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 details about eProcurement requisitions created within your department, office, or school site.

1. Log in to PeopleSoft Financials and navigate to Query Viewer using the following steps:
   a. From the Homepage, click the NavBar.
   b. Click Navigator.
   c. Scroll down Navigator menu. Select Reporting Tools.
   d. Select Query.
   e. Select Query Viewer.

2. In the "begins with" field, type SD_SITES_EPRO_REQS. Click Search.

3. On the Query page, select the preferred format to display report results.
   - HTML will display report results on the browser window with interactive export options.
   - Excel will display results in an Excel spreadsheet with full sort, edit, and save options.
4. Enter information in the following fields:
   - **Department**: Cost center number (4 digits).
   - **Req Date Greater Than**: Begin date of the time frame within which you want to see eProcurement requisitions.
   - **Req Date Less Than**: End date *(up to today)* of time frame within which you want to see eProcurement requisitions.

5. Click **View Results**.

6. Report will display in selected format. Each row displays line item information per requisition. Each column displays detailed information including:
   - Requisition ID
   - Item Description
   - Line #
   - Requisition Date
   - Request Status
   - UOM
   - Quantity
   - Item Price
   - Dept ID
   - Budget /Account Code
   - Distribution Status

Examples of report results in different formats *(from Step 3)* are shown below:

Navigate to the PeopleSoft site for additional resources and training opportunities.
SDUSD > Staff Portal > Technical Support/ Help Desk > select PeopleSoft from the IT Resources drop down menu.