



# Quick Reference Card Purchasing Reports

## Purchasing Reports Crosswalk

Type of Report	Report Name	Report T-Code or Portal Path	Description	Legacy Report Equivalent	BPP Completed? Y or N
Portal	House bill 1811 monthly report	Financial Systems>Reports>SRM>House Bill 1811 Monthly Report	(An R/3 report). Regulatory report - This report should not be used for purposes other than gathering information for the monthly House Bill 1811 Monthly Report.	(Same) - Brio Query	N
Portal	Restricted commodity report by dept	Financial Systems>Reports>SRM>Restricted Commodity	(An R/3 report). Displays all items that are classified as a Restricted Commodity.	N/A	N
Portal	Purchases by supplier & product category by suppliers	Financial Systems>Reports>SRM>Purchase Orders by Vendor and Product Category	(An R/3 report). This report displays total Purchase Order dollar amount and Vendor Address information by Date, Vendor, and/or Material Group. *Note – Cannot be divided by Business Area (Campus), Minority Indicator or Shopping Cart number.	N/A	N



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BW	Bid disposition by supplier	Financial Systems>Reports>SRM>Bid disposition by supplier	Does not work yet, Purchasing is currently not using the bidder functions in SRM.	N/A	N
Portal	Open PO's & RFQ's by vendor for a certain period of time	Financial Systems>Reports>SRM>Open Purchase Order Summary	*Does not work properly, it is only pulling Expediter data at this moment. A Remedy Ticket has been submitted on this issue.	(Same) - Brio Query or by using the Ariba software.	N
BW	Number of purchases by catalog & non-catalog suppliers	Financial Systems>Reports>SRM>Number of Purchases by Catalog	This is a BW report (cannot use until after 1:00 pm) that is used to see which Purchase Orders have been sent to the vendor via the ePlus catalog, compared to non-catalog by date and vendor. With certain variants, can be made to view Purchase Order and s	(Same) - Brio Query	N



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Portal	PO count & amount by county within the State of Indiana & all other states	Financial Systems>Reports>SRM>Purchase Orders by Vendor and ZIP Code	(An R/3 report). This report displays total Purchase Order dollar amount, total transactions, and Vendor Address information by Date, Vendor, State, and/or zip Code. *Note – Cannot be divided by Business Area (Campus), Minority Indicator, Shopping Cart n	(Same) - Brio Query	N
BW	Tippecanoe County annual assessment report	Financial Systems>Reports>SRM>Tippecanoe County Annual Assessment	This is a BW report (cannot use until after 1:00 pm).	N/A	N
Portal	Board of Trustees Report - Purchases GE \$1,000,000	Financial Systems>Reports>SRM>Board of Trustees Report	(An R/3 report). *Used to see orders of large amounts. This report should not be used for purposes other than gathering information for the quarterly Board of Trustees Report.	(Same) - Brio Query,	N



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BW	SRM Fiscal Approval Audit Reports	Purchasing Services>Procurement Reports>Shopping Cart Approvals Summary & Purchase Order Approvals Summary	There are two reports. These BW reports requested by J.Shipley are used to view the approval flows of shopping and purchase orders. This was requested as the first approvers need to manually create the workflow on shopping carts and POs.	N/A	N