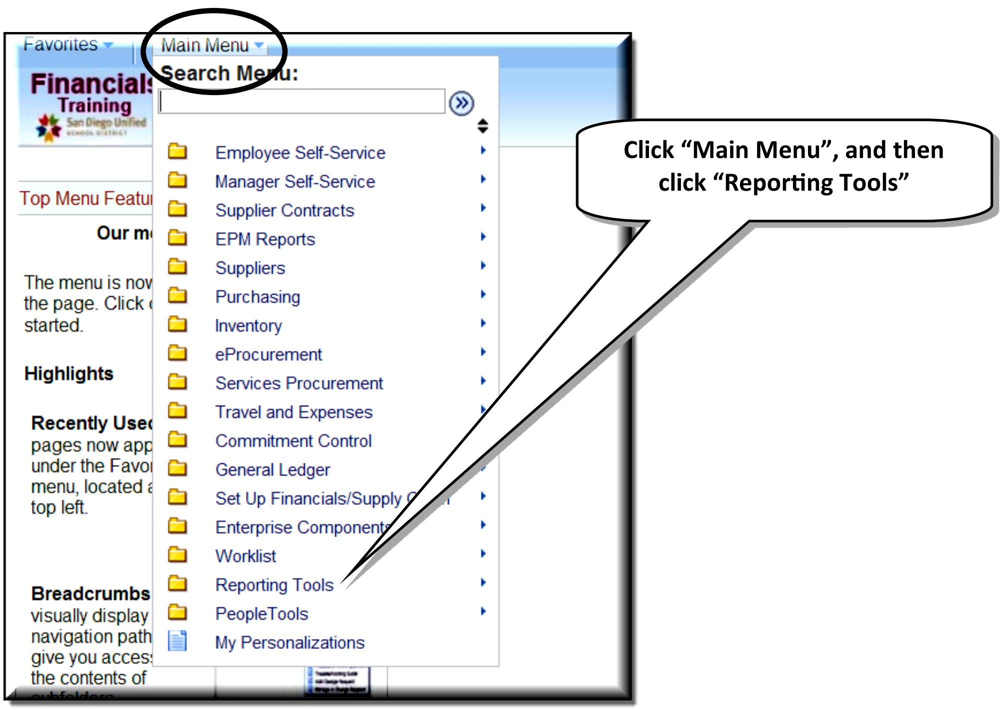
The eProcurement Report

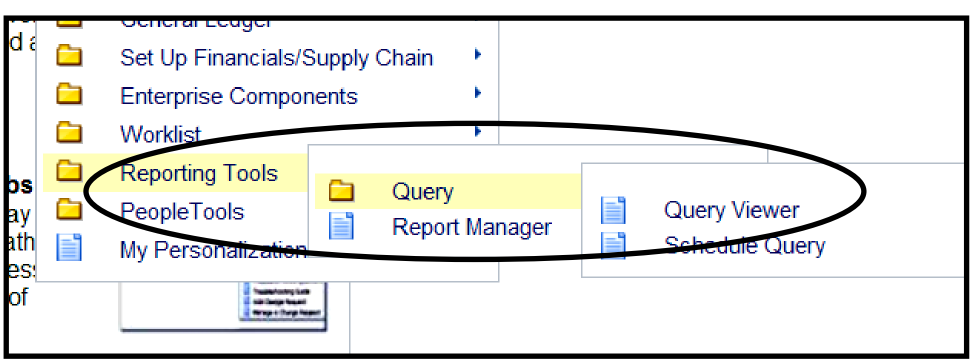
View Details of All ePro Orders in Your Entire Department/School

This Job Aid shows how to run a query (report) that displays all details about every eProcurement requisition created by anyone within your department, office, or school site.

