

Cardinal Reports Catalog Procurement

VIRGINIA DEPARTMENT OF ACCOUNTS

Revised 04/10/2025



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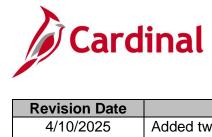
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Revision History

Revision Date	Summary of Changes
4/10/2025	Added two new queries titled PR Buyer Setup (V PR BUYER SETUP) and
	WebIMS Store Keeper (V_PR_STOREKEEPER).
4/13/2020	Baseline

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Training Materials and Resources

After reviewing this Reports Catalog, if any additional information or guidance is needed, please refer to the following:

- Cardinal SW NAV220 Cardinal Reporting: This Instructor Led Training (ILT) course provides training, demonstrations, and exercises that cover the fundamentals of how to run or access report and queries. Additionally, it covers how to perform inquiries. The course document provides:
 - Key concepts in Cardinal reporting
 - Information on how to access the Query Viewer to search, run, and access query results online or by download
 - Information on how to perform inquiries to access details about an item or transaction in Cardinal
 - Basic information about types of reports and how to access the different types of reports
 - Information on how to run and check the status of ad hoc reports
 - Information on how to access nVision reports and how to use the Drilldown feature
 - Information on how to run BI Publisher and PSJob reports and access them through the Report Manager
 - References for additional Resources, Job Aids, and Key Terms
 - Exercises which provide hands-on practice to run/access reports, inquiries or queries (provided in the ILT course only)

Note: This resource document is located on the Cardinal website and can be accessed by following this path:

Training > Course Materials > Statewide > SW_Financials > SW_Overview: Navigation, Reporting and Approvals > NAV220: Cardinal Reporting

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Add/Update Receipts Inquiry

REVISED: 04/10/2017

DESCRIPTION:

This inquiry is used to view receipt information such as distributions, rejects, and asset tag IDs.

NAVIGATION PATH:

Main Menu > Purchasing > Receipts > Add/Update Receipts

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

Online

Business Unit

Receipt Number

Bill of Lading

PO Business Unit

Item ID

PO Number

Ship To Location

Shipment Number

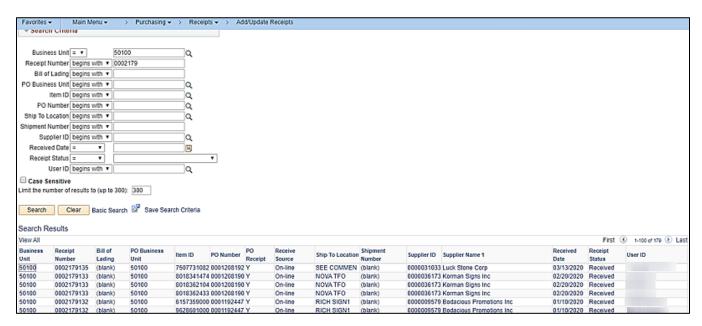
Supplier ID

Received Date

Receipt Status

User ID

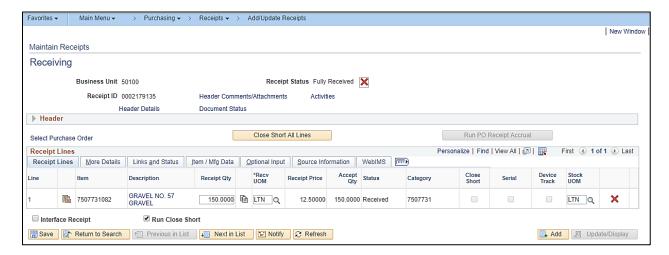
Screenshot of the Add/Update Receipts Search Page



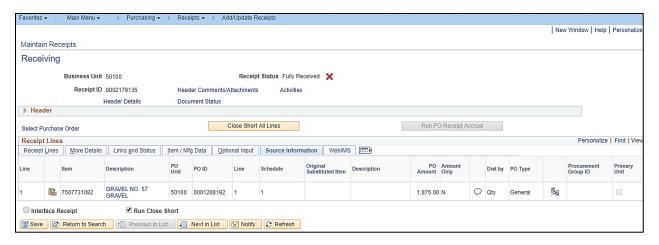
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Screenshot of the Maintain Receipts Page - Receipt Lines Tab



Screenshot of the Maintain Receipts Page – Source Information Tab



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Partially Received Purchase Orders (POs) Inquiry

REVISED: 04/10/2017

DESCRIPTION:

This inquiry is used to view purchase orders that have been partially received.

NAVIGATION PATH:

Main Menu > Purchasing > Receipts > Review Receipt Information > Partially Received POs

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

Online

Buyer Business Unit From Business Unit To PO Date From PO Date To

Screenshot of the Partially Received POs Page

Mair	n Menu ▼	> Purchasing ▼ >	Receipts ▼ >	Review Receipt II	nformation ▼ > Partiall	y Received POs
ly Receiv	ved POs					
	*Buyer					
Busine	ess Unit From	50100				
Bus	siness Unit To	50100 Q				
1	PO Date From	5 1				
	PO Date To	ist in the second secon				
		Search				
y Received	POs		Per	rsonalize Find	View All 💷 🔣	First 1-2 of 23 Last
O ID	PO Date	Procurement Card	PO Qty to Recv	Qty Received	Merch Amount PO to Recv	Merchandise Amount Received
0001141743	07/07/2016		62.0000	13.7500	6,496.040	1,817.290
0001151014	01/24/2017		55.0000	3.0000	7,398.480	596.010
,	Busing Bus Received	Business Unit From Business Unit To PO Date From PO Date To // Received POs PO Date	*Buyer Business Unit From 50100 Q Business Unit To 50100 Q PO Date From Search PO Date To Search PO Date Procurement Card	*Buyer Business Unit From 50100 Q Business Unit To 50100 Q PO Date From bi PO Date To Search PO ID PO Date Procurement Card PO Qty to Recv	*Buyer Q Business Unit From 50100 Q Business Unit To 50100 Q PO Date From PO Date To Search PO Date To PO Date Procurement Card PO Qty to Recv Qty Received	*Buyer Q Business Unit From 50100 Q Business Unit To 50100 Q PO Date From PO Date To Search Y Received POS Personalize Find View All PO Unit PO to Received PO Date Procurement Card PO Qty to Received PO Received PO to Received PO Date Procurement Card PO Qty to Received PO to Received PO Date Procurement PO Date PO Date Procurement PO Date PO D

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Receipt Document Status Inquiry

REVISED: 05/15/2017

DESCRIPTION:

This inquiry is used to view receipt document status information.

NAVIGATION PATH:

Main Menu > Purchasing > Receipts > Review Receipt Information > Document Status

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

Online

Business Unit

Receipt Number

Bill of Lading

Carrier ID

Packing Slip

User ID

Received Date

Receive Source

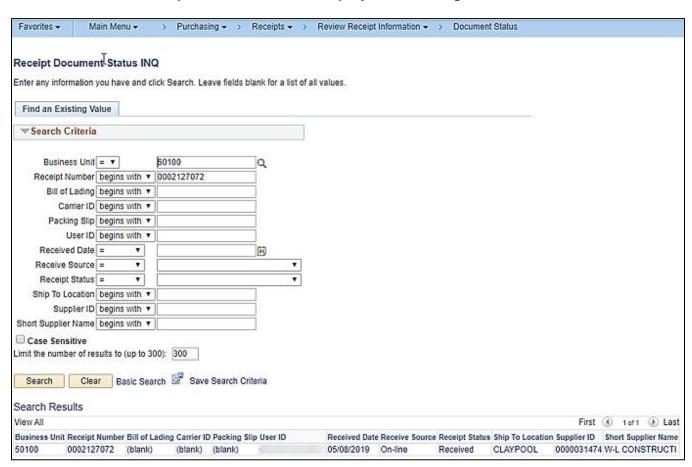
Receipt Status

Ship To Location

Supplier ID

Short Supplier Name

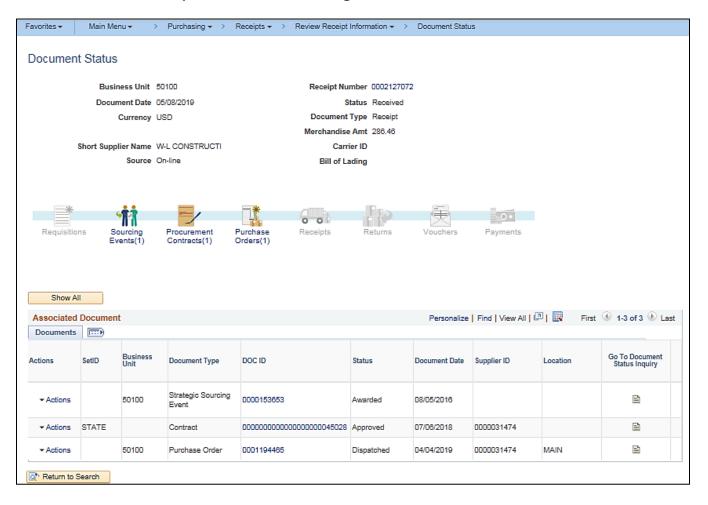
Screenshot of the Receipt Document Status Inquiry - Search Page



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Screenshot of the Receipt Document Status Page



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Receipts by Location Inquiry

REVISED: 05/15/2017

DESCRIPTION:

This inquiry is used to view receipt information by location.

NAVIGATION PATH:

Main Menu > Purchasing > Receipts > Review Receipt Information > Receipts by Location

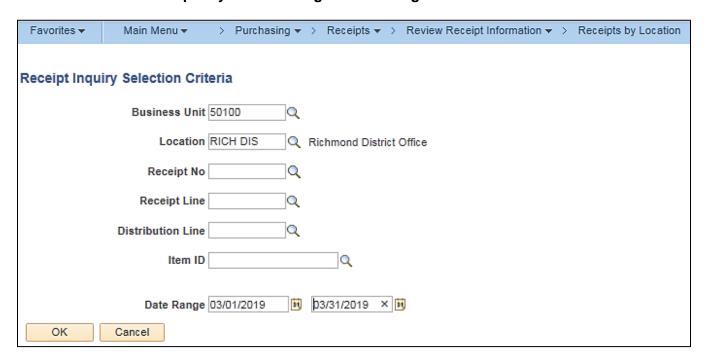
INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

Online

Business Unit Location Receipt No Receipt Line Distribution Line Item ID Date Range

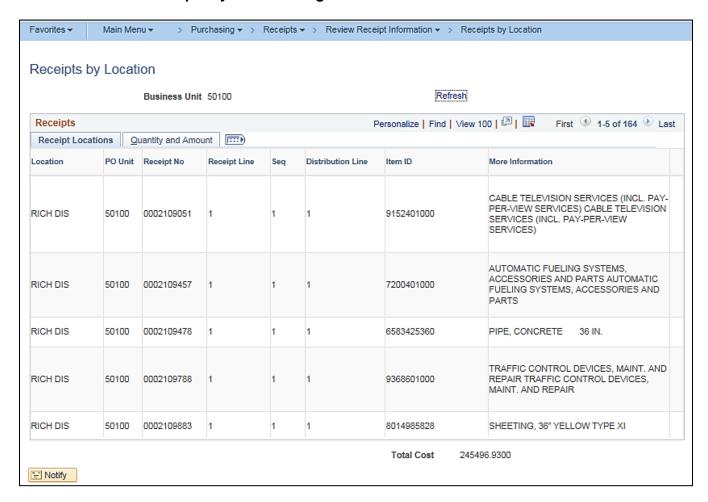
Screenshot of the Receipts by Location Page- Search Page



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Screenshot of the Receipts by Location Page



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Receipts Inquiry

REVISED: 04/10/2017

DESCRIPTION:

This inquiry is used to view receipt information.

NAVIGATION PATH:

Main Menu > Purchasing > Receipts > Review Receipt Information > Receipts

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

Business Unit

Receipt Number

Bill of Lading

PO Business Unit

Item ID

User ID

PO Number

Ship To Location

Supplier ID

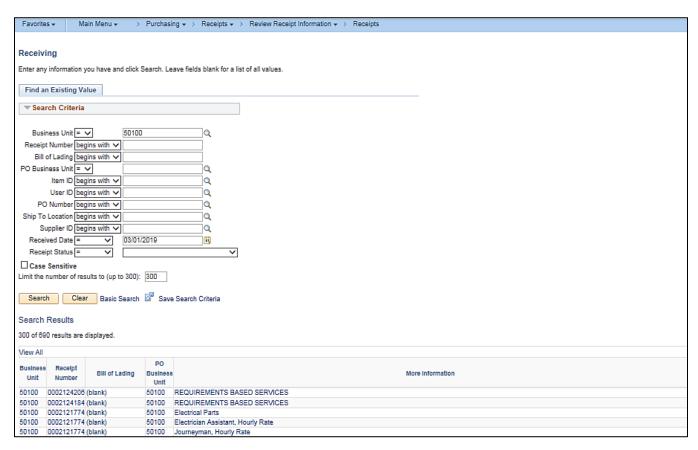
Received Date

Receipt Status

Out to

Online

Screenshot of the Receipts Inquiry Page



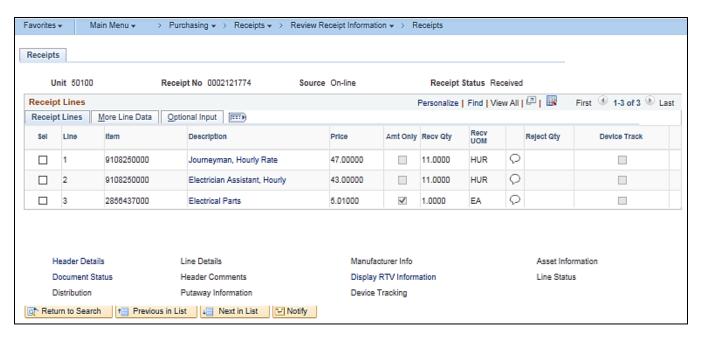
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Screenshot of the Receipts Receiving Inquiry Page (scrolled right)



Screenshot of the Receipts Page



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IMS PO Recv Vchr Prepost GL Query (V_PR_WEBIMS_VCHR_PREPOST)

REVISED: 04/11/2017

DESCRIPTION:

This query displays a list of Web Inventory Management System (WebIMS) related receipts that have not been voucher posted. The query will return results for re-stock purchase order receipts to reconcile IMS receipts reporting, prior to voucher approval. The query can be used to assist with reconciliation of WebIMS to Cardinal General Ledger (GL) Inventory.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PR_WEBIMS_VCHR_PREPOST

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit HTML
District (% for all) Excel
CSV

ADDITIONAL INFORMATION:

The query includes WebIMS type POs and Account Type of Expense Distribution (DST). The query excludes cancelled Receivers or cancelled Received lines.

Screenshot of the IMS PO Recv Vchr Prepost GL Query Page

Distri		%	i	eet CS	SV Text F	ile XML File	(12 kl	b)										First 1-	25 of 25 La
Row	Business Unit	District	Ship To	Dept ID	Stock	POID	PO Ln	Receiver ID	Recv Ln	IMS Rec Doc	Recy Line Status	Item ID	Receiver Oprid	Receipt Date	Recy Amt	Vohr ID	Vohr Ln	Vohr Amt	Supplier It
1	50100	NOVA	1-66 DOME2	19000	0022	0001196538	1	0002127266	- 1	R000068548	Received	7754577327		09/26/2019	1161.200				000001545
2	50100	NOVA	I-66 DOME2	19000	0022	0001196538	1	0002127267	1	R000068550	Received	7754577327		09/26/2019	1161.200	01009937	1	1161.200	000001545
3	50100	NOVA	I-66 DOME2	19074	7623	0001196538	2	0002127267	2	R000068551	Received	7754577327		09/26/2019	1741,800				000001545
4	50100	NOVA	I-66 DOME2	19000	0022	0001196539	- 1	0002127268	- 1	R000068555	Received	7754577327		09/26/2019	116120.000				000001545
5	50100	NOVA	I-66 DOME2	19000	0022	0001196541	- 1	0002127270	- 1	R000068556	Received	7754577327		09/27/2019	1161.200				000001545
6	50100	NOVA	I-66 DOME2	19000	0022	0001196541	1	0002127271	1	R000068557	Received	7754577327	1000	09/29/2019	1161.200	01009944	1	1161.200	000001545
7	50100	NOVA	I-66 DOME2	19000	0022	0001196543	- 1	0002127273	1	R000068559	Received	7754577327		10/01/2019	5806.000				000001545
8	50100	NOVA	I-66 DOME2	19000	0022	0001196543	- 1	0002127274	- 1	R000068560	Received	7754577327		10/01/2019	11612.000	01009946	1	11612.000	000001545
9	50100	NOVA	I-66 DOME2	19000	0022	0001196543	1	0002127275	- 1	R000068563	Received	7754577327	/P00000-	10/01/2019	1161.200	01009947	1	1161.200	000001545
10	50100	NOVA	I-66 DOME2	19000	0022	0001196543	1	0002127276	- 1	R000068566	Received	7754577327		10/01/2019	1161.200				000001545
11	50100	NOVA	I-66 DOME2	19000	0022	0001196543	1	0002127277	- 1	R000068568	Received	7754577327		10/01/2019	1161.200				000001545
12	50100	NOVA	I-66 DOME2	19000	0022	0001196543	1	0002127278	-1		Hold	7754577327		10/01/2019	1161.200				000001545
13	50100	NOVA	I-66 DOME2	19000	0022	0001196543	1	0002127283	.1	R000068587		7754577327		10/03/2019	1161.200				000001545
14	50100	NOVA	I-66 DOME2	19000	0022	0001196543	- 1	0002127284	- 1	R000068590	Received	7754577327		10/03/2019	1161.200				000001545
15	50100	NOVA	I-66 DOME2	19000	0022	0001196543	1	0002127287	- 1	R000068593	Received	7754577327		10/04/2019	2903.000				0000015454

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IMS/Cardinal Receipts Recon Query (V_PR_RECEIPTS_LOCATION)

REVISED: 04/11/2017

DESCRIPTION:

This query displays a list of receipts and can be used to view receipts by various selection criteria.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PR_RECEIPTS_LOCATION

INPUT / SEARCH CRITERIA:

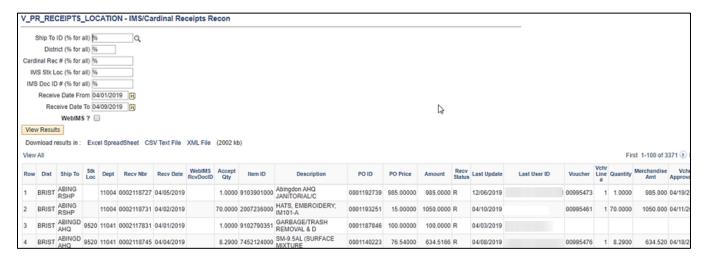
Ship To ID (% for all)
District (% for all)
Cardinal Rec # (% for all)
IMS Stk Loc (% for all)
IMS Doc ID # (% for all)
Receive Date From
Receive Date To

WebIMS ? [checkbox]

OUTPUT FORMAT:

HTML Excel CSV

Screenshot of the IMS/Cardinal Receipts Recon Query Page



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Screenshot of the IMS/Cardinal Receipts Recon Query Page with WebIMS Selected



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WebIMS Voucher Prepost Query (V_PR_WEBIMS_VCHR_PREPOST)

REVISED: 01/06/2020

DESCRIPTION:

This report provides a listing of Inventory Management System (IMS) POs and their related receipts and vouchers before they are posted to the voucher accounting line table. Requisitions with a requisition date within the last 365 days are reported. This report is used daily by the IMS Inventory Staff as part of the IMS/Cardinal receipts reconciliation process and is the only report apart from the PSQuery that provides the PO, IMS Doc ID, Cardinal Receiver ID data, and Voucher number cross-reference.

NAVIGATION PATHS:

Main Menu > myCardinal Financials > Financials Report Retrieval > FIN Report Manager

A query is also available for users to run ad-hoc from Main Menu > Reporting Tools > Query > Query Viewer > V PR WEBIMS VCHR PREPOST.

RUN CONTROL PARAMETERS: OUTPUT FORMAT:

Business Unit CSV

District (% for all)

Screenshot of V_PR_WEBIMS_VCHR_PREPOST Query



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Receipt Delivery Detail Report (POX5030) - PSJob Report

REVISED: 04/02/2020

DESCRIPTION:

This report provides a listing of items received by location and associated Purchase Order and Requisition information.

NAVIGATION PATH:

Main Menu > Purchasing > Receipts > Reports > Receipt Delivery

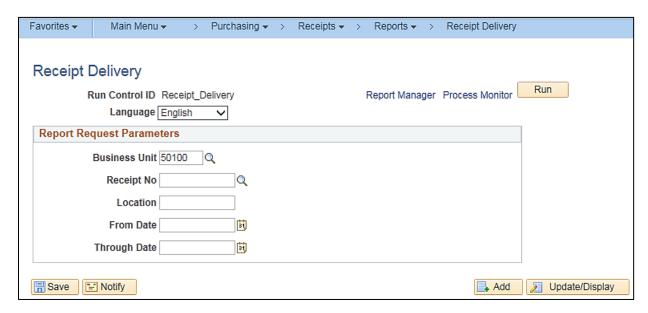
RUN CONTROL PARAMETERS:	OUTPUT FORMAT:
Process to select: RECV_DEL	
Business Unit	PDF
Receipt No	XLS
Location	TXT
From Date	

Through Date

ADDITIONAL INFORMATION:

This is a PSJob report. To access the report, once you have run it successfully go to the Report Manager page and click on the **Administration** Tab.

