

HELPFUL QUERIES IN THE MANAGEMENT OF YOUR REQUISITIONS AND PURCHASE ORDERS

HOW TO RUN QUERIES:

To navigate to the Query Viewer click: Main Menu -> Reporting Tools -> Query -> Query Viewer (I suggest you make this Page a favorite)
Enter the name of the Query you want to run then click search.

The screenshot shows the BOES Query Viewer interface. At the top, there is a navigation bar with links for Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. Below the navigation bar, there is a breadcrumb trail: Favorites > Main Menu > Reporting Tools > Query > Query Viewer. The main content area is titled "Query Viewer" and contains a search form. The search form has a "Search By" dropdown set to "Query Name" and a "begins with" text box containing "B_POSTED_VCHRS_BY_POID". There are "Search" and "Advanced Search" buttons. Below the search form, there is a "Search Results" section with a "Folder View" dropdown set to "-- All Folders --". The search results are displayed in a table with the following columns: Query Name, Description, Owner, Folder, Run to HTML, Run to Excel, Run to XML, Schedule, and Add to Favorites. The table contains one row for the query "B_POSTED_VCHRS_BY_POID" with the following values: Description is blank, Owner is "Public", Folder is blank, Run to HTML is "HTML", Run to Excel is "Excel", Run to XML is "XML", Schedule is "Schedule", and Add to Favorites is "Favorite".

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
B_POSTED_VCHRS_BY_POID		Public		HTML	Excel	XML	Schedule	Favorite

Here you can also click to make this Query a favorite so every time you come to this page it is always available to run.

To run the query select the run option you prefer:

- Run to HTML – will open a new window with the results.
- Run to EXCEL – will open EXCEL with the results.
- Run to XML – will create XML formatted text results.

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There are 2 queries listed below: (Note-Every PO has documents in all different stages and statuses which can cause discrepancies!)

B_POSTED_VCHRS_BY_POID – this shows the detail of the Vouchers against a PO with payment info if available.

B_RECEIPT_TO_PO_XREF – this shows the receipts related to a purchase order.

QUERIES THAT SHOW DETAIL OF PO ACTIVITY

QUERY NAME : B_POSTED_VCHRS_BY_POID

Reference	Chk Dt	Post Stat Vch	Post Stat Chk	VchrD stAmt	PO No.	PO Ln	Name	Voucher	PO Dst	Fund Vchr	Dept Vchr	Proj Vchr	Prog Vchr	Acct Vchr
286571	2014-08-08	P	P	132.47	0000720882	1	XEROX CORPORATION GOV'T RENEWALS	00537105	1 A	630		7710	0472	
287330	2014-09-09	P	P	132.47	0000720882	1	XEROX CORPORATION GOV'T RENEWALS	00539415	1 A	630		7710	0472	
288508	2014-10-15	P	P	132.47	0000720882	1	XEROX CORPORATION GOV'T RENEWALS	00542704	1 A	630		7710	0472	
287967	2014-09-30	P	P	180.00	0000720882	2	XEROX CORPORATION GOV'T RENEWALS	00540759	1 A	630		7710	0472	
287967	2014-09-30	P	P	180.00	0000720882	2	XEROX CORPORATION GOV'T RENEWALS	00541182	1 A	630		7710	0472	
				757.41										

QUERY NAME : B_RECEIPT_TO_PO_XREF

Recv Nbr	Recv Date	Match Stat	Rec eipt Line	Merchandise Amt	PO No.	PO Line	Vendor	Voucher	Voucher Line	Fund	Dept	Proj ect	Prog ram	Account
0000289141	2014-08-04	M	1	132.47	0000720882	1	0000010177	00537105	1 A	630		7710	0472	
0000291024	2014-09-03	M	1	132.47	0000720882	1	0000010177	00539415	1 A	630		7710	0472	
0000294291	2014-10-09	M	1	132.47	0000720882	1	0000010177	00542704	1 A	630		7710	0472	
0000293001	2014-09-24	M	1	180.00	0000720882	2	0000010177	00541182	1 A	630		7710	0472	
0000292539	2014-09-22	M	1	180.00	0000720882	2	0000010177	00540759	1 A	630		7710	0472	
				757.41										