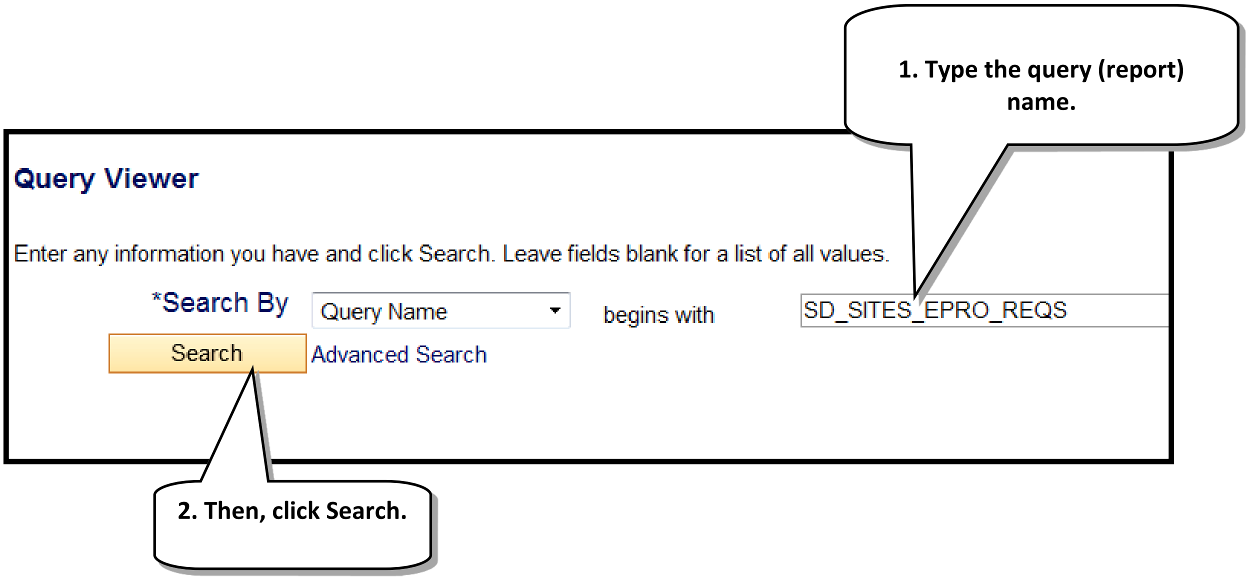
1. After logging into the PeopleSoft Financial online system, you must navigate to the **Reporting Tools** page.



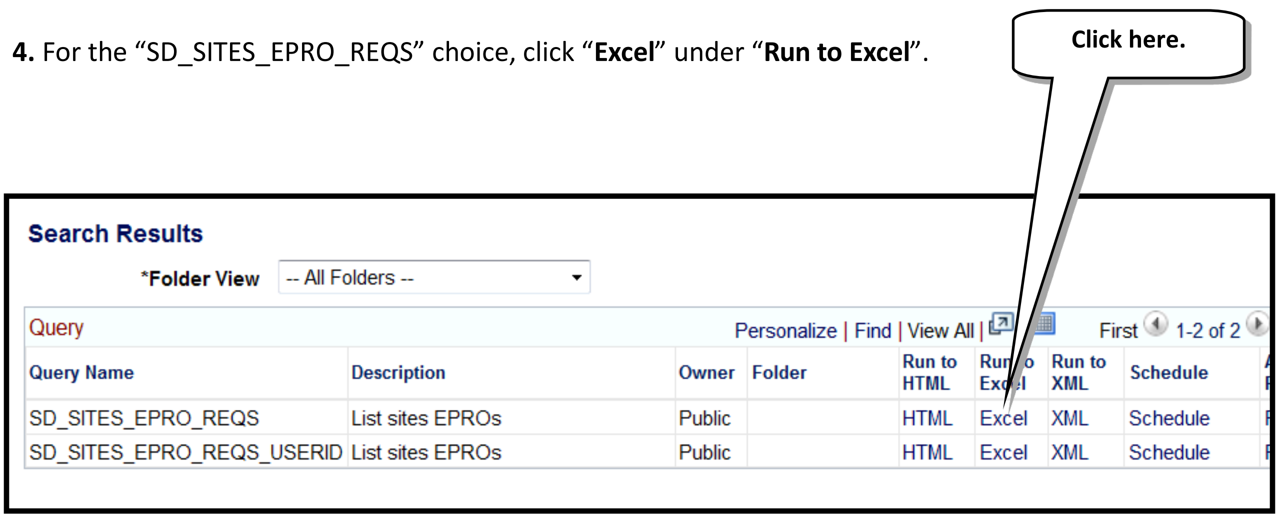
2. After clicking **Reporting Tools**, click **Query**, and then click **Query Viewer**.