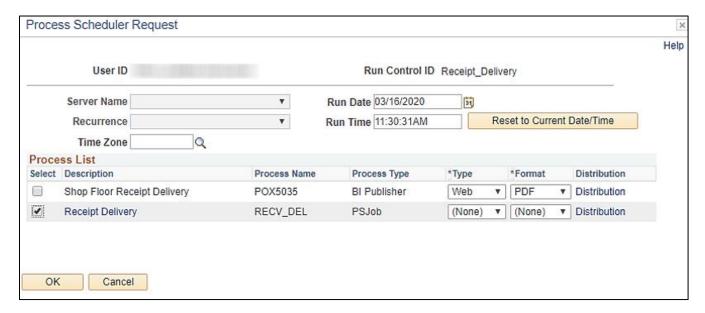
Screenshot of the POX5030 Receipt Delivery Detail Report Run Control Page



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Screenshot of the POX5030 Receipt Delivery Detail Process Scheduler Request Page



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Screenshot of the POX5030 Receipt Delivery Detail Report

ORAC	CLE.	Report ID: User ID: Run Control:	POX5030 RECEIPT	DELIVERY			PeopleSoft F DELIVERY	Purchasing / DETAIL REPORT		Run	No. 1 Date 1/8/2020 Time 9:43:05 AM
Location Address Phone Building	VDOT Central Office 1401 E Broad St Richmond VA 23219					Receiving II Supplier Receipt Dat Receipt Sta Bill of Ladin	0000015676 04/01/2019 bus Received	Receiver ID Deere & Company	0002114490		
Reav Ln	item ID	ortption		NotiAccepted City	UOM	Due Date	PO BU	Purohase Order Buyer	Requicition Requester	Delivery Date	Delivered To
		473 OR LEASE OF TR TRACTOR, LEASE,			MON	04/30/2018 PO Line	50100 Comment	0001164741 Short Term Seasonal	Tractor Rental for a maximum of 1:	2-month total ren	tal period to begin on
						-	ohn Deere	- need two of these t	of 400 hours of operation.		
								onth rental @740.00 pe 6120E Tractor for Cuc			

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Receiver Ship To Detail Report (POX5010) - BI Publisher Report

REVISED: 04/11/2017

DESCRIPTION:

This report provides a summary listing of receipts shipments within a specified date range. The report also includes ship to location information.

NAVIGATION PATH:

Main Menu > Purchasing > Receipts > Reports > Receipt Ship To Details

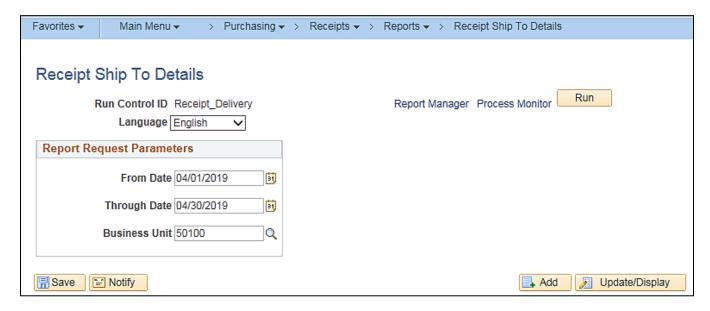
RUN CONTROL PARAMETERS:	OUTPUT FORMAT:
Process to select: POX5010	
From Date	PDE

Through Date XLS
Business Unit TXT

ADDITIONAL INFORMATION:

This is a BI Publisher report. To access the report, once you have run it successfully go to the Report Manager page and click on the **Administration** Tab.

Screenshot of the POX5010 Receiver Ship To Detail Report Run Control Page



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Screenshot of the POX5010 Receiver Ship To Detail Report

ORACLE Report ID: POX5010 User ID: Run Control: RECEIPT_SHIPTO_DETAI					Peoplesan	Page No. 1 Run Date 1/8/2020 Run Time 10:06:45 AM						
Receiver Dates Bucinecc Unit:	Included: 04/01 50100	1/2019 Thru:	04/30/2019									
Receipt Date	Receiver ID	Euppiler Name	Item ID:Decoription	Sohd	Due Date	Ship To	UOM	Received City	Accepted Gty	Rejected Gty	Returned City	Merchandise Amount
04/05/2019	0002108577	Dish Network LLC	SATELLITE RECEIVER DISH (VIDEO)	1	02/05/2020	SALEM PBAF	EA	1	1	0	0	88.04
04/22/2019	0002109435	Fox Valley LLC	9522501000 DISPOSAL AND REMOVAL, DEAD ANIMALS DISPOSAL AND	1	07/16/2018	ABINGD RO	HUR	40	40	0	0	1177.6
			REMOVAL, DEAD ANIMALS 9522501000 DISPOSAL AND REMOVAL, DEAD ANIMALS DISPOSAL AND	1	07/16/2018	ABINGD RO	HUR	40	40	0	0	1177.6
04/12/2019	0002110140	KPMG LLP	REMOVAL, LITTER PICK UP 9183101000 CONSTRUCTION CONSULTING CONSTRUCTION CONSULTING	1	02/03/2017	CNTRL OF2	HUR	83671.5	83671.5	0	0	83671.5
04/15/2019	0002110240	H & H General Construction Inc	9885550110 LITTER REMOVAL SERVICES, PER VADOT SPECIFICATIONS ACRE, PRIMARY, SECONDARY	1	04/03/2018	NORFOLK RO	ACR	290.85	290.85	0	0	12797.4
04/05/2019	0002111099	Comcast Spotlight	9152401000 CABLE TELEVISION SERVICES (INCL. PAY-PER-VIEW SERVICES) CABLE TELEVISION SERVICES (INCL. PAY-PER-	1	02/22/2018	CHSTFD RES	MON	117.59	117.59	0	0	117.59
04/03/2019	0002111318	COMCAST COMMUNICATI ONS	VIEW SERVICES) 9152401000 9152401000 CABLE TELEVISION SERVICES (INCL PAY-PER-VIEW SERVICES) CABLE TELEVISION SERVICES (INCL PAY-PER- VIEW SERVICES)	1	05/23/2018	NOVA PSTOC	MON	1	1	0	0	71.01
					Page 1 of	1457						

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Receiver Summary Report (POX5001) - BI Publisher Report

REVISED: 04/11/2017

DESCRIPTION:

Business Unit

This report provides a summary listing of receipts within a specified date range.

NAVIGATION PATH:

Main Menu > Purchasing > Receipts > Reports > Receipt Summary

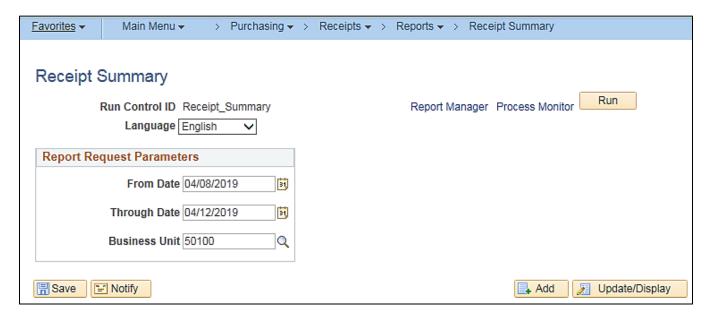
RUN CONTROL PARAMETERS: OUTPUT FORMAT:

Process to select: POX5001 PDF From Date XLS Through Date TXT

ADDITIONAL INFORMATION:

This is a BI Publisher report. To access the report, once you have run it successfully go to the Report Manager page and click on the **Administration** Tab.

Screenshot of the POX5001 Receiver Summary Report Run Control Page



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Screenshot of the POX5001 Receiver Summary Report

ORACLE: Report ID: POX5001 User ID: Run Control: RECEIPT_SUMMARY				RECEIVER SUMM	Run	Page No. 1 Run Date 1/8/2020 Run Time 10:11:05 AM			
	uded: 04/08/2019 50100	Thru: 04/1:	2/2019					O.FORD	17/1-22
thip To	Receiver ID	Roy Date	Supplier ID	Supplier Name	Rev Status	Watch Statue Bill Of Lading	Carrier ID	Hold Accet	Hold Inventory
50100	0002121156	04/10/2019	0000022627	Computer Ald Inc	Closed	Matched		N	N
ABING RSHP	0002121091	04/12/2019	0000017427	J Blackwell Inc	Closed	Matched		N	N
ABINGD AHQ	0002119530	04/08/2019	0000006668	Mountain Materials Inc	Closed	Matched		N	N
	0002121116	04/11/2019	0000863293	BWI ETN LLC DBA BlueWater Industries	Closed	Matched		N	N
	0002121919	04/12/2019	0000005318	Premier Staffing Source Inc	Received	To Match		N	N
	0002123317	04/11/2019	0000013514	C L Dale Construction Services LLC	Closed	Matched		N	N
ABINGD RO	0002119390	04/08/2019	0000035780	JERRY B PETERS SALES	Received	To Match		N	N
	0002119391	04/09/2019	0000035780	JERRY B PETERS SALES	Received	To Match		N	N
	0002119758	04/11/2019	0000025390	Chad Lampkin	Closed	Malched		N	N
	0002119773	04/11/2019	0000025390	Chad Lampkin	Closed	Matched		N	N
	0002120824	04/11/2019	0000066362	Interstate Construction LLC	Closed	Malched		N	N
	0002120826	04/11/2019	0000066362	Interstate Construction LLC	Closed	Matched		N	N
	0002120828	04/12/2019	0000066362	Interstate Construction LLC	Closed	Matched		N	N
	0002121098	04/12/2019	0000066362	Interstate Construction LLC	Closed	Matched		N	N
	0002121112	04/12/2019	0000066362	Interstate Construction LLC	Closed	Matched		N	N
	0002121117	04/11/2019	0000066362	Interstate Construction LLC	Closed	Matched		N	N
	0002121118	04/09/2019	0000066362	Interstate Construction LLC	Canceled	To Malch		N	N

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Add/Update Requisitions Inquiry

REVISED: 05/15/2017

DESCRIPTION:

This inquiry is used to view requisition header, line, schedule, and distribution information.

NAVIGATION PATH:

Main Menu > Purchasing > Requisitions > Add/Update Requisitions

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

Online

Business Unit

Requisition ID

Requisition Name

Requisition Status

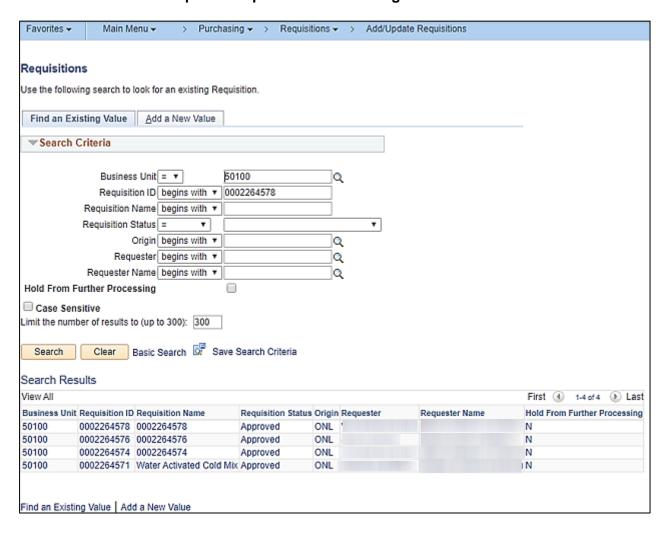
Origin

Requester

Requester Name

Hold From Further Processing [checkbox]

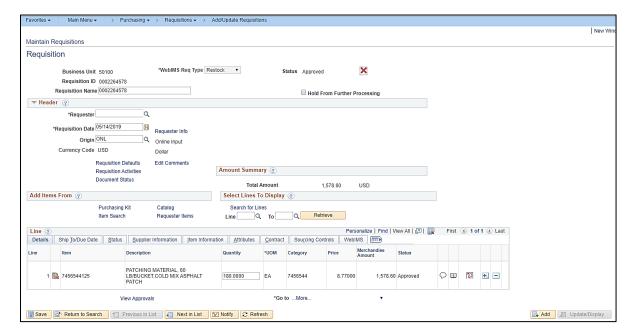
Screenshot of the Add\Update Requisitions Search Page



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Screenshot of the Requisitions Page



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Requisition Workbench Inquiry

REVISED: 05/23/2017

DESCRIPTION:

This inquiry is used to update requisition information and view status of requisitions in the process flow.

NAVIGATION PATH:

Main Menu > Purchasing > Requisitions > Review Requisitions Information > Workbench

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

Online

Business Unit

Description

System Source - Do not use

Loader BU - Do not use

Business Unit

Requester

Requester Name

Item SetID

Item ID

From Req Due Date / To

Requisition ID / To Req

Requisition Name

Requisition Date / To

Req Status

Origin

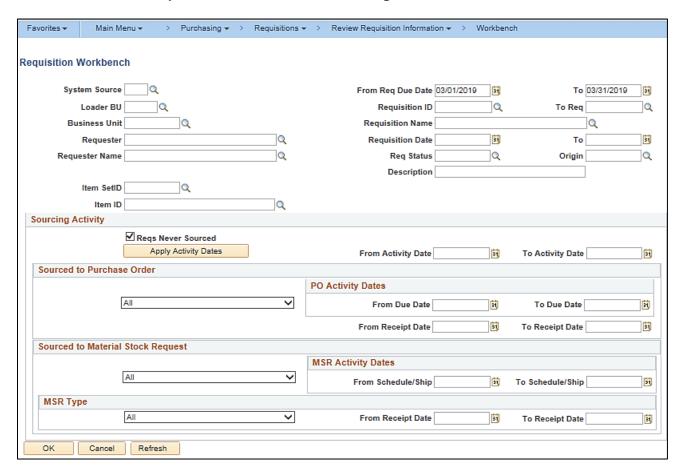
Description

Sourcing Activity [various additional fields]

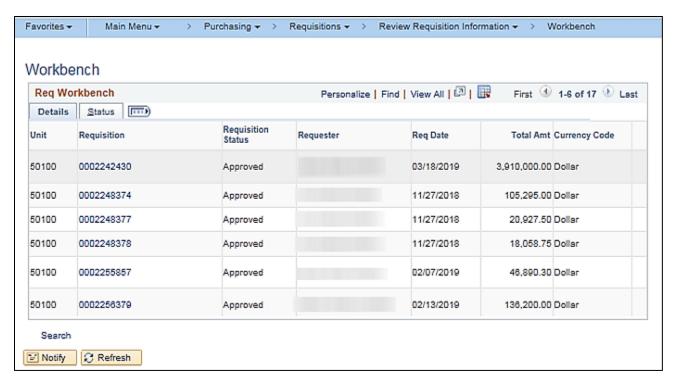
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Screenshot of the Requisition Workbench Search Page



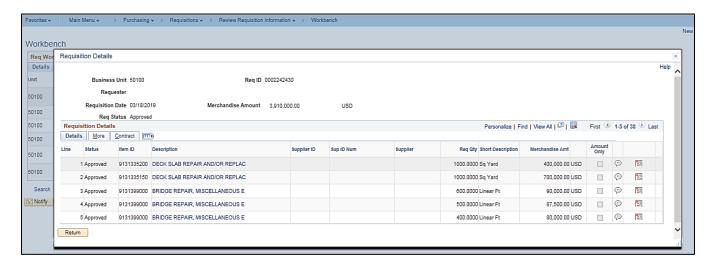
Screenshot of the Requisition Workbench Page



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Screenshot of the Requisition Details



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Requisition Document Status Inquiry

REVISED: 05/15/2017

DESCRIPTION:

This inquiry is used to view all documents that are tied to a requisition including contracts, events, purchase orders, receipts, and vouchers.

NAVIGATION PATH:

Main Menu > Purchasing > Reguisitions > Review Reguisition Information > Document Status

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

Online

Business Unit

Requisition ID

Requisition Status

Requisition Date

Origin

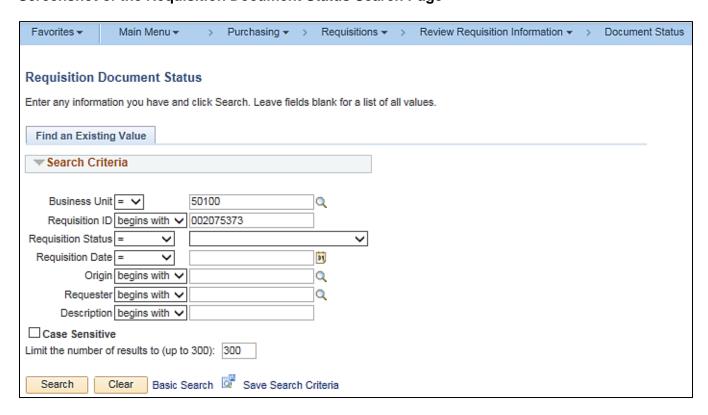
Requester

Description

ADDITIONAL INFORMATION:

In the Purchasing module, a link on the Requisition page also allows a user to view the Document Status.

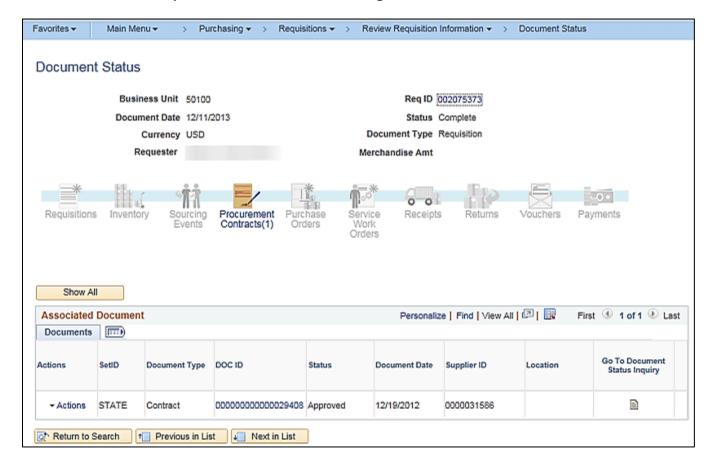
Screenshot of the Requisition Document Status Search Page



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Screenshot of the Requisition Document Status Page



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Requisition Inquiry

REVISED: 04/24/2017

DESCRIPTION:

This inquiry is used to research the history of a requisition in Cardinal. Depending on the status of the requisition, you can drill down to view additional information relating to a specific requisition.

NAVIGATION PATH:

Main Menu > Purchasing > Requisitions > Review Requisitions Information > Requisitions

INPUT / SEARCH CRITERIA:

Business Unit

Requisition ID / To Req

Requisition Name

Req Status

Origin

Requester

Requester Name

Requisition Date / To

Supplier SetID

Supplier ID

Supplier Name

Item SetID

Item ID

Item Description

Direct Ship [checkbox]

Department

OUTPUT FORMAT:

Online

Screenshot of the Requisition Inquiry - Search Page

Favorites Main Menu → Purchasing → Requisit	ions ▼ > Review Requisition Information ▼ >	Requisitions
		New Window Help Personalize Page
Requisition Inquiry		
Business Unit 50100 Q		
Requisition ID 002218094	To Req	
Requisition Name	2	
Req Status Q	Origin Q	
Requester	2	
Requester Name	2	
Requisition Date	То	
Supplier SetID STATE Supplier Lookup		
Supplier ID Q Supplier Details	Supplier Name	Q
Item SetID STATE	Item ID	Q
Item Description	Direct Ship	
254 characters remaining		
Department Q		
OK Cancel		

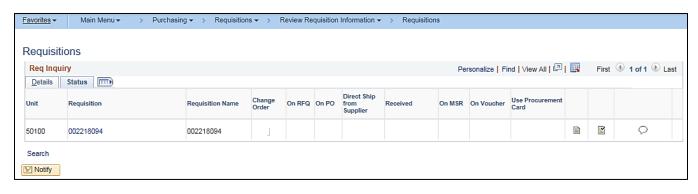
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Screenshot of the Requisition Inquiry Page - Details Tab



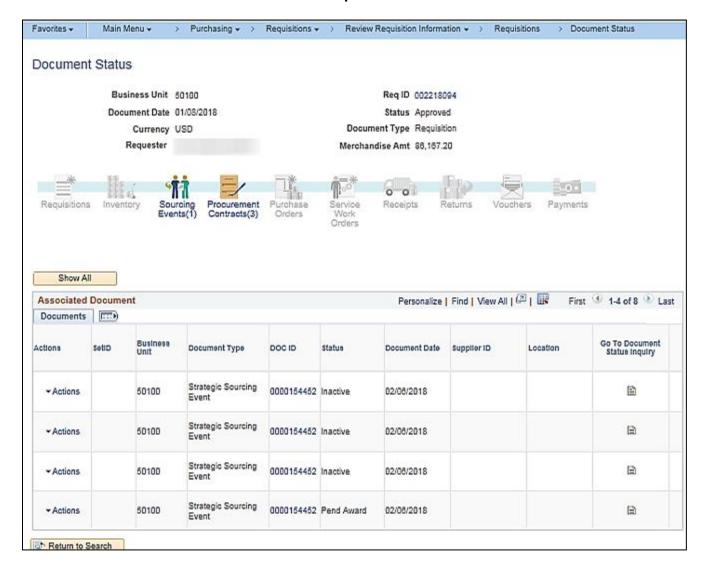
Screenshot of the Requisition Inquiry Page - Status Tab



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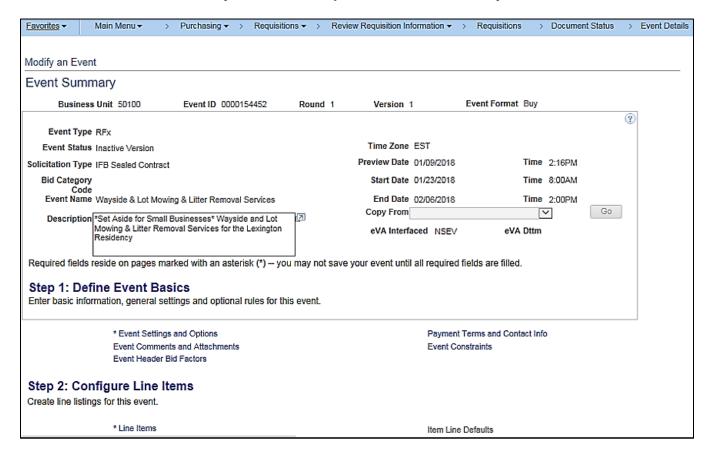
Screenshot of Document Status - Selected Requisition Document Status



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Screenshot of Event Summary - Selected Requisition Event Summary



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COA Journal Query (V_PR_COA_JRNL_QRY)

REVISED: 04/11/2017

DESCRIPTION:

This query displays posted transactions based on Business Unit, Fiscal Year, Accounting Period, and selected Chart of Accounts (COA) parameters. The query can be executed by any user to view journal details and identify the distribution accounting information for journals.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PR_COA_JRNL_QRY

INPUT / SEARCH CRITERIA:

Business Unit
Account (% for All)
Department (% for All)
Cost Center (% for All)
Project (% for All)
Journal Date From (including)
Journal Date To (including)

OUTPUT FORMAT:

HTML Excel CSV

ADDITIONAL INFORMATION:

Excludes Account 101010.

