PURCHASING) DELEGATED REPORT

Select the month and enter the year and then click **PDF Report**.

The report will display line items that have fiscal coding completed, are not voided, are part of a purchase order, and have amounts greater than or equal to the agency delegated amount. The agency **Delegated Amount** must be set up on the **Agency** screen in the **Administration** menu. The **Delegated Amount** is the amount that the Department of Administration has granted to an agency for purchases exceeding $5,000 and not available on statewide contracts. See the Department of Administration's Purchasing Reference Guide for more details.

Figure 5 - Division of Purchasing Delegated report



The bottom of the PDF report will include the following statement:

> This monthly report is to be submitted for all agency purchases pursuant to its delegated authority. It shall include all commodity purchases between the listed minimums and the agency's delegated purchasing limit.

Do not include any purchase from State Contracts, Division of Purchasing issued Purchase Orders, or Division of Purchasing EPA's (Emergency Purchasing Authority) or SSA's (Sole Source Authorization).

Include all commodity and general services purchases greater than $5,000 and all authorized Departmental EPA's (regardless of dollar amount including noncompetitive professional or consulting services of less than $50,000, or IT services less than $50,000)

*Non-Competitive Codes:
IT (Information Technology Services) P&C(Professional or Consulting Services), DEPA (Department issued Emergency Purchasing Authority) CI (Correctional Industries), FED (Federal) S&L GOV (State or Local Government), IACRP (Idaho Association of Community Rehabilitation Program), Exempt (attach explanation)

ENCUMBRANCE, GRANT, OR PROJECT REPORT

These reports display the current balance of a Grant, Project, or Encumbrance. The report takes the STARS balance and adds or subtracts the amount that is in Purchasing and Payment Services based on the Transaction Code. Each report is generated in PDF format only

The selectable report criteria are the same for the Encumbrance, Grant, or Project reports. These include:

- **Date Range** – either select a pre-defined range or enter a date range.
- **Date –** Enter or select a specific date
- **TC –** Transaction code.
- **Index** – A specific Index code
- **PCA** – A specific PCA code.
- **Encumbrance** and **Sfx -** Encumbrance and Encumbrance Suffix.
- **Grant** and **Phs -** Grant and Grant Phase.
- **Project** and **Phs –** Project and Project Phase

Figure 6 - Encumbrance, Grant, or Project report