3. Type the query name **SD_SITES_EPRO_REQS** into the **begins with** field, and then click **Search**:



4. For the “SD_SITES_EPRO_REQS” choice, click “**Excel**” under “**Run to Excel**”.



Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule
SD_SITES_EPRO_REQS	List sites EPROs	Public		HTML	Excel	XML	Schedule
SD_SITES_EPRO_REQS_USERID	List sites EPROs	Public		HTML	Excel	XML	Schedule

5. Enter the following information into the fields:

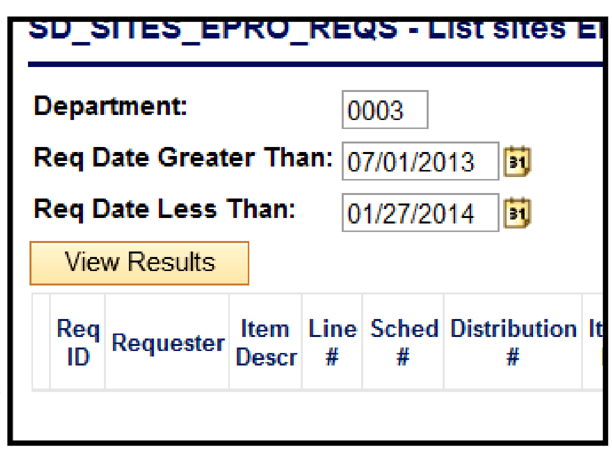
Department: Your Cost Center/Department ID no.

Req Date Greater Than: A date in the past, to begin the time frame within which you want to see ePro orders.

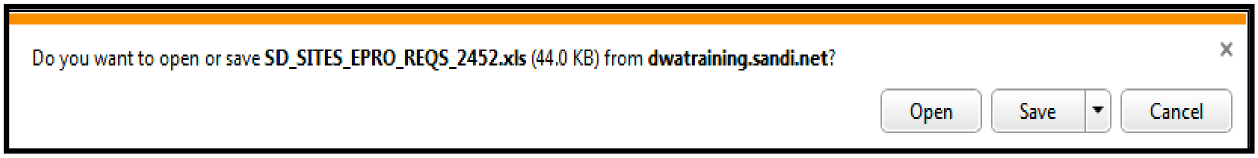
Req Date Less Than: A date up to today, to end the time frame within which you want to see ePro orders.

For example, if you want to see all ePro orders created between July 1, 2013 and Jan. 27, 2014, then those are the two dates you should enter here.

Then, click the **View Results** button.

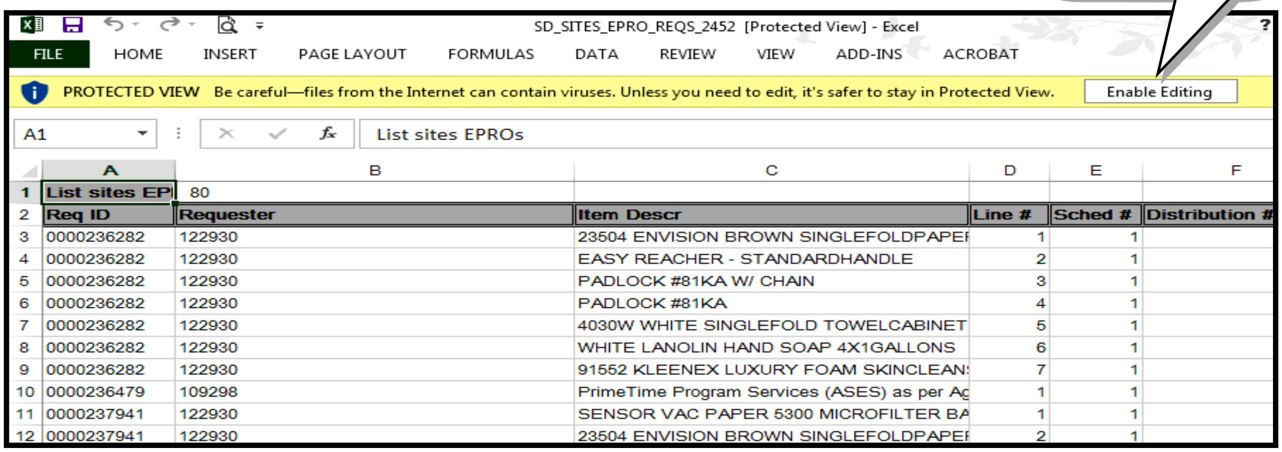


6. If the report does not automatically open in an Excel spreadsheet, look at the bottom of your screen. If you see the message displayed below, click either **Open** or **Save**.



7. The spreadsheet should open in Excel. Look at the top of the screen for a possible message saying you are in **Protected View**. Click to **Enable Editing**. Then you can filter/edit/save the report.

Click here.



8. To quickly and easily adjust the width of all the Excel columns, so that all the excess spaces are eliminated and all the data can be completely seen and not hidden, try this little maneuver:

1. Click the blank gray button in between the A and the 1 in the upper left corner.

2. Hover the mouse on the small vertical line that divides the A from the B, until it becomes a double-headed black arrow. Then double-click.

3. The columns are instantly adjusted. Click anywhere to deselect the spreadsheet.