Screenshot of the COA Journal Query Page

V_P	R_COA	JRN	L_QR	Y - COA Joi	urnal Que	ry										
		Busin	ess Unit	t 50100 Q												
	Acco	unt (%	For All)	5012830	Q											
	Departm	ent (%	For All)	%	Q											
	Cost Cer	nter (%	For All)	%	Q											
	Pro	ject (%	For All)	%	Q											
Jour	nal Date F	rom (ir	cluding)	04/01/2019	31											
Jo	ournal Date	To (ir	cluding)	04/30/2019	31											
Vie	w Results															
Dov	vnload res	ults in	: Exce	I SpreadSheet	CSV Text	File XML	File (129 k	b)								
View	/ All															
Row	GL Business Unit		Journal Source	Journal ID	Journal Date	Accounting Period	Trans Date	Jrnl Line Nbr	Journal Line Reference	Source	Amount	Jrnl Line Description	Account	Fund	Program	Department
1	50100	2019	AP	AP01171465	04/02/2019	10	04/02/2019	2718	00991766	GAP	4.300	PRICELINE*United Airl	5012830	04100	699001	10001
2	50100	2019	AP	AP01171465	04/02/2019	10	04/02/2019	2723	00991767	GAP	550.000	JAMES RIVER BUS LINES	5012830	04100	699001	10001
3	50100	2019	EX	EX01194981	04/29/2019	10	04/29/2019	87	0000231782	GEX	27.210	Attend IBTTA Conference	5012830	04100	699001	10001
4	50100	2019	AP	AP01177221	04/08/2019	10	04/08/2019	2496	00992870	GAP	55.000	PER DIEM (2DAYS) MILEAGE RAIL	5012830	04100	699001	10002
5	50100	2019	AP	AP01177221	04/08/2019	10	04/08/2019	2497	00995217	GAP	933.000	Transportation for CTB Members	5012830	04100	699001	10002
6	50100	2019	AP	AP01186529	04/18/2019	10	04/18/2019	2560	00998630	GAP	66.000	PD(2DAYS) TAXIFAIR RAIL TICKETS	5012830	04100	699001	10002

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Screenshot of the COA Journal Query Page (scrolled right)

														First 1-100 of 192 🕑 Last
Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Bus Unit	Project	Activity	Source Type	Category	Subcategory	Responsible Org	Voucher	Invoice
11120010												10015	00991766	C0_2/2019_ADJUST_00000001
11120270												10015	00991767	C0_3/2019_BILL_0000000001
11120010														
11120270												10002	00992870	MARCH2019
11120010												15055	00995217	201210
11120270												10002	00998630	APRIL2019

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IMS Requisition Doc ID Xrefer Query (V PR WEBIMS IMS DOCID REQ XREF)

REVISED: 05/15/2017

DESCRIPTION:

This query displays cross reference information for Cardinal Requisition IDs to Web Based Inventory Management System (WebIMS) Doc IDs. The query can be used to find the corresponding WebIMS Doc ID related to a Cardinal requisition. The query can be used to reconcile IMS/Cardinal stock issuances.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PR_WEBIMS_IMS_DOCID_REQ_XREF

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Unit HTML Req ID Excel WebIMS Doc ID CSV

Screenshot of the IMS Requisition Doc ID Xrefer Query Page



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IMS Requisitions Not Complete Query (V PR IMS REQ NOT ACTG LN TBL)

REVISED: 04/11/2017

DESCRIPTION:

This query displays a list of outstanding IMS requisitions. The query can be used to assist with reconciliation of Web Based Inventory Management System (WEBIMS). The query excludes Completed requisitions and Cancelled requisition lines.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PR_IMS_REQ_NOT_ACTG_LN_TBL

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit (% for all)

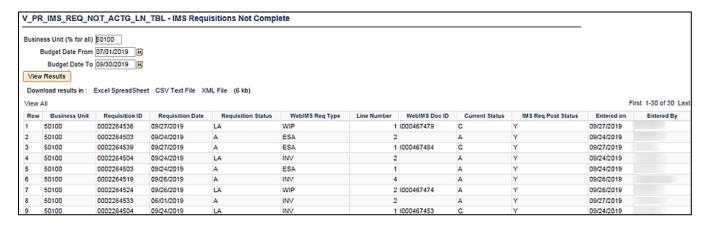
Budget Date From

Excel

Budget Date To

CSV

Screenshot of the IMS Requisitions Not Complete Query Page



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WEBIMS Item Cross Reference Query (V_PR_WEBIMS_ITEM_XREF)

REVISED: 04/11/2017

DESCRIPTION:

This query displays cross reference information for WebIMS Item ID to National Institute of Governmental Purchasing (NIGP) Item ID. The query can be used to find the corresponding WebIMS number to the NIGP Item ID.

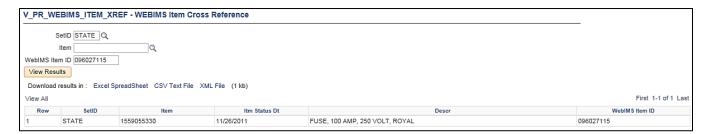
NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PR_WEBIMS_ITEM_XREF

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

SetID HTML ltem Excel WebIMS Item ID CSV

Screenshot of the WEBIMS Item Cross Reference Query Page



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WebIMS Store Keeper (V_PR_STOREKEEPER)

REVISED: 04/10/2025

DESCRIPTION:

This query displays a list of WebIMS Store Keepers with their WebIMS Stock Location and Location information.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PR_STOREKEEPER

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

OPRID (% for all)

Route Control (% for all)

Excel
CSV

Screenshot of the WebIMS Store Keeper Query Page

V_PR_S	TOREKEEPER - Webi	MS Store Keeper				
OPI	RID (% for all) 00132660000	Q				
Route Con	trol (% for all) %	Q				
View Res	ults					
Download	d results in : Excel SpreadS	Sheet CSV Text File XML File	(7 kb)			
	results in : Excel SpreadS	Sheet CSV Text File XML File	(7 kb)			First 1-20 of 2
	d results in : Excel SpreadS	Sheet CSV Text File XML File	(7 kb)	Field Prof	WebIMS Stock Locatio	First 1-20 of 2
iew All				Field Prof Store Keeper Staunton 0320	WebIMS Stock Locatio 0320	
iew All	User	Name	Role Name			Location
iew All	User 00132660000	Name DOE, JOHN	Role Name V_PR_WEBIMS_STOREKEEPER	Store Keeper Staunton 0320	0320	Location TRIANG AHQ
iew All	User 00132660000 00132660000	Name DOE, JOHN DOE, JOHN	Role Name V_PR_WEBIMS_STOREKEEPER V_PR_WEBIMS_STOREKEEPER	Store Keeper Staunton 0320 Store Keeper Staunton 0321	0320 0321	Location TRIANG AHQ ISLFOR LOT
View All	User 00132660000 00132660000 00132660000	Name DOE, JOHN DOE, JOHN DOE, JOHN	Role Name V_PR_WEBIMS_STOREKEEPER V_PR_WEBIMS_STOREKEEPER V_PR_WEBIMS_STOREKEEPER	Store Keeper Staunton 0320 Store Keeper Staunton 0321 Store Keeper Staunton 0322	0320 0321 0322	Location TRIANG AHQ ISLFOR LOT RT770 LOT

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Print Requisition Report (PORQ010) - SQR Report

REVISED: 01/06/2020

DESCRIPTION:

This report provides requisition details based on the status of open, pending, approved, cancelled, and complete.

NAVIGATION PATH:

Main Menu > Purchasing > Reguisitions > Reports > Print Reguisition

RUN CONTROL PARAMETERS: OUTPUT FORMAT:

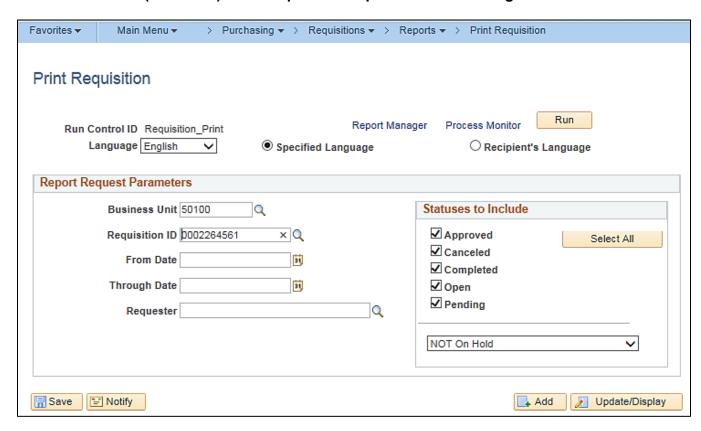
Process to select: PORQ010 PDF
Business Unit CSV

Requisition ID From Date

Through Date Requester

Statuses to Include Approved, Canceled, Completed, Open, Pending [checkbox]

Screenshot of the (PORQ010) Print Requisition Report Run Control Page



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Screenshot of the (PORQ010) Requisition Report

Requisition

See detail below Ship To:

Business Unit: Req ID: 50100 0002264561 10/15/2019 Requisition Name: Regression 1 Requester Сителсу USD Requester Signature

Price

Extended Amt Due Date

58,060.00

7754577327 SALT, SODIUM 500.0000 LTN 116.12 58,060.00

Quantity UOM

500.0000 LTN

Mfg ID

CHLORIDE, FOR ROAD MAINTENANCE SALT, SODIUM CHLORIDE, BULK

Description

Line-Schid Item

Buyer: Supplier: 0000015454 Carglil Inc Ship To: VDOT Jennings Ordinary Bridge Crew 4668 Patrick Henry Highway

USA

Attn:

2-1

Line Total: 58,060.00

116.12

7754577327

SALT, SODIUM CHLORIDE, FOR ROAD MAINTENANCE SALT, SODIUM CHLORIDE, BULK

Buyer.

Attn:

Supplier: 0000015454 Carglil Inc Ship To: VDOT Dinwiddle Bridge Crew 13717 Richle Road

Dinwiddle VA 23841

USA

Line Total: 58,060.00

Total Regulation Amount: 116,120.00

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Requisition to PO Xref Report (POX4010) - BI Publisher Report

REVISED: 04/02/2020

DESCRIPTION:

This report provides requisition details and cross-reference information between requisitions and associated purchase orders. The report can be executed by any user and can be used to display a selected date range of requisitions that were copied into purchase orders.

NAVIGATION PATH:

Main Menu > Purchasing > Reguisitions > Reports > PO/Reguisition Xref

RUN CONTROL PARAMETERS: OUTPUT FORMAT:

Process to select: POX1100 PDF
From Date XLS
Through Date TXT

Business Unit

ADDITIONAL INFORMATION:

Requisitions that are not Purchase Order (PO) related are excluded from the report. All requisitions are included if the **From Date** and **Through Date** fields are not populated.

This is a BI Publisher report. To access the report, once you have run it successfully go to the Report Manager page and click on the **Administration** Tab.

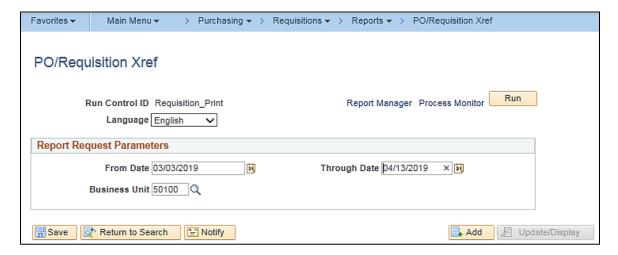
Screenshot of the (POX4010) Requisition to PO Xref Search Page



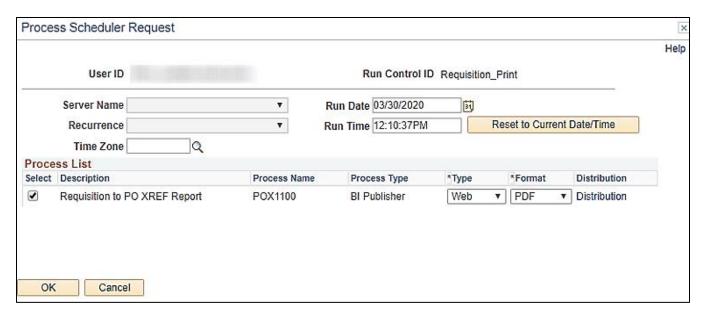
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Screenshot of the (POX4010) Requisition to PO Xref Report Run Control Page



Screenshot of the (POX4010) Requisition to PO Xref Report Process Scheduler Request Page



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Screenshot of the POX4010 Requisition to PO Xref Report

ORACLE'	Report User II Run Co	ontrol:	(4010 quisition_Pri	int		RE	People:	Soft Purchasing TO PO XREF REPORT						Page No Run Dat Run Tim	3/30	0/2020 13:31 PM
Req Dates Included Business Unit: 50			04/13/2019							Purohace Order						
ID L	In/Soh/Det	Date	Item ID	Description	Quantity	UOM	PO ID	Contract ID	Rel	Ship Date	Lin	1/8oh/1	Det	Quantity	CUR	Price
0002258317 1			7503532 045	STONE NO. 8, STONE	1,000.00	LTN	0001192867	0000000000000000000000047297	,	4 03/07/2019	1	1	1	1,000.00	USD	46.24
Requisition Name: 0002258319 1	1 1	03/04/2019	9131320 000	BRIDGE SLABS, PRECAST CONCRETE. THIS WORK SHALL INCLUDE ALL BRIDGE SLABS, PRECAST CONCRETE. THIS WORK SHALL INCLUDE ALL	6.00	EA	0001195330			0 08/05/2019				1.00	USD	72,600.00
Requisition Name: 2		ssed Slabs 616,7 03/04/2019	9131320 000	BRIDGE SLABS, PRECAST CONCRETE. THIS WORK SHALL INCLUDE ALL BRIDGE SLABS, PRECAST CONCRETE. THIS WORK SHALL INCLUDE ALL	6.00	EA	0001195330	Attenti		Baska, Jes D 08/19/2019			•	1.00	USD	80,100.00
Requisition Name:		ssed Slabs 616,7 03/04/2019	9131320 000	BRIDGE SLABS, PRECAST CONCRETE. THIS WORK SHALL INCLUDE ALL BRIDGE SLABS, PRECAST CONCRETE.	4.00	EA	0001195331	Attenti		Baska, Jes 0 07/15/2019				1.00	USD	59,200.00
							Page 1	of 84								

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PCard Reconcile Statement Inquiry

REVISED: 05/15/2017

DESCRIPTION:

This inquiry is used to review, manage, and approve procurement card transactions loaded by the Load Statement process.

NAVIGATION PATH:

Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

Online

Role Name **Employee ID**

Name

Card Issuer

Card Number

Transaction Number

Merchant

Sequence Number

Line Number

Billing Date / To

Statement Status

Budget Status

ChartField Status

Transaction Date / To

Charge Type

Posted Date / To

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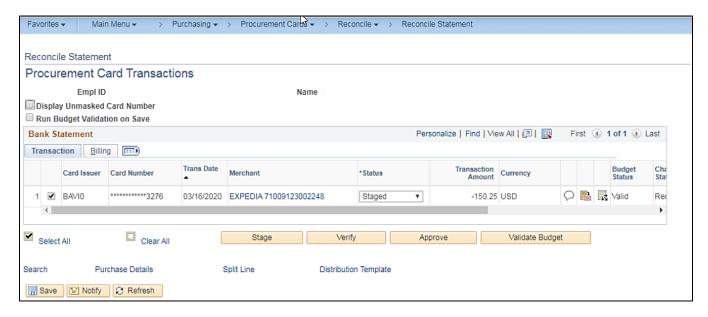
Screenshot of the PCard Reconcile Statement Search Page

Reconcile Statement Search	
Role Name	*
Employee ID 00052	056100 Q
Name	Q.
Card Issuer Centr	al Office - BoA Visa ▼
Card Number	
Transaction Number	
Merchant	✓ Exact Match
Sequence Number	
Line Number	
Billing Date 04/15/	2020 Q To 04/15/2020 Q
Statement Status Stage	d ▼
Budget Status	*
Chartfield Status	*
Transaction Date	To 🖼
Charge Type	▼
Posted Date	To Si
Rows Per Page 10	
□ Aut	o Save When Scrolling Through Chunks
OK Cancel	Clear

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Screenshot of the PCard Reconcile Statement Page



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Duplicate PCard Transactions Query (V_PR_PCARD_DUPLICATE_TRANS)

REVISED: 04/12/2017

DESCRIPTION:

This query displays a list of duplicate procurement card transactions charged by a merchant and can be used to review transactions.