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

Activity Summary

Business Unit:	NCBOC	PO Status:	Dispatched
Purchase Order:	0000720882	Vendor:	<u>XEROX CORPORATION GOV'T RENEWALS</u>
Merchandise Amount:	3,749.64 USD		
Merchandise Receipt:	757.41 USD		
Merchandise Returned:	0.00 USD		
Merchandise Invoice:	757.41 USD		
Merchandise Matched:	757.41 USD		

Line	Item	Item Description	UOM	Order Qty	Amount Ordered	Currency	Amount Only
1		5875APT-SER# EX9288823	EA	12.0000	1,589.640	USD	<input type="checkbox"/>
2		5875APT MAINTENANCE	EA	2160.0000	2,160.000	USD	<input type="checkbox"/>

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QUERY TO FIND PO # FOR REQUISITIONS YOU HAVE ENTERED

B_REQ_TO_PO_XREF_ENTERED_BY – This query prompts by the userid of who entered the requisition and shows you the corresponding PO # for the requisition the user entered.

	Unit	Entered By	Requester	Status	Req ID	Req Date	PO No.	Req Line	Req Distr	Item	More Info	Price	Req Qty	UOM
1	NCBOC	TSICA	MPLACILL	A	0000156788	06/02/2014	0000627081	6	1	AC Power Cord for Catalyst 3K-X (North America) (Quote: 000Q31317-01) Acct: 310 CAB-3KX-AC AC Power Cord for Catalyst 3K-X (North America)		0.00000	12.0000	EA
2	NCBOC	TSICA	MPLACILL	A	0000156788	06/02/2014	0000627081	12	1	Advanced Daily Install (Quote: 000Q31317-01) Acct: 472 (PS-SNY-ADV) Advanced Daily Install		1200.00000	15.0000	EA
3	NCBOC	TSICA	CMCGRATH	A	0000157141	06/19/2014	0000627295	4	1	Opt. 0D1 Factory Integrated		0.00000	1.0000	EA
4	NCBOC	TSICA	CMCGRATH	A	0000157141	06/19/2014	0000627295	6	1	Opt. 0D1 Factory Integrated		0.00000	16.0000	EA
5	NCBOC	TSICA	CMCGRATH	A	0000157141	06/19/2014	0000627295	10	1	Opt. 0D1 Factory integrated		0.00000	1.0000	EA
6	NCBOC	TSICA	MPLACILL	A	0000157585	07/03/2014	0000720369	1	1	Professional services for Roslyn UFSD via Vandis Inc.		195.00000	60.0000	EA
7	NCBOC	TSICA	MPLACILL	A	0000157605	07/03/2014	0000720451	1	1	Index and scan 180 HR files containing an estimated 5K images. Upload to FileBound.		0.09860	5000.0000	EA

QUERY TO VIEW STATUS OF REQUISITION IN THE APPROVAL PROCESS

B_WF_REQ_HISTORY – This query shows the history of the approval of a requisition.

	Req ID	Req Date	Req. Status	Approval Status	Work List	Previous User	Current User	WF STATUS	Entered By	Last Modify	Last Activ	Requester	Available Date/Time	Selected Date/Time	Worked Date/Time	Approved By	Approval Dt
1	0000150251	07/01/2013	C	A	Approve ChartFields Worklist	JTAYLOR	LMITCHEL	Worked	JTAYLOR	DSOTO	07/16/2014	LMITCHEL	07/01/2013 1:24:05PM	07/02/2013 10:47:00AM	07/02/2013 10:47:07AM	LSCHWART	07/03/2013
2	0000150251	07/01/2013	C	A	Approve ChartFields Worklist	LMITCHEL	VDAGUANN	Worked	JTAYLOR	DSOTO	07/16/2014	LMITCHEL	07/02/2013 10:47:07AM	07/02/2013 3:15:27PM	07/02/2013 3:15:30PM	LSCHWART	07/03/2013
3	0000150251	07/01/2013	C	A	Purch Agent Approval Worklist	VDAGUANN	LSCHWART	Worked	JTAYLOR	DSOTO	07/16/2014	LMITCHEL	07/02/2013 3:15:30PM	07/03/2013 11:58:25AM	07/03/2013 11:58:25AM	LSCHWART	07/03/2013