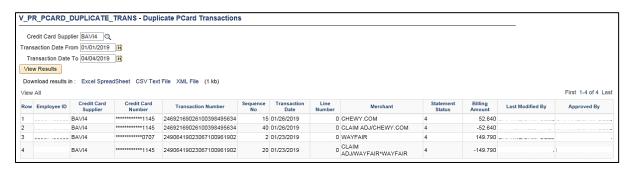
NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PR_PCARD_DUPLICATE_TRANS

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Credit Card Supplier HTML
Transaction Date From Excel
Transaction Date To CSV

Screenshot of the Duplicate PCard Transactions Query Page



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New PCard Supplier Report Query (V_PR_PCARD_VNDR)

REVISED: 04/12/2017

DESCRIPTION:

This query displays a list of merchants that have transaction charges on a procurement card (PCard) and the merchant is not associated to a Cardinal supplier. The query can be used to identify PCard merchants not currently set up as preferred suppliers in Cardinal.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PR_PCARD_VNDR

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Date/Time HTML
To Date Excel
CSV

Screenshot of the New PCard Supplier Report Query Page

To Da			(5185 kb)					Firs	t 1-100 of 13162 🕖 L
Row	SetID	Merchant	Address	City	Phone Number	State	Postal	Taxpayer ID	1099 Rpt Acct
1	STATE	1090 BLUEFIELD DAILY TELE		304-3272808		WV	247010000		YES
2	STATE	1210 PWCSA		703-335-7950		VA	221920000		YES
3	STATE	1210 PWCSA		703-335-7950		VA	221920000		YES
	STATE	1210 PWCSA		703-335-7950		VA	221920000		YES
5	STATE	1210 PWCSA		703-335-7950		VA	221920000		YES
3	STATE	1210 PWCSA		703-335-7950		VA	221920000		YES
7	STATE	1210 PWCSA		703-335-7950		VA	221920000		YES
3	STATE	1210 PWCSA		703-335-7950		VA	221920000		YES
)	STATE	1210 PWCSA		703-335-7950		VA	221920000		YES
10	STATE	1210 PWCSA		703-335-7950		VA	221920000		YES
11	STATE	1210 PWCSA		703-335-7950		VA	221920000		YES
12	STATE	1210 PWCSA		703-335-7950		VA	221920000		YES
3	STATE	1210 PWCSA		703-335-7950		VA	221920000		YES
14	STATE	1210 PWCSA		703-335-7950		VA	221920000		YES
5	STATE	1210 PWCSA		703-335-7950		VA	221920000		YES
6	STATE	1210 PWCSA		703-335-7950		VA	221920000		YES
7	STATE	1210 PWCSA		703-335-7950		VA	221920000		YES
18	STATE	1210 PWCSA		703-335-7950		VA	221920000		YES
19	STATE	1210 PWCSA		703-335-7950		VA	221920000		YES

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PCard Monthly Statement Query (V_PR_PCARD_TRANS_MONTHLY_STMNT)

REVISED: 10/31/2017

DESCRIPTION:

This query displays a list of PCard transactions between certain start and end dates, for one or all card holders, for one or all card issuers, and with one or all statuses. The query can be used to verify and match the PCard monthly statement and to review card holder transactions.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PR_PCARD_TRANS_MONTHLY_STMNT

INPUT / SEARCH CRITERIA:

Billing Date From
Billing Date To
Cardholder Name (% for all)
Employee ID (% for all)
Status (% for all)
Card Issuer (% for all)

OUTPUT FORMAT:

HTML Excel CSV

Screenshot of the PCard Monthly Statement Query Page

	Billing Date From		9												
2000	Billing Date To		J												
	older Name (% for all)		70												
-	mployee ID (% for all) Status (% for all)		_\ Q												
10	Card Issuer (% for all)	200													
View	Results														
Down	nload results in : Exce	I SpreadSheet	CSV Text	File XML F	ile (777 kb))									
View /	All														
Row	Cardholder Name	Employee ID	Statement Status	Entered Date	Sent to eVA	Transaction Date	Billing Date	Amount	Merchant	Account	Department	Task	Fund	Program	Cost Center
1		,	Closed	07/24/2018		07/19/2018	08/15/2018	515.000	VIRGINIA READY MIXED	5012240	10057	98385	04100	699024	
2			Closed	07/23/2018		07/19/2018	08/15/2018	35.000	DEPARTMENT OF ENVIRONMENT	5012240	10057	98385	04100	699024	
3			Closed	07/24/2018		07/20/2018	08/15/2018	11.020	THE SUPPLY ROOM AOPD	5013120	15058		04720	603015	1213000
4			Closed	07/24/2018		07/20/2018	08/15/2018	89.880	THE SUPPLY ROOM AOPD	5013120	15058		04720	603015	1213000
			Closed	07/24/2018		07/20/2018	08/15/2018	22.300	THE SUPPLY ROOM AOPD	5013120	15058		04720	603015	1213000
5			Closed	08/03/2018		07/31/2018	08/15/2018	89.880	THE SUPPLY ROOM AOPD	5013120	15058		04720	603015	1213000
5						07/04/20140	08/15/2018	33.080	THE SUPPLY ROOM AOPD	5013120	15058		04720	603015	1213000
			Closed	08/03/2018		0//31/2016	0011012010			0-7002005000	APPROXIMATE				
6			Closed	08/03/2018 08/03/2018			08/15/2018	3.150	THE SUPPLY ROOM AOPD	5013120	15058		04720	603015	1213000

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Screenshot of the PCard Monthly Statement Query Page (scrolled right)

ası	-100 of 912 🕑 La	THIST T						
r	Supp Item Descr	PO Type	Approved By	FIPS	Asset	Activity	Project	Agency Use 1
		X02				983	0000108455	00064232
		X02				983	0000108455	00067723
	E1947924 7/31/2018	EPO						
	E1947924 7/31/2018	EPO						
	E1947924 7/31/2018	EPO						
	E1947924 7/31/2018	EPO						
	E1947924 7/31/2018	EPO						
	E1947924 7/31/2018	EPO						
	E1947924 7/31/2018	EPO						

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PCard Transaction Approvals Query (V_PR_PCARD_APPROVAL)

REVISED: 05/01/2017

DESCRIPTION:

This query displays a list of verified procurement card transactions ready for approval by the assigned Approver. The query can be used to review card holder transactions ready for approval by selecting PCard transactions with Verified status.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PR_PCARD_APPROVAL

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

User HTML Excel CSV

Screenshot of the PCard Transaction Approvals Query Page

/_PR_PCA	RD_APPRO	VAL - PCar	d Transaction App	rovals			
View Result Download re View All		l SpreadSheet	Q. CSV Text File XML	File (5 kb)			First 1-15 of 15 Las
Row	ID		Name	Tran Nbr	Trans Date	Merchant	Sum Amount
1		1		24013399127000907033111	05/06/2019	CORTECHILLC	2000.000
2				24755429127271279713880	05/07/2019	DIAMOND SPRINGS WATER INC	11.900
3				24639239128900013002226	05/07/2019	THE SUPPLY ROOM AOPD	21.260
4				24055239127083708774007	05/07/2019	PREMIER STAFFING SOURCE	858.880
5				24493989128026728403205	05/07/2019	CARTER MACHINERY 12	3658,000
6				24692169127100801563752	05/07/2019	BILLPAY-COLUMBIAGASVA	332.940
7				24755429128121286424501	05/07/2019	SELECT RECYCLING WASTE SE	682.000
8				24055239127083306991243	05/07/2019	PREMIER STAFFING SOURCE	704.600
9				24055239127083323366015	05/07/2019	PREMIER STAFFING SOURCE	761.940
10				24060659127900012910310	05/07/2019	M L LEONARD INC	338.320
11				24060659127900012965041	05/07/2019	M L LEONARD INC	745,040
12				24692169127100497305252	05/07/2019	COMCAST	115.390
13				24755429127271279713872	05/07/2019	DIAMOND SPRINGS WATER INC	173.750
14				24067209128408150000932	05/07/2019	VPWE RENTS 030101	11500.000
15				24137479128010402721094	05/07/2019	NATURCHEM, INC.	34504.600

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PCard Transactions by PO Query (V_PR_PCARD_TRANS_BY_PO)

REVISED: 04/12/2017

DESCRIPTION:

This query displays a list of PCard transactions that are related to a purchase order (PO) by Business Unit and PO ID. The query can be used to review card holder transactions that are related to a specific purchase order.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PR_PCARD_TRANS_BY_PO

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit HTML PO ID (% for all) Excel CSV

Screenshot of the PCard Transaction by PO Query Page

PO I	usiness Unit [50] D (% for all) [% aw Results wnload results		<u> </u>	t CSVTex	t File XML File	(15360 kb)						
View		PO Line	BO Sabadula	BO Ownstite	BCard Overtibe	DO Hais Brian	BC and Unit Bring	PCard Transaction Amount	Transaction Number	Transaction Date	PCard User Name	First 1-100 of 36746 D Las
1	0000484182	ro cine	1 scriedule	10,0000	1,0000	173,04000			24717052089130890844230	03/28/2012	reald oser maine	A
2	0000484182	1	1	10.0000	1.0000	173.04000			24717052126131262900431			2
3	0000484182	1	1	10.0000	1.0000	173.04000			24717052139131390918110			4
4	0000484182	1	1	10.0000	1.0000	173.04000	173.04000		24129423189100001481267			4
5	0000484250	1	1	15.0000	1,0000	38,72000			24129422082100002187079			4
6	0000484250	1	1	15,0000	1,0000	38,72000		38,720	24129422144100002066824	05/23/2012		4
7	0000484250	1	1	15.0000	1.0000	38,72000	38,72000	38.720	24129422178100001976477	06/26/2012		4
8	0000484250	1	1	15.0000	1.0000	38.72000	38.72000	38.720	24129422205100001817132	07/23/2012		4
9	0000484250	1	1	15.0000	1.0000	38.72000	38.72000	38,720	24129422264100001863381	09/20/2012		4
10	0000484250	2	1	4663.0000	1.0000	0.01500	3.99000	3.990	24129422082100002187079	03/22/2012		4
11	0000484250	2	1	4663.0000	643.0000	0.01500	0.01500	9.650	24129422144100002066824	05/23/2012		4
12	0000484250	2	1	4663.0000	355.0000	0.01500	0.01500	5.330	24129422178100001976477	06/26/2012		4
13	0000484250	2	1	4663.0000	120.0000	0.01500	0.01500	1.800	24129422205100001817132	07/23/2012		4
14	0000484250	2	1	4663.0000	1.0000	0.01500	4.59000	4.590	24129422264100001863381	09/20/2012		4
15	0000486059	1	1	6.2400	1.0000	438.43000	652.05000	652.050	24129422054100002200975	02/23/2012	land and the land	4
16	0000486059	1	1	6.2400	1.0000	438.43000	524.97000	524.970	24129422089100002198285	03/29/2012		4
17	0000486059	1	1	6.2400	1.0000	438,43000	421.07000	421.070	24129422115100001982240	04/24/2012		4
18	0000486059	1	1	6.2400	1.0000	438,43000	321.87000	321,870	24129422153100002354947	06/01/2012		4
19	0000486059	1	1	6.2400	1.0000	438,43000	160.93000	160.930	24129422153100002354947	06/01/2012	mark and the same	4

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PCard Transactions by Trans Dt Query (V_PR_PCARD_TRANS_BY_TRANS_DT)

REVISED: 10/31/2017

DESCRIPTION:

This query displays a list of PCard transactions between certain start and end dates for one or all Districts, one or all card holders, billing date, and one or all statuses. The query can be used to review card holder transaction details. The details include the date the transaction was Entered into Cardinal, the Posted Date and other specifics, to include related voucher information.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PR_PCARD_TRANS_BY_TRANS_DT

INPUT / SEARCH CRITERIA:

Trans Date From Trans Date To

Card Issuer (% for all)

Name (% for all)

Employee ID (% for all)

Billing Date (MM/DD/YYYY)

Status (% for all)

Voucher ID (% for all)

Account (% for all)

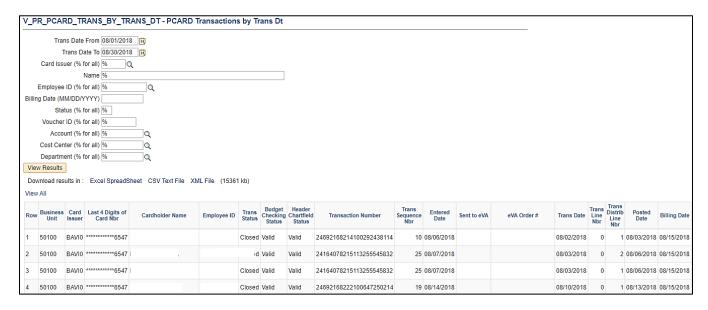
Cost Center (% for all)

Department (% for all)

OUTPUT FORMAT:

HTML Excel CSV

Screenshot of the PCard Transactions by Trans Dt Query Page



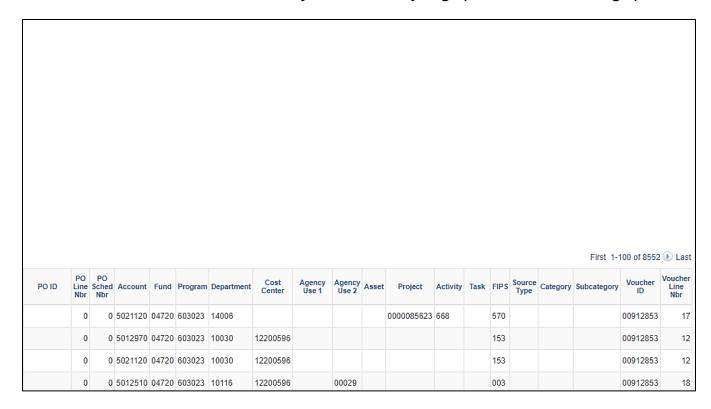
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Screenshot of the PCard Transactions by Trans Dt Query Page (scrolled right)

														ΔVA	
illing Date	Trans Amt	Merchant	Supplier ID	Last User to Modify	Last Change Date Time	Approved By	Approval Date	Supplier Item	Trans Description	UOM	Trans PO Qty	Trans Unit Price	Trans Item ID	eVA PO Type	POI
			Supplier ID	Last User to Modify	Last Change Date Time 08/09/2018 1:35:22PM	Approved By		Supplier Item 9618301000	Trans Description	UOM EA	Trans PO Qty	Trans Unit Price		PO	PO I
8/15/2018		DOMINION VA/NC POWER	Supplier ID	Last User to Modify	08/09/2018	Approved By	08/09/2018		Trans Description 000000000000000000000000000000000000	EA				PO Type	POI
8/15/2018 8/15/2018 8/15/2018	12.220	DOMINION VA/NC POWER BILLMATRX - COLUMBIA G	Supplier ID	Last User to Modify	08/09/2018 1:35:22PM 08/09/2018	Approved By	08/09/2018 08/09/2018	9618301000		EA EA	1.0000	12.22000		PO Type X02	PO II

Screenshot of the PCard Transactions by Trans Dt Query Page (continued scrolled right)



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PCard/ISSP Un Reconciled Trans Query (V_PR_UNRECONCILED_TRNSCTIONS)

REVISED: 04/12/2017

DESCRIPTION:

This query displays Integrated Supply Services Program (ISSP) and PCard transactions that have not been reconciled by the cardholder. The query can be used to find transactions that have not yet been Verified/Approved and to review unreconciled transactions and the related details. Merchant provided description details are also shown when available.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PR_UNRECONCILED_TRNSCTNS

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Card Issuer HTML
Name (% For All) Excel
District (% For All) CSV

Screenshot of the PCard/ISSP Un Reconciled Trans Query Page



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Screenshot of the PCard/ISSP Un Reconciled Trans Query Page (scrolled right)

														JU of 1	171 🕑 Last
Unit of Measure		Unit Price	Transaction Amount			Data	1	Data	User Data 2 Description	Data	3	Data	4	Data	5
EA	1.0000	148.24000	148.240	0.000	N										
EA	1.0000	103.46000	103.460	0.000	N										
EA	1.0000	103.46000	103.460	0.000	N										
EA	1.0000	103.46000	103.460	0.000	N										
EA	1.0000	103.46000	103.460	0.000	N										
EA	1.0000	103.46000	103.460	0.000	N										
EA	1.0000	1886.40000	1886.400	0.000	N										
EA	1.0000	1886.40000	1886.400	0.000	N										
EA	1.0000	2200.80000	2200.800	0.000	N										

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Expected Credits Report (POX8020) - PSJob Report

REVISED: 05/23/2017

DESCRIPTION:

This report provides a list of disputed PCard transactions.

NAVIGATION PATH:

Main Menu > Purchasing > Procurement Cards > Reports > Expected Credits

RUN CONTROL PARAMETERS: OUTPUT FORMAT:

Process to select: POY8020

Role Name PDF

ID

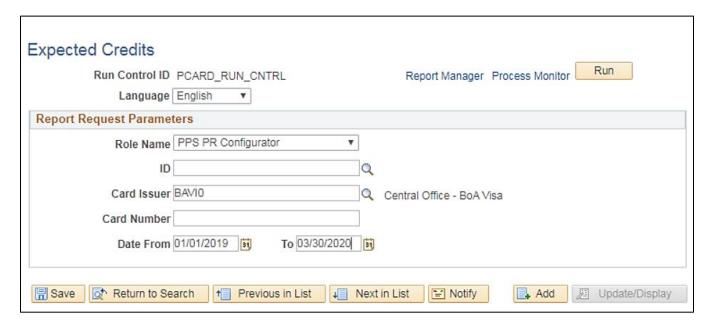
Card Issuer
Card Number
Date From / To

ADDITIONAL INFORMATION:

Statement lines on the Expected Credits report are those for prior periods where a dispute amount has been entered and the credit collected indicator has not been selected.

This is a PSJob report. To access the report, once you have run it successfully go to the Report Manager page and click on the **Administration** Tab.

Screenshot of the POX8020 Expected Credits Report Run Control Page



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Screenshot of the POX8020 Expected Credits Report

ORACLE.	Report ID: POX8020 Use ID: Run Control ID:		PeopleSoft Purchasing EXPECTED CREDITS		Page No. Run Date Run Time	1 4/20/2017 13:51:50 PM
From To	01/01/2015 12/31/2016					
Card Issu	ıer: BAVI0, Central	Office - BoA Visa			Credit	: Amount in USD
Merchant: HII	LTON VIRGINIA BEACH					
Employee		Trans Date	Description			Credit Amount
zprojec		11/10/2016	00000000000000000			22.80
Merchant: SE	ECOM SYSTEMS INC	Trans Date	Description			Credit Amount
		12/7/2016	o o o o o o o o o o o o o o o o o o o			1,490.30
Merchant: TH	HE BERKELEY HOTEL					
Employee		Trans Date	Description			Credit Amount
		12/3/2016	1328-302; CPSM Seminar			46.00
Merchant: VA	A DEPT OF CORRECTIONAL	LE				
Employee		Trans Date	Description			Credit Amount
		10/22/2015	returned credit to be issued			268.25
				Total for BAVI0, Central Office - BoA	Visa	1,827.35
			1/9			

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Purchase Detail Report (POX8030, POX8031, POX8032) - PSJob Report

REVISED: 05/23/2017

DESCRIPTION:

These reports provide detailed PCard expenditures of a single card holder or all card holders. The report can be run by Card Issuer (POX8030), Merchant (POX8031), or Employee (POX8032). For ISSP, the report will be for the District associated with the respective cards/locations.

NAVIGATION PATH:

Main Menu > Purchasing > Procurement Cards > Reports > Purchase Details

RUN CONTROL PARAMETERS: OUTPUT FORMAT:

Process to select: POY8030, POY8031, PDF

POY8032 Role Name

ID

Card Issuer Card Number

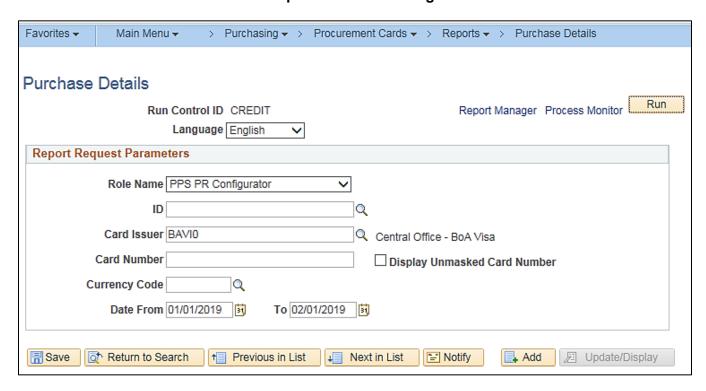
Display Unmasked Card Number [checkbox]

Currency Code Date From / To

ADDITIONAL INFORMATION:

This is a PSJob report. To access the report, once you have run it successfully go to the Report Manager page and click on the **Administration** Tab.

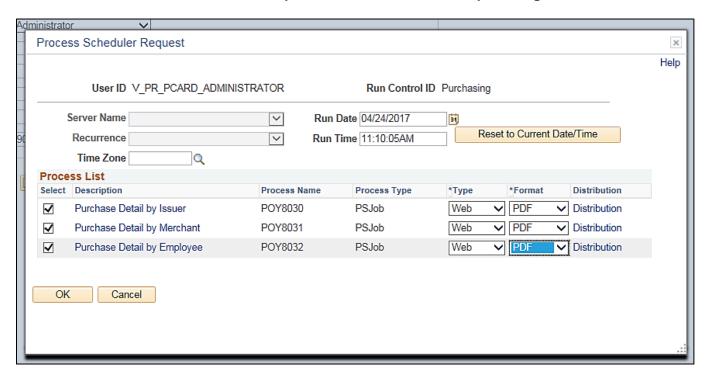
Screenshot of the Purchase Details Report Run Control Page



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Screenshot of the Purchase Details Report Process Scheduler Request Page



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Screenshot of the POX8030 Purchase Detail by Card Issuer Report

ORACLE.	Report ID: PC Use ID: Run Control ID: C	DX8030 REDIT		PeopleSoft Pur PURCHASE DETAIL B		Run D	No.: 9 late: 3/13/2020 ime: 11:26:29 AM
From To	01/01/2019 02/01/2019						
Card Issuer	: BAVIO, C	entral Office	- BoA Visa			I.	Billing Amount in: USD
		sa) Expires: 4/30/					
Employee:		,,					
Transaction Number	Trans Date	Post Date	Merchant	Merchant Reference	Description	Commodity	Billing Amount
247672590240000015	68747 1/23/2019	1/24/2019	NEW JOURNAL GUIDE		INV 120201-18 RTE 690(ENIS MILL RD)		249.60
747672590110000002		1/11/2019	NEW JOURNAL GUIDE		Credit Issued for misapplied payment 3		-85.00
					Total for *******	****1871 (Visa)	34,002.45
Credit Card: ****	********2358 (\/i-	sa) Expires: 10/3	1/2021				
Employee:	2500 (1)	suj Expires. 10/3	772021				
Transaction Number	Trans Date	Post Date	Merchant	Merchant Reference	Description	Commodity	Billing Amount
247554290261202687	784695 1 <i>/</i> 25 <i>/</i> 2019	2/8/2019	VA DEPT OF CORRECTIONAL E		Inv. 9552339 Mthly. Planner		9.50
					Total for *******	****2358 (Visa)	9.50
Credit Card: ****	********2479 (Vi	sa) Expires: 3/31/	/2022				
Employee:	·						
Transaction Number	Trans Date	Post Date	Merchant	Merchant Reference	Description	Commodity	Billing Amount
241831090100102306	44549 1/10/2019	1/11/2019	Cater Nation				322.50
246392390139000141	00068 1/10/2019	1/14/2019	THE SUPPLY ROOM AOP	PD			114.97
					Total for *******	****2479 (Visa)	437.47
				Page 9 of 58			

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Screenshot of the POX8031 Purchase Detail Report by Merchant

ORACLE: Report Use ID: Run Co	D: POX8031		PURCH	PeopleSoft Purchasing IASE DETAIL BY MERCHANT		Page No.: 3 Run Date: 3/13/2020 Run Time: 11:09:37 AM
From 01/01 To 02/01						
Merchant: ABSO	LUTE PES	ST SOLUTION	s			Billing Amount in: USD
Card Issuer: BAVI0, Co	entral Office - B	oA Visa				
Credit Card: **********8178 Employee:	(Visa) Expires: 10	/31/2021				
<u>Transaction Number</u> 24765199030027011310218	<u>Trans Date</u> 1/30/2019	Post Date 1/31/2019	Merchant Reference	Description Monthly Pest Control for the facility	Commodity	Billing Amount 30.00
				Total for BAVI0 (Centra	al Office - BoA Vi	isa) 30.00
				Total for ABSOLUTE	E PEST SOLUTIO	NS 30.00
Merchant: ACC	SS OFFIC	E PRODUCTS				
Card Issuer: BAVI0, Co	entral Office - B	oA Visa				
Credit Card: **********1871 Employee:	(Visa) Expires: 4/3	20/2018				
Transaction Number	Trans Date	Post Date	Merchant Reference	Description	Commodity	Billing Amount
24639239024900017100070	1/23/2019	1/25/2019		INV 0013347-001 Office Suplies- Monitor Stand and Wrist Rest		177.37
24639239024900017100070	1/23/2019	1/25/2019		INV 0013347-001 Office Suplies-Whiteboard		30.26
Credit Card: ************8178 Employee:	(Visa) Expires: 10	31/2021				
Transaction Number	Trans Date	Post Date	Merchant Reference	Description	Commodity	Billing Amount
24639239008900015600014	1/4/2019	1/9/2019		Custodial Supplies		25.54
24639239027900017500060	1/25/2019	1/28/2019		Office Supplies		43.83
			Page 3	of 165		

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Screenshot of the POY8032 Purchase Detail Report by Employee

	Report ID: Use ID: Run Control ID	POX8032 CREDIT		PURCE	PeopleSoft Purchasing HASE DETAIL BY EMPLOYEE	Run	e No.: 19 Date: 3/13/2020 Time: 10:54:52 AM
From To	01/01/2019 02/01/2019						
Employee:							Billing Amount in: USD
Merchant: KATH	y's custo	M CATERIN	IG				
Card Issuer: BAV Credit Card: **********							
Transaction Number		ans Date	Post Date	Merchant Reference	Description	Commodity	Billing Amount
243230090317541402	13998 1/3	1/2019	2/1/2019				223.75
					Total for	KATHY'S CUSTOM CATERING	223.75
Merchant: SQ *C/	ATERING E	BY CAT					
Card Issuer: BAV Credit Card: **********							
Transaction Number 244921590107413980		ans Date 0/2019	Post Date 1/11/2019	Merchant Reference	Description	Commodity	Billing Amount 70.00
					То	tal for S Q *CATERING BY CAT	70.00
					Total for		293.75
Employee:							
Merchant: ACT L	EWISGINT	ERBOTANIO					
Card Issuer: BAV Credit Card: *********							
Transaction Number	<u>Tra</u>	ans Date	Post Date	Merchant Reference	Description	Commodity	Billing Amount
246921690121005133	39234 1/1	2/2019	1/14/2019		Reg Fee Lewis Ginter		340.00
					Total for	r ACT LEWISGINTERBOTANIC	340.00
				Page 19	of 146		

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Purchase Summary Report (POX8050, POX8051, POX8052) - PSJob Report

REVISED: 05/23/2017

DESCRIPTION:

This report provides a summary of all PCard purchases. The report can be run by Card Issuer (POX8050), Merchant (POX8051), or Employee (POX8052). For ISSP, the report will be for the District associated with the respective cards/locations.

NAVIGATION PATH:

Main Menu > Purchasing > Procurement Cards > Reports > Account Summary

RUN CONTROL PARAMETERS:

OUTPUT FORMAT:

PDF

Process to select: POY8050, POY8051,

POY8052 Role Name

ID

Card Issuer
Card Number

Display Unmasked Card Number [checkbox]

Currency Code Date From / To

ADDITIONAL INFORMATION:

This is a PSJob report. To access the report, once you have run it successfully go to the Report Manager page and click on the **Administration** Tab.

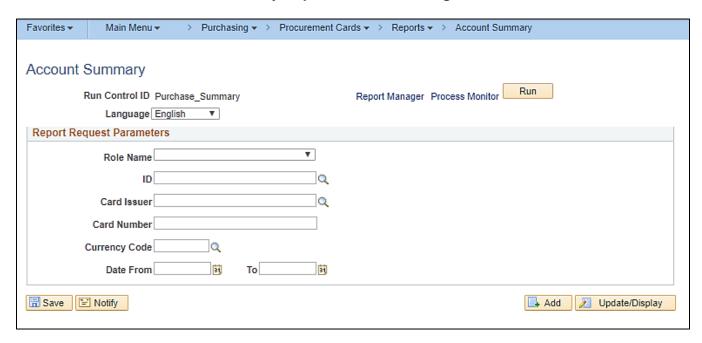
Screenshot of the Purchase Summary Report Search Page

Favorites ▼	Main Menu → Purchasing → Procurement Cards → Reports → Account Sur	mmary
Account Sur	mmary	
Find an Existi	ing Value Add a New Value	
Run Control ID	Purchase_Summary	
Add		
Find an Existing	y Value Add a New Value	
Tilld all Existing	y value Add a New Value	

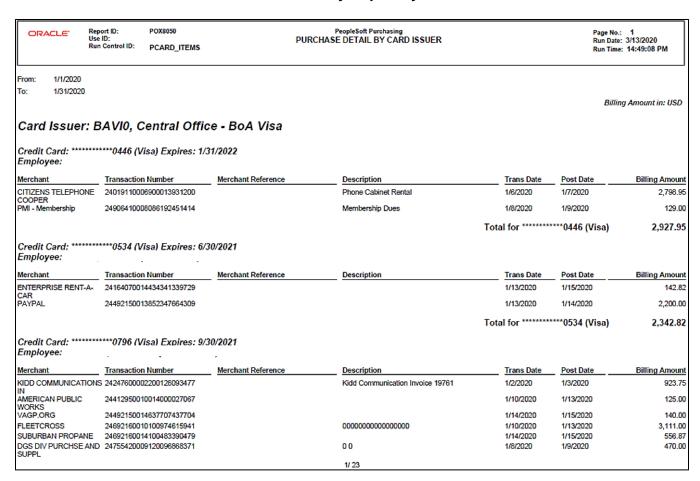
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Screenshot of the Purchase Summary Report Run Control Page



Screenshot of the POX8050 Purchase Summary Report by Card Issuer



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Screenshot of the POX8051 Purchase Summary Report by Merchant

ORACLE'	Report ID: Use ID: Run Control ID:	POX8051 PCARD_ITEMS	PU	PeopleSoft Purcha: JRCHASE SUMMARY B				Page No.: 1 Run Date: 3/13/2020 Run Time: 14:54:12 PM
From: 1/1/2020 To: 1/31/2020 Merchant: 2	2020 SASH							Billing Amount in: U
Card Issuer: BA Card Number	VIO, Central C Employe		7 Transaction Number	Merchant Reference	Description	Trans Date	Post Date	Billing Am
**********4640 (Visa			24492150008637388691973	shall the series	_ 00011 011011	1/8/2020	1/9/2020	59
**********4640 (Visa	1)		24492150008637389338863			1/8/2020	1/9/2020	59
*********4640 (Visa	1)		24492150008637389673350			1/8/2020	1/9/2020	59
******4640 (Visa	1)		24492150007637345254692			1/7/2020	1/8/2020	59
*********4640 (Visa	1)		24492150007637345813034			1/7/2020	1/8/2020	59
******4640 (Visa	1)		24492150007637346447089			1/7/2020	1/8/2020	59
					1	Γotal for BAVI0, Central	Office - BoA	A Visa 3,570
						Total for 2020 SASH	TO ANNUAL	MEE 3,570
Merchant: A Card Issuer: BA		Office - BoA Visa	9					
Card Number	Employe		Transaction Number	Merchant Reference	Description	Trans Date		Billing Am
**********1857 (Visa	1)		24906410014086526987721			1/14/2020	1/15/2020	19
					1	Γotal for BAVI0, Central	Office - BoA	A Visa 19
							Total for	ACFE 19

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Screenshot of the POX8052 Purchase Summary Report by Employee

ORACLE: Report Use ID Run Co		PI	PeopleSoft Purcha URCHASE SUMMARY B			Run Da	lo.: 40 ste: 3/13/2020 me: 15:04:31 PM
From: 1/1/2020 To: 1/31/2020						Bil	ling Amount in: USD
Employee: Merchant: UVA TTA T	RAN TRAINING						
Card Issuer	Card Number	Transaction Number	Merchant Reference	Description	Trans Date	Post Date	Billing Amount
BAVI0 (Central Office - BoA Visa)	***********4485 (Visa)	24755420014130149602464			1/13/2020	1/14/2020	1,375.00
BAVI0 (Central Office - BoA Visa)	***********4485 (Visa)	24755420014130149602480			1/13/2020	1/14/2020	125.00
,				Total fo	r UVA TTA T	RAN TRAINING	1,500.00
				Total for			9,283.35
Employee:							
Merchant: THE SUPPL	LY ROOM AOPD						
Card Issuer	Card Number	Transaction Number	Merchant Reference	Description	Trans Date	Post Date	Billing Amount
BAVI0 (Central Office - BoA Visa)	******5924 (Visa)	24639230003900010302032			1/2/2020	1/6/2020	59.53
				Total for	THE SUPPL	Y ROOM AOPD	59.53
				Total for			59.53
Employee:	-						
Merchant: BW WILSO	N PAPER COMPANY						
Card Issuer	Card Number	Transaction Number	Merchant Reference	Description	Trans Date	Post Date	Billing Amount
BAVI0 (Central Office - BoA Visa)	**********7291 (Visa)	24394690014018023782665			1/14/2020	1/15/2020	3,659.40
				Total for BW	WILSON PA	PER COMPANY	3,659.40
Merchant: DGS DIV P	URCHSE AND SUPPL						
			40/ 50				

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Add/Update Contracts Inquiry

REVISED: 01/06/2020

DESCRIPTION:

This inquiry is used to view header and line details, contract status, and additional information associated with procurement contracts that are entered in Cardinal.

NAVIGATION PATH:

Main Menu > Procurement Contracts > Add/Update Contracts

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT: Online

SetID Contract ID

Contract Version

Version Status

Contract Style

Contract Process Option

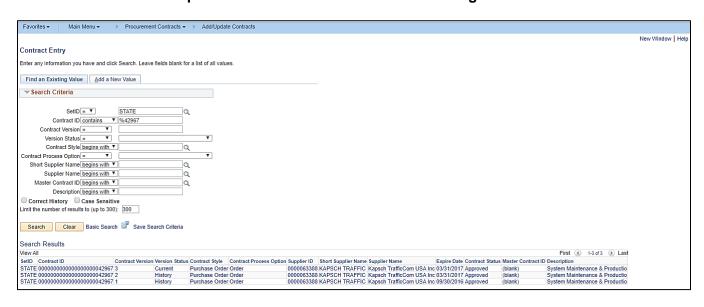
Short Supplier Name

Supplier Name

Master Contract ID

Description

Screenshot of the Add/Update Procurement Contracts Search Page



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Screenshot of the Contract Entry Page

Favorites ▼	Main Menu → >	Procurement Contrac	ts → > Add/Update	e Contra	cts				
Contract En	to								
Contract	иу								
Contract				_					
	SetID S1			Contr	act Version				
		00000000000000000000000000000000000000	12967		Version	3		Status	Current
	*Status Ap	proved	*		Approved Date	08/03/2	016		New Version
	Administrator/Buyer								
▼ Header	(?)								
	Contract Style	Purchase Order						Dispatch	
	Process Option								
	•	KAPSCH TRAFFIC				*Di	spatch Method		
			Kapsch TrafficCom US	SA Inc				Edit Comments	_
	Primary Contact	1 Paul Manue		27 (1110				Contract Activities Primary Contact I	
	Supplier Contract Ref		· -					Contract Header	
		System Maintenance &	Productio					Contract Release	-
		Oystelli Maintenance o	T Toddello						
	Master Contract ID								
	Begin Date	08/01/2014						Activity Log Document Status	
	Expire Date	03/31/2017						Thresholds & Not	
	Renewal Date							Price Adjustment	
	Control Type							View Changes	
		☐ Tax Exempt						Current Change F	Reason
		•	Tax Exempt ID					Purchase Order E	
		Auto Default						Contract Referen	ce
		Lock Chartfields							
								Ø 6	
							Currency	✓ Corporate Co USD	unuaci
								08/01/2014	CRRNT
							riaio Duto		intract Rate Date
								Allow Multica	
								— Allow Multic	unioney FO

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Contract Change History Inquiry

REVISED: 05/01/2017

DESCRIPTION:

This inquiry is used to view procurement contract change history.

NAVIGATION PATH:

Main Menu > Procurement Contracts > Review Contract Information > Contract Change History

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

Online

SetID = STATE Contract ID Contract Process Option Short Supplier Name Administrator/Buyer Master Contract ID

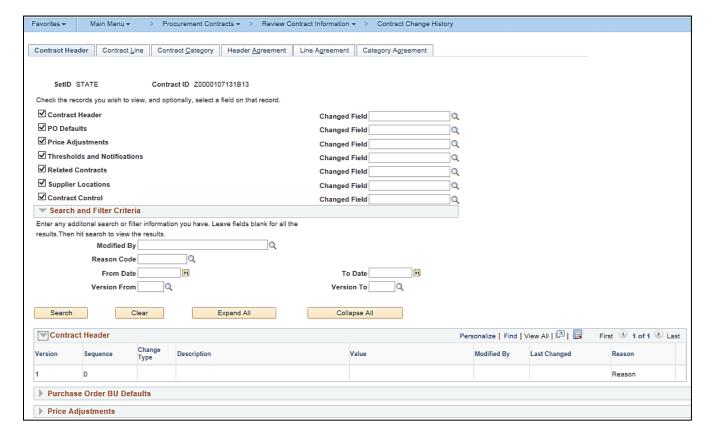
Screenshot of the Contract Change History Search Page

Favorites ▼	Main Menu ▼	> Procurement Contracts	→ > Revie	w Contract Information 🕶 🚿	Contract Change Hist	ory
Contract His	story					
Enter any inform	nation you have and click	k Search. Leave fields blan	k for a list of	all values.		
Find an Exis	ting Value					
▼ Search C	riteria					
	ract Style begins with	STATE 20000107131B13] a] a			
	lier Name begins with		_ Q			
	tor/Buyer begins with V					
_	ontract ID begins with V		_\ Q			
Limit the number	er of results to (up to 300): 300				
Search	Clear Basic Searc	h 🔯 Save Search Criter	ia			
Search Resu	ilts					
View All					First (1) 1 of 1	Last
SetID Contrac	t ID Contract Style 07131B13 Purchase Ord			Short Supplier Name Adminis	strator/Buyer Master Co (blank)	ntract ID

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Screenshot of the Contract Change History Inquiry Page



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Contracts Document Status Inquiry

REVISED: 04/02/2020

DESCRIPTION:

This inquiry is used to view procurement document status information related to a contract, i.e., requisitions, purchase order, sourcing events, vouchers, and payments.

NAVIGATION PATH:

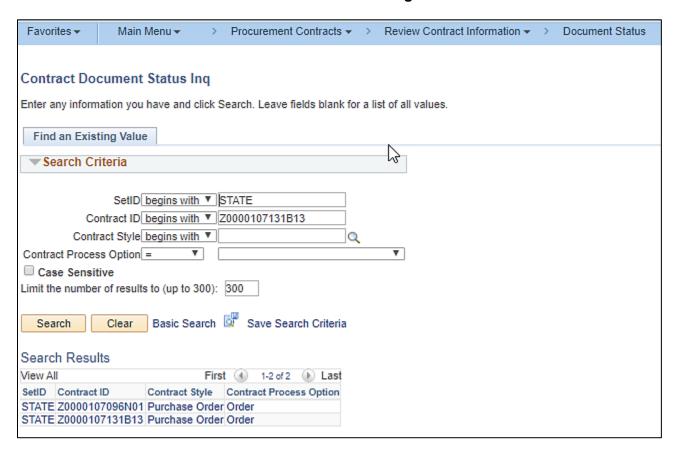
Main Menu > Procurement Contracts > Review Contract Information > Document Status

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

SetID Online

Contract ID

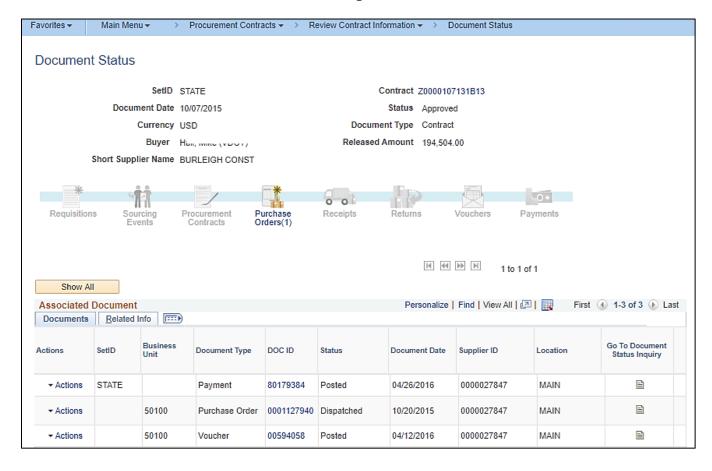
Screenshot of the Contract Document Status Search Page



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Screenshot of the Contract Document Status Page



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Contracts Events Inquiry

REVISED: 04/12/2017

DESCRIPTION:

This inquiry is used to view procurement contract events for purchase orders, vouchers, and requisitions.

NAVIGATION PATH:

Main Menu > Procurement Contracts > Review Contract Information > Events

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

SetID Contract ID Online

Contract Version
Short Supplier Name

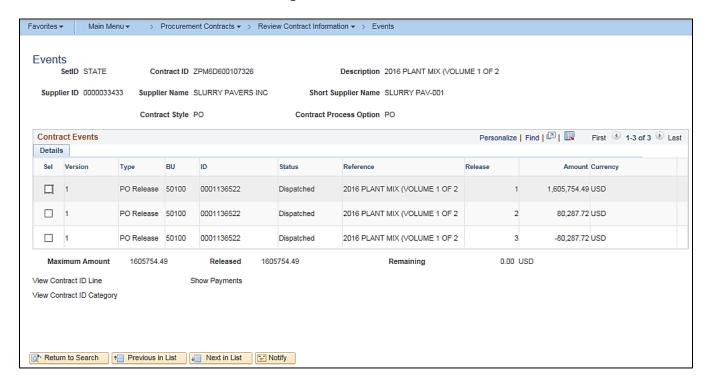
Screenshot of the Contracts Events Search Page

Favorites ▼	Main	Menu → >	Procurement Contracts	▼ > Revie	w Contract Information 🕶 🕥	Contract Cha	nge Hist	ory
Contract His	•	have and click	Search. Leave fields blan	k for a list of	all values.			
Find an Exist	ting Valu	е						
▼ Search Cr	iteria							
Contract Proces Short Suppli Administrat	es Option ier Name tor/Buyer ontract ID tive	contains begins with begins with begins with begins with begins with begins with	STATE Z0000107131B13] a] a] a] a] a				
Search	Clear	Basic Search	Save Search Criter	ia				
Search Resul	lts							
View All						First (1 of 1	Last
SetID Contract		Contract Style			Short Supplier Name Admini	-		ntract ID
STATE Z000010	7131B13	Purchase Orde	er Order	0000027847	BURLEIGH CONST	(1	olank)	

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Screenshot of the Contracts Events Page



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Review Contracts by PO Inquiry

REVISED: 05/08/2017

DESCRIPTION:

This inquiry is used to view purchase orders related to a procurement contract.

NAVIGATION PATH:

Main Menu > Procurement Contracts > Review Contract Information > Review Contracts by PO

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

Online

SetID

Contract ID

Version Item ID

Category Code

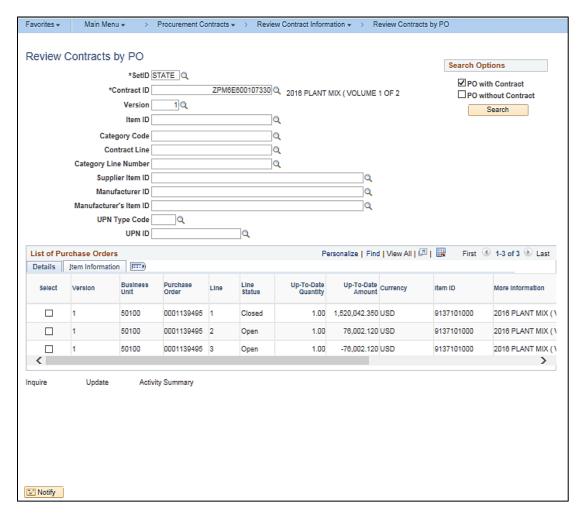
Contract Line

Category Line Number

Search Options (PO with Contract, PO without

Contract)

Screenshot of the Review Contracts by PO Page



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Contract Line Detail Pricing Query (V_PR_CNTRCT_DETAIL)

REVISED: 05/15/2017

DESCRIPTION:

This query displays all contract lines and pricing data related to a specific Contract ID. The query can be executed by any user and can be used in managing contracts and related activities.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PR_CNTRCT_DETAIL

INPUT / SEARCH CRITERIA:

Contract ID (% for all) Supplier ID (% for all) Item ID (% for all) District (% for all)

OUTPUT FORMAT:

HTML Excel CSV

ADDITONAL INFORMATION:

Closed contracts are excluded from the results.

Screenshot of the Contract Line Detail Pricing Query Page

V_F	R_CNTRCT_DETAIL - Co	ntract li	ne Deta	il Prici	ng						
Con	tract ID (% for all) %40001										
Sup	plier ID (% for all) %										
	Item ID (% for all) %										
	District (% for all) %										
Vie	ew Results										
Do	wnload results in : Excel Spread	dSheet C	SV Text I	File XM	L File (20 kl	b)					
Viev	w All										
Rov	v Contract ID	Contract Status	Contract Version		Supplier ID	Supplier Name	Contract Beginning Date	Contract Expiration Date	Contract Line Nbr		More Information
1	000000000000000000000000000000000000000	Approved	7	Current	0000020315	Atlantic Heating & Cooling Service Inc	12/05/2011	06/04/2015	1	9137750200	MAINTENANCE AND REPAIR, PIPE CULVERT CLEAN INLETS AND MANHOLES
2	000000000000000000000000000000000000000	Approved	7	Current	0000020315	Atlantic Heating & Cooling Service Inc	12/05/2011	06/04/2015	2	9137750301	MAINTENANCE AND REPAIR, PIPE CULVERT PIPE CLEANING (HR)
3	000000000000000000000000000000000000000	Approved	7	Current	0000020315	Atlantic Heating & Cooling Service Inc	12/05/2011	06/04/2015	3	9137750300	MAINTENANCE AND REPAIR, PIPE CULVERT PIPE CLEANING LESS THAN 48 IN. (LFT)

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Screenshot of the Contract Line Detail Pricing Query Page (scrolled right)

								First	1-14 of 14	Last
Supplier Item ID	Supplier's Catalog	Category	District (Mfg ID)	Mfg Itm ID	Contract Base Price	Adjustment Method	Adjustment Amount	Adjust Percentage	Computed Adjusted Price	Lead Time Days
ASHLAND		9137750			140.00000					0
		9137750			115.00000					0
		9137750			5.95000					0

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Contract Query for ASD-PRT/ACO (V_PR_CONTRACT)

REVISED: 04/12/2017

DESCRIPTION:

This query displays all contract versions and related information by contract type. The query can be executed by any user and can be used in managing contracts and related activities.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PR_CONTRACT

INPUT / SEARCH CRITERIA:

Contract SetID
Contract Category
District, 2nd Char Dept, % All
Contract Begin Date From
Contract Begin Date To
Buyer Like (%)

OUTPUT FORMAT:

HTML Excel CSV

Screenshot of the Contract Query for ASD-PRT/ACO Page

V_P	R_CON	ITRACT - Contract query	for ASI	D-PR1	r/ACO					
		Contract SetID STATE Q								
	Co	ntract Category FIXED PRICE			~					
Distr	ict, 2nd C	har Dept, % All %								
С	ontract B	egin Date From 01/01/2018]							
	Contract	t Begin Date To 06/14/2019]							
		Buyer Like (%) %			Q					
Vie	w Results	3								
Dov	vnload re	sults in: Excel SpreadSheet	CSV Text	File 2	XML File (1	l 16 kb)				
View	All									
Row	Contract SetID	Contract ID	Contract Version Nbr		Contract Version Date	Contract Description	Supplier ID	Supplier Name	Contract Begin Date	Contract Expire Date
1	STATE	00000000000000000000046277	1	Н	12/20/2017	PEST CONTROL SERVICES	0000032991	PermaTreat Pest Control Company Inc	01/01/2018	12/31/2018
2	STATE	00000000000000000000046277	2	н	12/05/2018	PEST CONTROL SERVICES	0000032991	PermaTreat Pest Control Company Inc	01/01/2018	12/31/2019
3	STATE	00000000000000000000046277	3	С	04/03/2019	PEST CONTROL SERVICES	0000032991	PermaTreat Pest Control Company Inc	01/01/2018	12/31/2019
4	STATE	00000000000000000000046279	1	Н	12/20/2017	Janitorial Fredg District Comp	0000028711	PORTCO Inc	01/01/2018	12/31/2018
5	STATE	00000000000000000000046279	2	С	12/03/2018	Janitorial Fredg District Comp	0000028711	PORTCO Inc	01/01/2018	12/31/2019
6	STATE	0000000000000000000046287	1	С	12/29/2017	Property Maintenance Services	0000057980	DBI Services LLC	04/01/2018	03/31/2023
7	STATE	000000000000000000000000046289	1	С	12/29/2017	Property Maintenance Services	0000042599	Infrastructure Corp of America	04/01/2018	04/01/2018

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Screenshot of the Contract Query for ASD-PRT/ACO Page (scrolled right)

							First 1-100	of 181	Last
Estimated Contract Value	Maximum Contract Amount	Original Nbr Renewal Options	Current Renewal Period	Event ID	Buyer	Contract Category Code	Department ID	District	District Nbr
0.000	7820.000	0	0	0000154310	l	FIXED PRICE	10141	Central Office	0
0.000	19103.750	0	0	0000154310		FIXED PRICE	10141	Central Office	0
0.000	19103.750	0	0	0000154310	l	FIXED PRICE	10141	Central Office	0
0.000	140420.760	0	0	0000154437		FIXED PRICE	10141	Central Office	0
0.000	280841.520	0	0	0000154437		FIXED PRICE	10141	Central Office	0
0.000	77936521.800	0	0	0000154331		FIXED PRICE	10003	Central Office	0
0.000	0.000	0	0	0000154331	,	FIXED PRICE	10003	Central Office	0

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Contracts Not Linked to POs Query (V_PR_CNTRCT_WO_PO)

REVISED: 04/12/2017

DESCRIPTION:

This query displays contract information for contracts not linked to a purchase order defined by specific selection criteria. The query can be executed by any user and can be used to identify contracts not linked to purchase orders.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PR_CNTRCT_WO_PO

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

SetID HTML
Contract Begin Date From Excel
Contract Begin Date To CSV

ADDITIONAL INFORMATION:

Excludes SiteManager contracts and Closed / Cancelled contracts:

Screenshot of the Contracts Not Linked to POs Query Page

V_P	R_CN	TRCT_WO_PO - Contracts	s not linked t	to POs							
		SetID STATE Q									
Conti	act Beg	in Date From 01/01/2018									
Co	ntract E	Begin Date To 06/14/2019									
	w Resul										
		esults in : Excel SpreadSheet	COV/Toyt File	VMI File	(70 kb)						
		esults III . Excel opieauolieet	CSV TEXT FILE	AIVIL FIIE	(10 KD)						
View	All										First 1-100 of 217 🕑 Last
Row	SetID	Contract ID	Cntrct Version Nbr	Cntrct Status	Contract Description	Cntrct Begin Dt	Cntrct Expire Dt	Supp SetID	Supplier ID	Supplier Name	Contract Buyer
1	STATE	0000000000000000000046119	2	A	FOB STONE	01/01/2018	12/31/2019	STATE	0000031033	Luck Stone Corp	
2	STATE	0000000000000000000046120	2	Α	FOB STONE	01/01/2018	12/31/2019	STATE	0000031033	Luck Stone Corp	
3	STATE	00000000000000000000046135	2	A	FOB STONE	01/01/2018	12/31/2019	STATE	0000037252	Charles W Barger & Son Construction	
4	STATE	0000000000000000000046136	2	A	FOB STONE	01/01/2018	12/31/2019	STATE	0000037252	Charles W Barger & Son Construction	
5	STATE	0000000000000000000046141	2	A	FOB STONE	01/01/2018	12/31/2019	STATE	0000030699	Rockbridge Stone Products Inc	
6	STATE	00000000000000000000046161	1	A	Delivered Stone - Page Co.	01/01/2018	12/31/2018	STATE	0000032240	THE FRAZIER QUARRY INC	
7	STATE	00000000000000000000046162	1	А	Delivered Stone thoughout Augu	01/01/2018	12/31/2018	STATE	0000058791	Jason Harvey	
8	STATE	00000000000000000000046163	1	A	Delivered Stone thoughout Augu	01/01/2018	12/31/2018	STATE	0000035407	Rockydale Quarry - Staunton	
9	STATE	00000000000000000000046164	1	A	Delivered Stone thoughout Augu	01/01/2018	12/31/2018	STATE	0000032240	THE FRAZIER QUARRY INC	

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Procurement Contract Expenditure Query (V_PR_CNTRCT_EXPENDITURES)

REVISED: 04/24/2017

DESCRIPTION:

This query displays procurement contract expenditures, including the associated accounting distribution information, by Contract ID.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PR_CNTRCT_EXPENDITURES

INPUT / SEARCH CRITERIA:

Contract ID (% for all)

Contract Category (% for all)

Supplier ID (% for all)

Business Unit

Program (% for all)

Cost Center (% for all)

Project (% for all)

Activity (% for all – Project Required)

Asset (% for all)

Agency Use 1 (% for all)

Agency Use 2 (% for all)

Budget Date From

Budget Date To

OUTPUT FORMAT:

HTML Excel CSV

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Screenshot of the Procurement Contract Expenditure Query Page

	PR_CN IRC I_E	XPENDITURES - F	rocure	ment Cntr	ct Exp	enditure															
	Contract ID (% fo	or all) %		Q																	
Co	ntract Category (% fo	or all) MA		,																	
	Supplier ID (% fo	or all) %	2																		
	Business	Unit 50100 Q																			
	Program (% fo	or all) %	2																		
	Cost Center (% fo	or all) %	2																		
	Project (% fo	or all) %	Q																		
Ac	tivity(% for all -Proj F	Reqd) %	Q																		
	Asset (% fo	or all) %																			
	Agency Use 1 (% fo	or all) %	2																		
	Agency Use 2 (% fo	or all) %																			
	Budget Date	From 01/01/2015																			
	Budget Da	te To 01/30/2016																			
V	iew Results																				
D	ownload results in :	Excel SpreadSheet	CSV Tex	t File XML F	File (662	2 kb)															
Vie	w All																				
	Contract ID	Contract Description		t Contract Begin Date	Contract Expire Date	Supplier ID	Supplier Name	Contract Category	Business Unit	PO ID	Account	Fund Code	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agend Use 2	
1	Contract ID 200071923B23B	Contract Description BRIDGE ON ROUTE 637 OVER BIG I	Status		Expire Date		Supplier Name Fielders Choice Enterprises Inc	Category		PO ID 0001119795		Code				Task		Asset 27860			2
•		BRIDGE ON ROUTE 637 OVER	Status	Begin Date	Expire Date	Supplier ID	Fielders Choice	MA	Unit	POID	205023	O4720	603006	17008		Task	157				2
2	200071923B23B	BRIDGE ON ROUTE 637 OVER BIG I BRIDGE ON ROUTE 637 OVER BIG I RTE 637 BRIDGE	Status	Degin Date 04/17/2015	Expire Date	Supplier ID 0000028261	Fielders Choice Enterprises Inc Fielders Choice Enterprises Inc	MA MA	Unit 50100	0001119795	205023 5023210	04720 04720	603006 603006	17008		Task	157	27860			2
2	200071923B23B 200071923B23B	BRIDGE ON ROUTE 637 OVER BIG I BRIDGE ON ROUTE 637 OVER BIG I RTE 637 BRIDGE REPLACEMENT OVE	A A	04/17/2015 04/17/2015	Expire Date	Supplier ID 0000028261 0000028261	Fielders Choice Enterprises Inc Fielders Choice Enterprises Inc Fairfield-Echols LLC	MA MA MA	50100 50100	0001119795 0001119795	5023210 5023210	04720 04720 04720	603006 603006 603006	17008 17008 17002		Task	157 157 003	27860 27860			0 0
2 3	200071923B23B 200071923B23B 200095159B75	BRIDGE ON ROUTE 637 OVER BIG I BRIDGE ON ROUTE 637 OVER BIG I TTE 637 BRIDGE REPLACEMENT OVE RTE 637 BRIDGE REPLACEMENT OVE RTE 637 BRIDGE REPLACEMENT OVE	A A A	04/17/2015 04/17/2015 11/21/2014	Expire Date	Supplier ID 0000028261 0000028261 0000006615	Fielders Choice Enterprises Inc Fielders Choice Enterprises Inc Fairfield-Echols LLC	MA MA MA MA	50100 50100 50100	0001119795 0001119795 0001119795	205023 5023210 5023210 5023210	04720 04720 04720 04720	603006 603006 603006 603006	17008 17008 17002 17002		Task	157 157 003	27860 27860 29349			2 C C
1 2 3 4 5	200071923B23B 200071923B23B 200095159B75 200095159B75	BRIDGE ON ROUTE 637 OVER BIG I BRIDGE ON ROUTE 637 OVER BIG I RTE 637 BRIDGE REPLACEMENT OVE RTE 637 BRIDGE REPLACEMENT OVE RTE 637 BRIDGE REPLACEMENT	A A A	04/17/2015 04/17/2015 11/21/2014 11/21/2014	Expire Date	Supplier ID 0000028261 0000028261 0000006615	Fielders Choice Enterprises Inc Fielders Choice Enterprises Inc Fairfield-Echols LLC Fairfield-Echols LLC	MA MA MA MA	50100 50100 50100 50100	0001119795 0001119795 0001109922 0001109922	205023 5023210 5023210 5023210 5023230	04720 04720 04720 04720 04720	603006 603006 603006 603006	17008 17008 17002 17002 17002		Task	157 157 003	27860 27860 29349			

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Procurement Contract Site Manager Query (V_PR_CNTRCT_SITEMANAGER)

CREATED: 03/03/2020

DESCRIPTION:

This query displays procurement contract expenditures, including the associated accounting distribution information, by Contract ID for Site Managers.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PR_CNTRCT_SITEMANAGER

INPUT / SEARCH CRITERIA:

Contract ID (% for all)
Contract Category (% for all)

OUTPUT FORMAT:

HTML Excel CSV

Screenshot of the Procurement Contract Site Manager Query Page

V_PR	CNTRCT_SITEMA	ANAGER - SiteManager C	ontracts Que	ry					
	Contract ID (% for all)	%	×Q						
Ontrot	Cat (CO, MA, % for all)								
		CO							
View	Results								
Dowr	nload results in : Excel	SpreadSheet CSV Text File 2	XML File (480 kt	D)					
View /	All								First 1-100 of '
Row	Contract	Contract Category Code	PO ID	PO Line Match Status	Contract Max Amount	PO Line Amount	Sum Voucher Amount	Contract Amt minus PO Amt	Contract Amt minus \
1	20000016640C01	Construction	0001131521	Matched	6913070.510	6913070.510	7042361.180	0.000	
2	20000103322B48	Construction	0001136517	Partial Match	748673.840	748673.840	720446.260	0.000	
3	20000104805M01	Construction	0001142268	Matched	866370.000	866370.000	868518.190	0.000	
4	20000108176B53	Construction	0001156224	Partial Match	1501715.500	1501715.500	1350789.440	0.000	
5	20000108257N01B	Construction	0001157793	Partial Match	2227286.580	2227286.580	2184780.250	0.000	
6	20000108450B77	Construction	0001152542	Matched	774602.200	774602.200	836141.790	0.000	
7	20000109130B16	Construction	0001200421	Partial Match	2509405.400	2509405.400	1116823.320	0.000	
8	20000110687B01	Construction	0001176131	Partial Match	1092000.000	1092000.000	571531.520	0.000	
9	20000111334N01	Construction	0001173360	Partial Match	259634.840	259634.840	257632.950	0.000	
10	20000111853N01	Construction	0001173726	Partial Match	285080.000	285080.000	142941.720	0.000	
11	20000140430B06	Construction	0001182828	Matched	1643645.220	1643645.220	1683430.470	0.000	
12	200002530C02	Construction	0000700223	Partial Match	14937881.300	14937881.300	14794992.050	0.000	
40	00004040400005	0	0004404070	0-1-14-1-1	4070050.050	4070050-050	004045 000	0.000	

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Contract Activities Report (POX3031) - BI Publisher Report

REVISED: 05/23/2017

DESCRIPTION:

This report provides a list of contract-related activities by supplier, or contract, for a specified period.

NAVIGATION PATH:

Main Menu > Procurement Contracts > Reports > Activities Report

RUN CONTROL PARAMETERS:

OUTPUT FORMAT:

PDF

Process to select: POX3031

Supplier SetID = STATE

Supplier ID

Short Supplier Name

Contract SetID

Contract ID From / To

Process Option

Contract Status

Date From / To

ADDITIONAL INFORMATION:

This is a BI Publisher report. To access the report, once you have run it successfully go to the Report Manager page and click on the **Administration** Tab.

Screenshot of the POX3031 Contract Activities Report Run Control Page

Favorites v	Main Menu → > Procurement Contracts → > Rep	orts → > Activities Report	
Activities	Report		
	Run Control ID CNT_ACTIVITY_RPRT	Report Manager	Process Monitor Run
	Language English ▼ Specified	Language	Recipient's Language
Process Re	quest Parameters		
	*Supplier SetID STATE Q		
	*Supplier ID 0000016072 Q		
SI	hort Supplier Name PARSONS TR-001		
	Contract SetID STATE Q		
	Contract ID From 0000000000000000000044606	© To 00000000	00000000000044606
	Process Option Purchase Order v		
	Contract Status Approved	7	
	Date From 01/01/2015	To 03/09/201	7 31
Save	Return to Search Previous in List Next in I	ist 🖺 Notify 📿 Refre	esh

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Screenshot of the POX3031 Contract Activities Report

Report Selection Criteria	
upplier Set ID: STATE Supplier ID: 0000016072 Supplier Name: PARSONS TR-001	
ontract Set ID: STATE Contract ID From: 0000000000000000000000044606 Through: 0000000000000000000000044606 Contract Status: App	roved
Date From: 01/01/2015 Through: 03/09/2017 Process Option: Pur	hase Order
tet ID: STATE Contract ID: 00000000000000000000000000000000000	0 U
	0 U
Unit Doc ID Line Date Amount Currency Doc Status Set ID Contract ID Version Line	
Unit Doc ID Line Date Amount Currency Doc Status Set ID Contract ID Version Line	Status
Unit Doc ID Line Date Amount Currency Doc Status Set ID Contract ID Version Line Payment 50100 00653025 1 10/14/2016 20000 USD Paid STATE 000000000000000000000000000000000000	Status Approved
Unit Doc ID Line Date Amount Currency Doc Status Set ID Contract ID Version Line	Approved Approved Approved
Unit Doc D Line Date Amount Currency Doc Status Set D Contract D Version Line	Approved Approved Approved Approved
Unit Doc ID Line Date Amount Currency Doc Status Set ID Contract ID Version Line	Approved Approved Approved Approved Approved
Unit Doc ID Line Date Amount Currency Doc Status Set ID Contract ID Version Line	Approved Approved Approved Approved Approved Approved
Unit Doc ID Line Date Amount Currency Doc Status Set ID Contract ID Version Line	Approved Approved Approved Approved Approved Approved Approved
Unit Doc ID Line Date Amount Currency Doc Status Set ID Contract ID Version Line	Approved Approved Approved Approved Approved Approved

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Contract Expiration Report (POCNT400) - SQR Report

REVISED: 04/12/2017

DESCRIPTION:

This report provides a list (by Category/Supplier or Supplier/Category) of contracts that are scheduled to expire within a selected date range.

NAVIGATION PATH:

Short Supplier Name

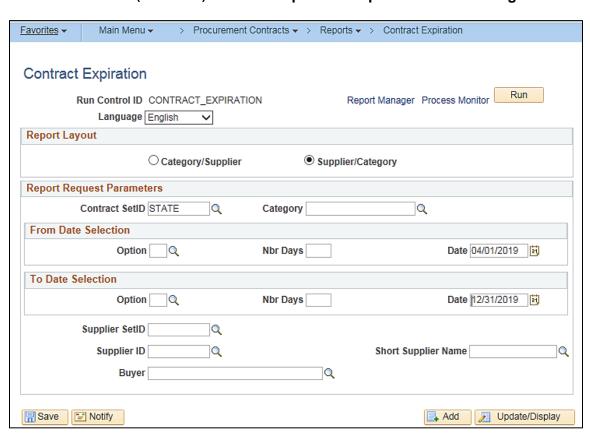
Buyer

Main Menu > Procurement Contracts > Reports > Contract Expiration

RUN CONTROL PARAMETERS: OUTPUT FORMAT:

Process to select: POCNT400 PDF
Report Layout (Category/Supplier,
Supplier/Category)
Contract SetID
Category
From Date Selection (Option / Nbr Days / Date)
To Date Selection (Option / Nbr Days / Date)
Supplier SetID
Supplier ID

Screenshot of the (POCNT400) Contract Expiration Report Run Control Page



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Screenshot of the POCNT400 Contract Expiration Report

PeopleSoft CONTRACT EXPIRATION Report ID: POCNT400 Page No. 1 Run Date 01/09/2020 Run Time 11:29:12

Line Item Contracts

Contract Setid STATE
Supplier ID/Nam 0000000134 Old Dominion Security Co Inc
Category Cd: 07657 9189301

Mfg Item ID/ Manufacturer Expire Dt Contract ID/ Cntrct Curr Contract Type Version Item ID/ Item Description Amount Released Currency DOM Unit Price Buyer

04/17/2012 0000000000000025916 USD PO Order 9189301000 SECURITY/SAPETY CONSULTING 65000.00 USD HUR 1.00

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Contract Usage Details Report (RPR017) - SQR Report

REVISED: 05/23/2017

DESCRIPTION:

This report provides a list (by Supplier and Contract ID) of the purchase orders, invoices and voucher/payment details and summaries, within a selected date range.

PDF

CSV

NAVIGATION PATH:

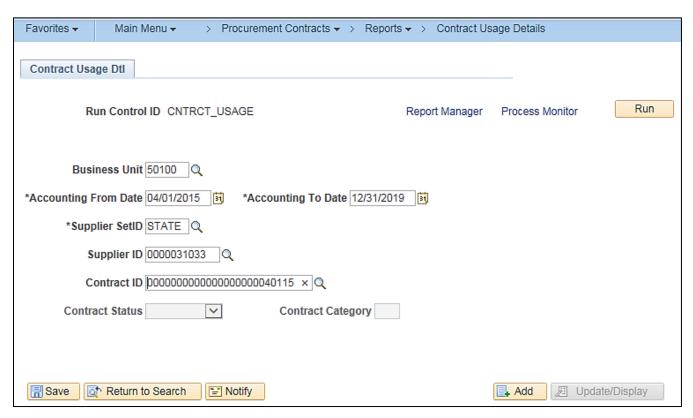
Contract Category

Main Menu > Procurement Contracts > Reports > Contract Usage Details

RUN CONTROL PARAMETERS: OUTPUT FORMAT:

Process to select: VPRR017
Business Unit
Accounting From Date
Accounting To Date
Supplier SetID = STATE
Supplier ID
Contract ID
Contract Status

Screenshot of the (RPR017) Contract Usage Details Report Run Control Page



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Screenshot of the RPR017 Contract Usage Details Report

CARDINAL Report ID: RPR017				wealth of Virginia			te: 02/24/2020 me: 12:16 00
						Page N	o. 1 of 2
Setid:	STATE		From Date:	11/01/2011			
Business Unit:	50100		To Date:	11/15/2012			
Supplier ID:	00000322						
Supplier Name:	THE FRAZ	IER QUARRY INC					
Contract ID:	00000000	0000032816	Contract Category:	RC			
Contract Manager:			Contract Status:	Approved			
Original Value:		0.00	Award Date:				
Current Value:		0.00	Begin Date:	01/01/2012			
			Expiration Date:	12/31/2012			
Invoice Date	Supplr Invoice #	Total Invoice Amount	PCard Transaction ID	Voucher ID	Voucher/Trans Date	Amount Paid to Supplr	Retainage Held
04/30/2012	12019120430	24,231.60		00057584	05/03/2012	24,231.60	0.00
Total for PO	0001001765 Line 1	24,231.60				24,231.60	0.00
02/29/2012	12004120229	1,333.33		00034479	03/02/2012	1,333.33	0.00
Total for PO	0001001765 Line 2	1,333.33			,,	1,333.33	0.00
01/31/2012	12004120131	7,640.03		00024524	02/06/2012	7,640.03	0.00
Total for PO	0001003719 Line 1	7,640.03		00024324	02/06/2012	7,640.03	0.00
		,,				,,	
01/31/2012	12004120131	3,928.20		00024524	02/06/2012	3,928.20	0.00
Total for PO	0001003719 Line 2	3,928.20				3,928.20	0.00
10/15/2012	12017121015	1,160.10		00119075	10/23/2012	1,160.10	0.00
Total for PO	0001003753 Line 1	1,160.10				1,160.10	0.00
10/15/2012	12017121015	1,609.87		00119075	10/23/2012	1,609.87	0.00
Total for PO	0001003753 Line 2	1,609.87				1,609.87	0.00
10/31/2012	12017121031	577.48		00124337	11/07/2012	577.48	0.00
Total for PO	0001003753 Line 3	577.48		00124337	11/0//2012	577.48	0.00
		240				240	****
01/31/2012	12004120131	1,080.23		00024524	02/06/2012	1,080.23	0.00
10/15/2012	12017121015	867.22		00119075	10/23/2012	867.22	0.00
Total for PO	0001003753 Line 4	1,947.45				1,947.45	0.00
01/31/2012	12004120131	6,262.37		00024524	02/06/2012	6,262.37	0.00
Total for PO	0001004603 Line 1	6,262.37				6,262.37	0.00

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Screenshot of the RPR017 Contract Usage Details Report (continued)

						Page N	io. 2 of 2
Setid:	STATE		From Date:	11/01/2011			
Business Unit:	50100		To Date:	11/15/2012			
Supplier ID:	00000322	40					
Supplier Name:	THE FRAZ	HER QUARRY INC					
Contract ID:	00000000	0000032816	Contract Category:	RC			
Contract Manager:			Contract Status:	Approved			
Original Value:		0.00	Award Date:				
Current Value:		0.00	Begin Date:	01/01/2012			
			Expiration Date:	12/31/2012			
Invoice	Supplr	Total Invoice	PCard Transaction ID	Voucher ID	Voucher/Trans	Amount Paid to	Retainage
Date	Invoice #	Amount			Date	Supplr	Held
09/15/2012	12020120915	8,076.02		00109408	09/25/2012	8,076.02	0.
Total for PO	0001006337 Line 5	8,076.02				8,076.02	0.0
09/30/2012	12020120930	696.44		00112714	10/04/2012	696.44	0.
Total for PO	0001006337 Line 6	696.44				696.44	0.0
06/15/2012	12020120615	7,805.65		00078298	07/01/2012	7,805.65	0.0
09/15/2012	12020120915	7,819.40		00109408	09/25/2012	7,819.40	0.
Total for PO	0001006337 Line 7	15,625.05				15,625.05	0.
04/30/2012	12020120430	3,827.88		00057548	05/03/2012	3,827.88	0.0
05/31/2012	12020120531	3,747.65		00069561	06/05/2012	3,747.65	0.
08/15/2012	12020120815	12,625.93		00097320	08/21/2012	12,625.93	0.0
09/30/2012	12020120930	6,242.54		00112714	10/04/2012	6,242.54	0.0
10/15/2012	12020121015	6,417.99		00118540	10/22/2012	6,417.99	0.
Total for PO	0001006337 Line 9	32,861.99				32,861.99	0.
09/30/2012	12020120930	1,609.58		00112714	10/04/2012	1,609.58	0.
Total for PO	0001006337 Line 10	1,609.58				1,609.58	0.
09/30/2012	12020120930	885.01		00112714	10/04/2012	885.01	0.
Total for PO	0001006337 Line 11	885.01				885.01	0.
05/15/2012	12019120515	8,687.03		00063804	05/21/2012	8,687.03	0.
Total for PO	0001019708 Line 1	8,687.03				8,687.03	0.
Total for 0000000	00000032816	117,131.55				117,131.55	0.

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Order Contract Report (POCNT100) - SQR Report

REVISED: 04/12/2017

DESCRIPTION:

This report is used to print a copy of a contract.

NAVIGATION PATH:

Main Menu > Procurement Contracts > Reports > Order Contracts

RUN CONTROL PARAMETERS: OUTPUT FORMAT:

Process to select: POCNT100 PDF SetID CSV

Business Unit

Contract ID From / To

Supplier ID

Print Duplicate [checkbox]

Number of Copies

Sort By

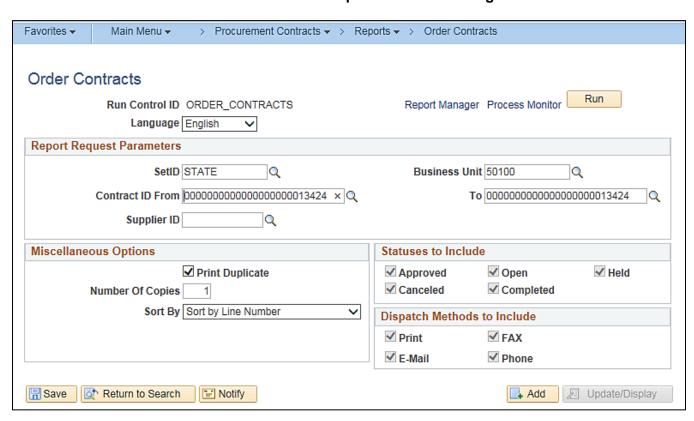
Statuses (Approved, Open, Held, Canceled,

Completed)

Dispatch Methods to Include (Print, FAX, E-Mail,

Phone)

Screenshot of the POCNT100 Order Contract Report Run Control Page



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Screenshot of the POCNT100 Order Contract Report

CONTRACT

CARDINAL R

VA Dept of Transportation VDOT Central Office 1201 E Broad St Richmond VA 23219 USA

Supplier 0000000591 CDM Smith Inc 3201 Jermanton Road Suite 400 VA10040102 EVAAD45271 Fairfax VA 22030 USA

Martin, Russell 703/485-8500

DUPLICATE	D	ispatch vi	a Print
Contract ID	Versi	ion	Page
0000000000000000000001342	24 4		1 of 1
Contract Dates C	urrency		Rate Date
02/16/2001 to 06/01/2015 U	ISD	CRRNT	PO Date
Description:		Contract Max	imum
SB-08-2000 Reg.3 M&R		3,000,000.	00
Contract Officer Name		Phone	

	Item ID /			Minimum	Order	Maxi	mum / Open
Line #	Category	Item Desc	UOM	Qty	Amt	Qty	Amt
1	9259301	SB-08-2000 MAINTENANCE AND REPAIR DESIGN PLANS HIGHWAY STRUCTURES AND BRIDGES REGION III-CULPEPER, STAUNTON AND NORTHERN VIRGINIA DISTRICTS	HUR	1.00	0.00	0.00	3,000,000.00
Pr	icing Agreement:	Pricing Date: Pricing Quantity: Quantity Type:	Due Date Due Date Current Orde	r Quantity			
Co	ontract Base Pricing	0.0000	HUR		MAIN		

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Add/Update Purchase Order Inquiry

REVISED: 04/12/2017

DESCRIPTION:

This inquiry is used to view or modify purchase order header, line, schedule, and distribution information.

NAVIGATION PATH:

Main Menu > Purchasing > Purchase Orders > Add/Update POs

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

Online

Business Unit

PO ID

Purchase Order Date

PO Status

Short Supplier Name

Supplier ID

Supplier Name

Buyer

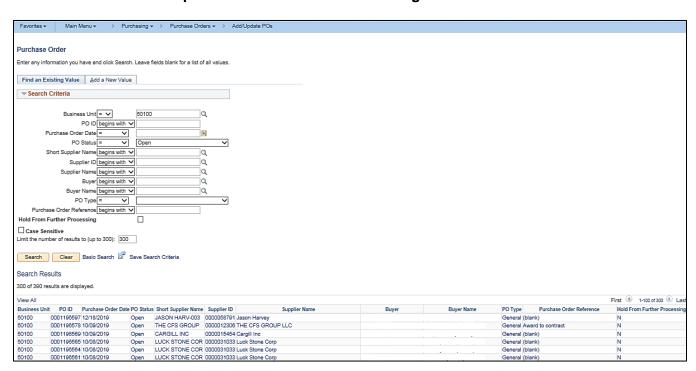
Buyer Name

PO Type

Purchase Order Reference

Hold From Further Processing [checkbox]

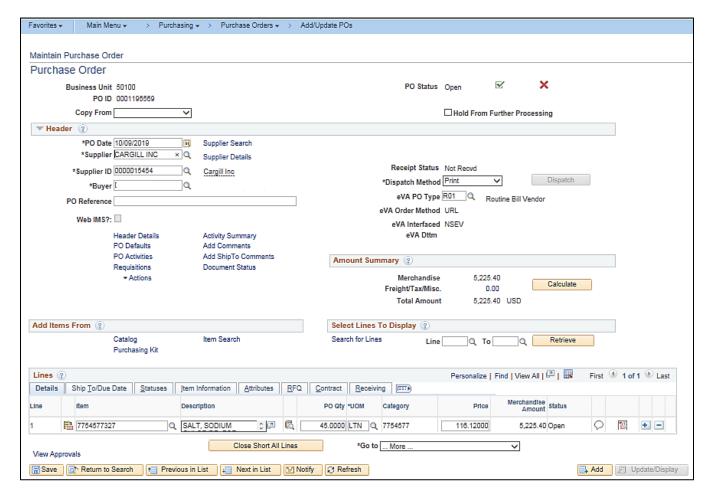
Screenshot of the Add/Update Purchase Order Search Page



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Screenshot of the Maintain Purchase Order Page



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Purchase Order Inquiry

REVISED: 04/12/2017

DESCRIPTION:

This inquiry is used to view purchase order information.

NAVIGATION PATH:

Main Menu > Purchasing > Purchase Orders > Review PO Information > Purchase Orders

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

Online

Business Unit

PO ID

Contract SetID

Contract ID

Release Number

Purchase Order Date

PO Status

Short Supplier Name

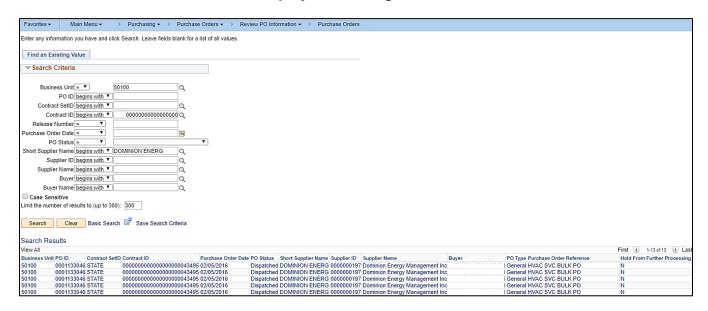
Supplier ID

Supplier Name

Buyer

Buyer Name

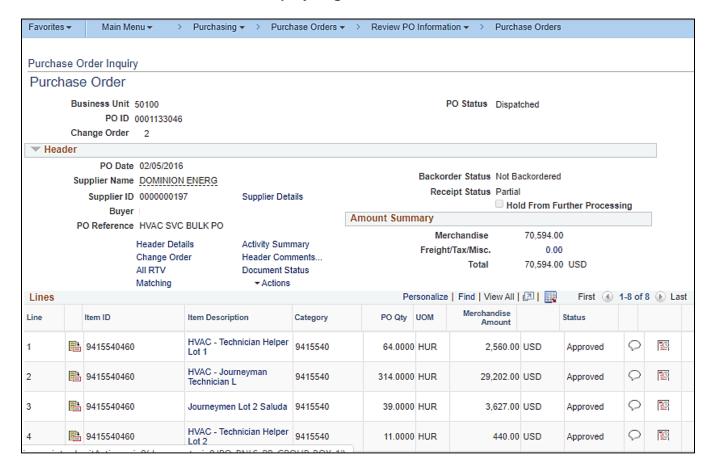
Screenshot of the Purchase Order Inquiry Search Page



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Screenshot of the Purchase Order Inquiry Page



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PO Activity Summary Inquiry

REVISED: 04/12/2017

DESCRIPTION:

This inquiry is used to view receiving, invoicing, and matching activities for selected purchase orders.

NAVIGATION PATH:

Main Menu > Purchasing > Purchase Orders > Review PO Information > Activity Summary

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

Online

Business Unit PO Number Purchase Order Date Purchase Order Reference Supplier ID

Screenshot of the PO Activity Summary Search Page

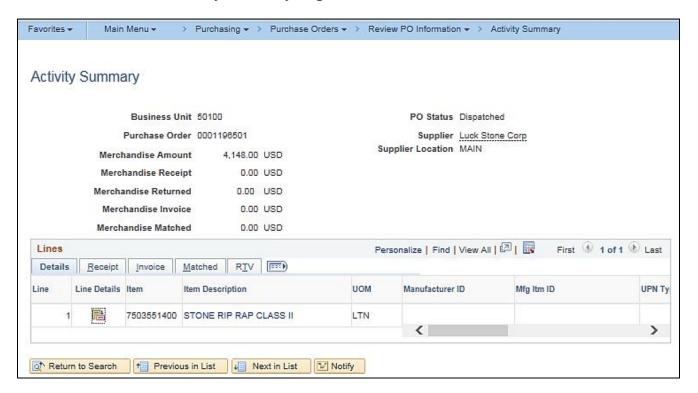
Favorites -	Main N	Menu → > Puro	chasing 🕶 > Purchase C	orders 🕶 >	Review PO Information → >	Activity Summary
PO Activity	y Summar	y				
Enter any info	rmation you h	nave and click Searc	h. Leave fields blank for a	list of all val	ues.	
	isting Value					
▼ Search	Criteria					
	Business Uni	t= > 50	100			
		r begins with 🗸		`		
Duraha			V04/2040	a a		
Purcha	se Order Date	between 🗸 08	/01/2019	3		
				9		
			/31/2019	9		
Purchase On		begins with 🗸				
	Supplier ID	begins with 🗸	C	1		
Case Sen	sitive					
Limit the num	ber of results	to (up to 300): 300				
			_			
Search	Clear	Basic Search	Save Search Criteria			
Search Res	sults					
View All	74110		First 1-17 of	17 D La		

			Purchase Order Reference			
50100	0001196499		(blank)	000003103		
50100	0001196500		FOB STONE	000003103		
50100	0001196504		FOB STONE	000003103		
50100	0001196503		(blank)	000001545		
50100	0001196502		FOB STONE	000003103		
50100	0001196501		TEST 293	000003103	_	
50100	0001108507	108/15/2010	(hlank)	0000008100	4	

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Screenshot of the PO Activity Summary Page



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Purchase Order Document Status Inquiry

REVISED: 01/06/2020

DESCRIPTION:

This inquiry is used to view purchase order document status information.

NAVIGATION PATHS:

Main Menu > Purchasing > Purchase Orders > Review PO Information > Document Status

Main Menu > Purchasing > Purchase Orders > Add/Update POs > retrieve desired Purchase Order then on Maintain Purchase Order page click on **Document Status** link

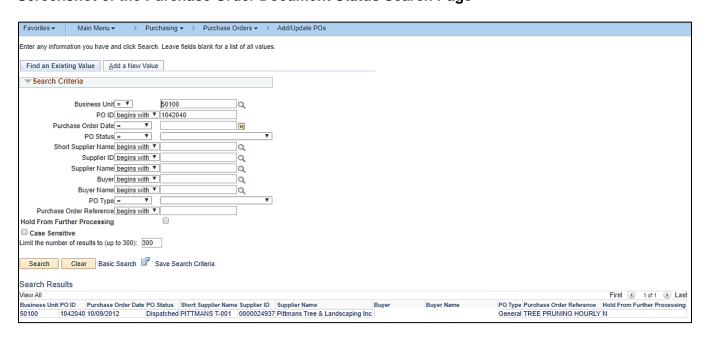
INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

Online

Business Unit PO Number Purchase Order Date Origin Purchase Order Reference

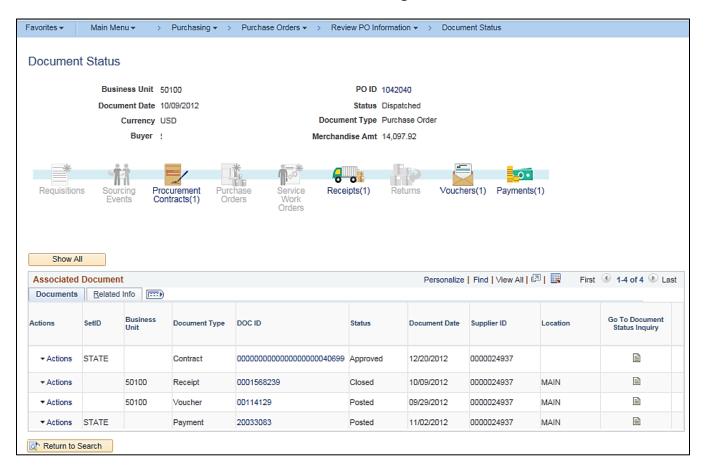
Screenshot of the Purchase Order Document Status Search Page



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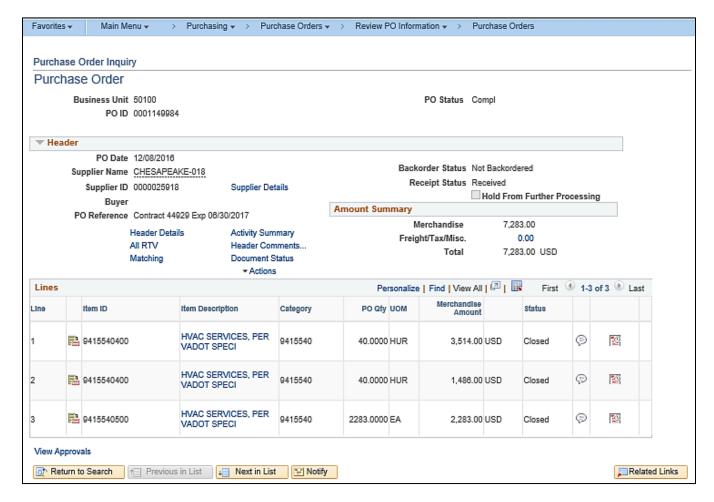
Screenshot of the Purchase Order Document Status Page



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Screenshot of the Maintain Purchase Order Page with Document Status link (alternate navigation)



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Purchase Order Review Change Orders Inquiry

REVISED: 05/08/2017

DESCRIPTION:

This inquiry is used to review change order details for a specific purchase order.

NAVIGATION PATH:

Main Menu > Purchasing > Purchase Orders > Manage Change Orders > Review Change Orders

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit Online

PO Number

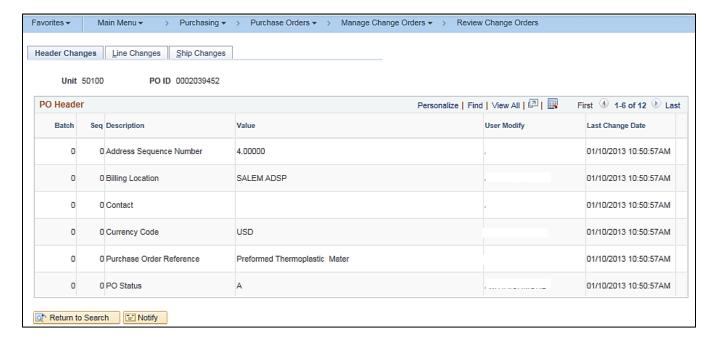
Screenshot of the PO Review Change Orders Search Page

Favorites ▼ Main Menu ▼ > Purchasing ▼ > Purchase Orders ▼ > Manage Change Orders ▼ > Review Change Orders	Orders
Change Order Batch Enter any information you have and click Search. Leave fields blank for a list of all values.	
Find an Existing Value	
▼ Search Criteria	
Business Unit = V 50100 × Q PO Number begins with V 0002039452 imit the number of results to (up to 300): 300	
Search Clear Basic Search Save Search Criteria	
Search Results	
∕iew All First 1 of 1 Last	
Business Unit PO Number	
50100 0002039452	

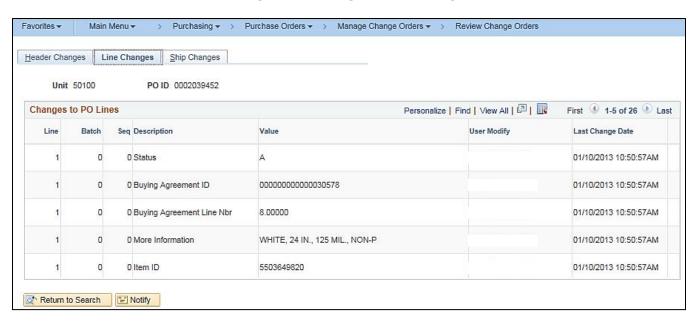
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Screenshot of the PO Review Change Orders Page - Header Changes Tab



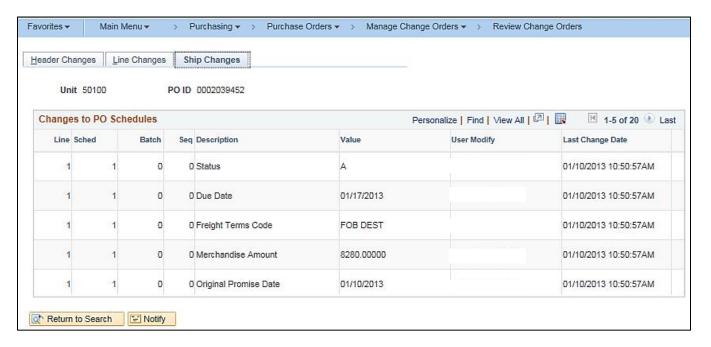
Screenshot of the PO Review Change Orders Page - Line Changes Tab



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Screenshot of the PO Review Change Orders Page - Ship Changes Tab



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Purchase Order Review Change History Inquiry

REVISED: 05/15/2017

DESCRIPTION:

This inquiry is used to review a history of change orders associated with a purchase order.

NAVIGATION PATH:

Main Menu > Purchasing > Purchase Orders > Manage Change Orders > Review Change History

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

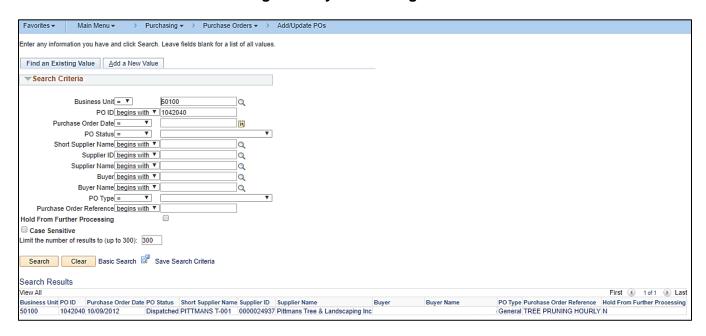
Business Unit

Online

PO Number

Change Order Number

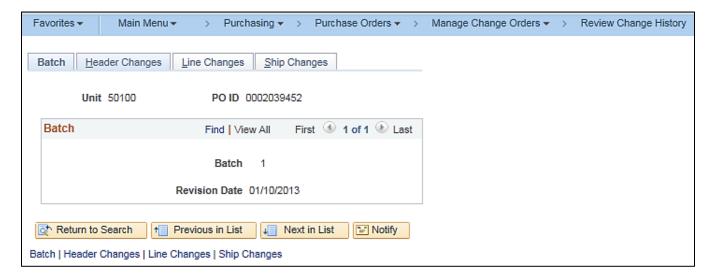
Screenshot of the PO Review Change History Search Page



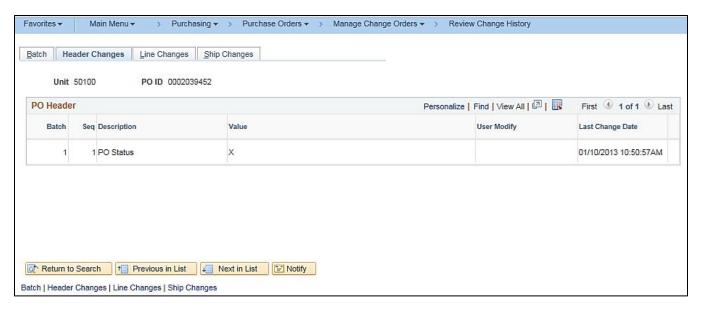
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Screenshot of the PO Review Change History Page - Batch Tab



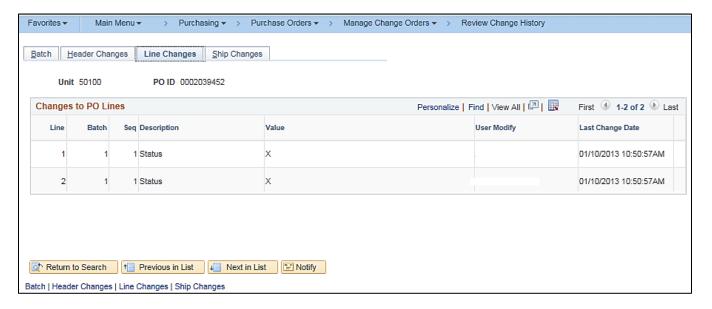
Screenshot of the PO Review Change History Page - Header Changes Tab



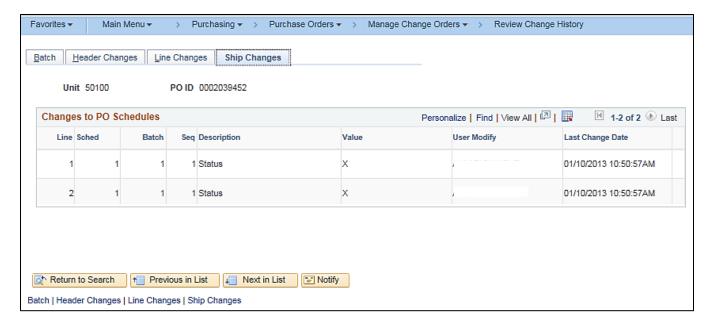
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Screenshot of the PO Review Change History Page - Line Changes Tab



Screenshot of the PO Review Change History Page – Ship Changes Tab



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Printing a Copy of the Purchase Order (unauthorized) (POPO005)

REVISED: 03/30/2020

DESCRIPTION:

This is the process to follow when printing a Copy of a Purchase Order

NAVIGATION PATH:

Main Menu > Purchasing > Purchase Orders > Review PO Information>Print POs

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

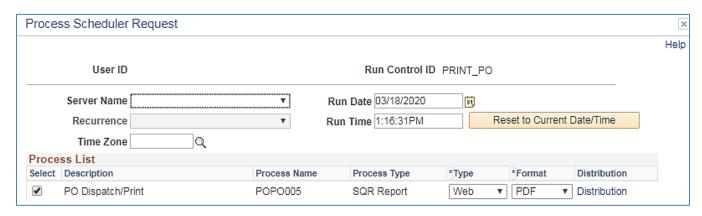
Business Unit Online

PO Number

Screenshot of the (POPO005) Copy Print POs Page (unauthorized)

Favorites Main Menu → Purchasing → Purchase Orders → Re	eview PO Information → > Print POs
Print POs Run Control ID PRINT_PO Language English ▼ Specified Language Report Request Parameters Business Unit 50100 Q To Q PO ID 0001209396 Q Select Purchase Order Contract SetID Contract ID Release	Process Monitor Run Recipient's Language Process Instance:12150035 Statuses to Include Approved Dispatched Canceled Open Pending Completed Miscellaneous Options *Hold Status NOT On Hold The Chartfields Valid Chartfields *Chartfields Valid Chartfields The Chartfiel
From Date	Change Orders
Through Date	Print Changes Only
Supplier ID	✓ Print PO Item Description □ Print Duplicate
Buyer	
	Number Of Copies 1 Sort By Sort by Line Number ▼
	SOIL BY GOLLD'S FILE MULLIDE!

Screenshot of the (POPO005) Copy Print POs (unauthorized) Process Scheduler Request Page



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Screenshot of a (POPO005) Copy of the Printed Purchase Order (notice unauthorized)



VA Dept of Transportation VDOT Central Office 1201 E Broad St Richmond VA 23219 United States

> Supplier: 0000030004 Heritage Home Center dba Cahill, Inc. 1558 Fairystone Park Highway VA10059659 EVAAD207986 Stanleytown VA 24168

Purchase Order

CHANGE ORDER Dispatch via Print Purchase Order Date Page 0100-0001209396 Payment Terms Ship Via Freight Terms Net 30 FOB Dest, Freight Prepaid Carrier Buyer Phone Currency

Ship To:

VDOT Richmond Dis Struct & Bridge 2430 Pine Forest Drive Colonial Heights VA 23834 United States

Attention:

VDOT Richmond Dis Struct & Bridge Bill To:

2430 Pine Forest Drive Colonial Heights VA 23834 United States

Tax Exempt? Y Tax Ex Line-Sch Item/Description Tax Exempt ID: 546001730 Replenishment Option: Star Quantity UOM PO Price Standard Mfg ID Extended Amt Due Date

1- 1 PIPE, CONCRETE, W/GASKETS 72 IN. X 32.00EA 242.22000 7,751.04 02/06/2020 8 FT., CLASS 3 32 LF of 72" inch inside diameter x 8' ft. long Class III RCP with lift hole & plug, including joint sealant

Unit of Measure "EA" is "LE".

Class III RCP pipe picked up by VDOT at CP&P Hanover Plant.

Pricing quoted by Dan Cahill on 1/31/20.

All General and Special Terms and Conditions apply.

Total PO Amount

7,751.04

Standard eVA Order Term and Condition: This order is governed in all respects by the laws of the Commonwealth of Virginia, including the Virginia Public Procurement Act, the Commonwealth of Virginia Agency Procurement and Surplus Property Manual, and the Commonwealth of Virginia Vendors Manual copies of which are available at www.eVA virginia.gov. The stated price(s) include shipping FOB destination unless otherwise stated in the body of the order. In addition, this order is subject to an eVA transaction fee in accordance with the eVA Fee Schedule a copy of which is available at www.eVA virginia.gov. This fee will be invoiced to your company, approximately 60 days after the order issue date specified above, by the Commonwealth of Virginia, Department of General Services. Any modification to these terms must be agreed to in writing by both parties prior to performance of this order.

Unauthorized

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Printing the Authorized Purchase Order for Signature (PODISP)

REVISED: 03/30/2020

DESCRIPTION:

This is the process to follow when printing a Copy of a Purchase Order

NAVIGATION PATH:

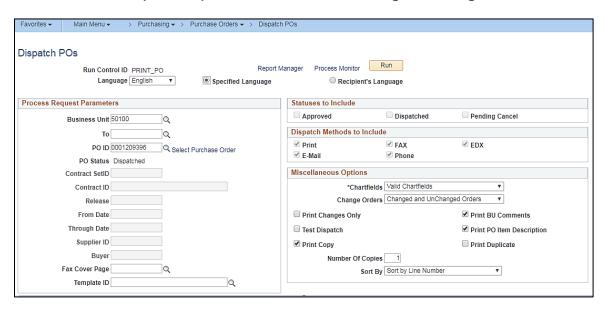
Main Menu > Purchasing > Purchase Orders > Dispatch POs

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

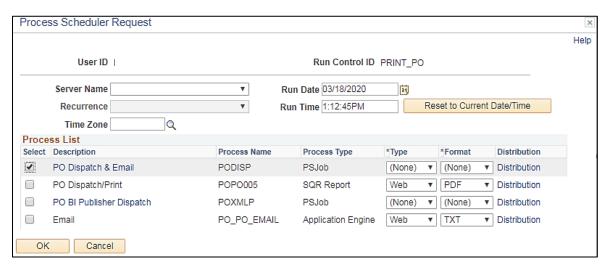
Business Unit Online

PO Number

Screenshot of the (PODISP) Print Authorized PO for Signature Page



Screenshot of the (PODISP) Print Authorized PO for Signature Process Scheduler Request Page



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Screenshot of the (PODISP) Print Authorized PO for Signature



VA Dept of Transportation VDOT Central Office 1201 E Broad St Richmond VA 23219 United States

Supplier: 0000030004

Heritage Home Center dba Cahill, Inc. 1558 Fairystone Park Highway VA10059659 EVAAD207986 Stanleytown VA 24168

Purchase Order

CHANGE ORDER - REPRINT Dispatch via Print

Purchase Order		Date	Revision	Page
50100-00012093	96	02/06/202	20 1 - 02/06	/2020 1
Payment Terms	Freight Ter	ms		Ship Via
Net 30	FOB Dest,	Freight	Prepaid	Common
				Carrier
Buyer		Phone		Currency
1		804/524=6	6312	HSD

Ship To:

VDOT Richmond Dis Struct & Bridge 2430 Pine Forest Drive Colonial Heights VA 23834 United States

Attention:

VDOT Richmond Dis Struct & Bridge Bill To:

2430 Pine Forest Drive Colonial Heights VA 23834

United States

Tax Exempt? Y Tax Exempt ID:	546001730	Replenishment Option:	Standard		
Line-Sch Item/Description	Mfg ID	Quantity UOM PO F	Price E	xtended Amt	Due Date

1- 1 PIPE, CONCRETE, W/GASKETS 72 IN. X

32.00EA

242.22000

7,751.04 02/06/2020

8 FT., CLASS 3
32 LF of 72" inch inside diameter x 8' ft. long Class III RCP with lift hole & plug, including ioint sealant

Unit of Measure "EA" is "LF".

Class III RCP pipe picked up by VDOT at CP&P Hanover Plant.

Pricing quoted by Dan Cahill on 1/31/20.

All General and Special Terms and Conditions apply.

Total PO Amount

Standard eVA Order Term and Condition: This order is governed in all respects by the laws of the Commonwealth of Virginia, including the Virginia Public Procurement Act, the Commonwealth of Virginia Agency Procurement and Surplus Property Manual, and the Commonwealth of Virginia Vendors Manual copies of which are available at www.eVA.virginia.gov. The stated price(s) include shipping FOB destination unless otherwise stated in the body of the order. In addition, this order is subject to an eVA transaction fee in accordance with the eVA Fee Schedule a copy of which is available at www.eVA.virginia.gov. This fee will be invoiced to your company, approximately 60 days after the order issue date specified above, by the Commonwealth of Virginia, Department of General Services. Any modification to these terms must be agreed to in writing by both parties prior to performance of

Authorized Signature

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All Vchr Lines on Vchr for PO Query (V_PR_CNTRCT_PO_VCHR_ALL_DISTRI)

REVISED: 05/08/2017

DESCRIPTION:

This query displays all voucher and accounting distribution related data by contract / purchase order. The query can be executed by any user.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PR_CNTRCT_PO_VCHR_ALL_DISTRI

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

SetID HTML
Business Unit Excel
PO Number CSV

Contract ID

ADDITIONAL INFORMATION:

For Account Type DST (Expense Distribution), Account 101010 is excluded.

Screenshot of the All Vchr Lines on Vchr for PO Query Page

Busir	ness Unit	50100										
	Number		Q									
		7110110011			10							
		ZM614SSA1	045/5		Q							
Vie	w Results											
Dov	vnload res	ults in : Exc	el SpreadSh	eet CS\	Text File XML File	e (7 kb)						
√iew	ΔΙΙ											
VICT	711											
Row	Business Unit	VCHR Responsible Org	CONTRCT Responsible Org	Contract Category	Contract ID	PO ID	PO Line Number	Jrnl ID	Jrnl Date	Jrnl Line	Voucher ID	Vouch Finali Payme
1	50100	16000	16000	MA	ZM614SSA104575	0001098031	1	AP00034878	05/07/2014	3237	00330687	N
2	50100	16000	16000	MA	ZM614SSA104575	0001098031	1	AP00034878	05/07/2014	3253	00330687	N
3	50100	16000	16000	MA	ZM614SSA104575	0001098031	1	AP00034878	05/07/2014	3238	00330687	N
4	50100	16000	16000	MA	ZM614SSA104575	0001098031	1	AP00034878	05/07/2014	3239	00330687	N
5	50100	16000	16000	MA	ZM614SSA104575	0001098031	1	AP00034878	05/07/2014	3240	00330687	N
6	50100	16000	16000	MA	ZM614SSA104575	0001098031	1	AP00036682	06/11/2014	3868	00342437	N
7	50100	16000	16000	MA	ZM614SSA104575	0001098031	1	AP00036682	06/11/2014	3869	00342437	N
8	50100	16000	16000	MA	ZM614SSA104575	0001098031	1	AP00036682	06/11/2014	3870	00342437	N
9	50100	16000	16000	MA	ZM614SSA104575	0001098031	1	AP00036682	06/11/2014	3871	00342437	N
10	50100	16000	16000	MA	ZM614SSA104575	0001098031	1	AP00036682	06/11/2014	3872	00342437	N
11	50100	16000	16000	MA	ZM614SSA104575	0001098031	1	AP00042888	09/25/2014	3136	00380193	Υ
40	50100	16000	16000	MA	ZM614SSA104575	0001098031	1	AP00042888	09/25/2014	3137	00380193	Υ
12												

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Screenshot of the All Vchr Lines on Vchr for PO Query Page (scrolled right)

															VCHR
Accounting Date	Voucher Line Number		Account	Fund	Program	Department	Project ID	Activity	Cost Center	Task	FIPS	Asset	Agency Use 1	Route	Distribution Line Amount
05/05/2014	1	2	5023230	04100	604003	16000	0000104576	731							424708.34
05/05/2014	1	1	5023230	04100	604002	16000	0000104575	631							419582.97
05/05/2014	2	1	5023230	04100	604002	16000	0000104575	631							467.63
05/05/2014	2	2	5023230	04100	604003	16000	0000104576	731							349.91
05/05/2014	3	1	5023230	04100	604002	16000	0000104575	631							-6549.79
06/05/2014	1	1	5023230	04720	603004	16000	0000104575	631							427314.31
06/05/2014	1	2	5023230	04100	604003	16000	0000104576	731							354298.31
06/05/2014	2	1	5023230	04720	603004	16000	0000104575	631							301.21
06/05/2014	2	2	5023230	04100	604003	16000	0000104576	731							209.37
06/05/2014	3	1	5023230	04720	603004	16000	0000104575	631							323.35
09/23/2014	1	1	5023230	04720	603004	16000	0000104575	631							-102.89
09/23/2014	2	1	5023230	04100	604003	16000	0000104576	731							-1.43
09/23/2014	3	1	154604	04720	603004	16000	0000104575	631							104.32

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Inactive POs/Contracts by Date Query (V_PR_PO_CNTRCT_INACTIVE)

REVISED: 04/24/2017

DESCRIPTION:

This query displays open Purchase Orders/Contacts where there has been no activity since a specified date. The query can be executed by any user and can be used to identify inactive purchase orders/contracts. The query excludes Completed and Cancelled purchase orders.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PR_PO_CNTRCT_INACTIVE

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit HTML
PO Last Activity From Excel
PO Last Activity To CSV

Buyer

Cntrct Category

Screenshot of the Inactive POs/Contracts by Date Query Page

V_P	R_PO_	CNTRC	T_INACTI	/E - Inactive PC)s/Contra	acts by D	ate			
	Busir	ness Unit	50100 Q							
POI	ast Activ	vity From	07/01/2018	1						
P	D Last A	ctivity To	10/06/2018	<u> </u>						
		Buyer			0	ι				
	Cntrct	Category [Q							
Vie	w Resul	ts								
Do	vnload re	esults in :	Excel Sprea	dSheet CSV Text	File XML	File (2490	kb)			
View	/ All									
Row	PO Last Activity Date	Business Unit	PO ID	PO Status	PO Recv Status	PO Date	PO Reference	Supplier ID	Supplier Name	PO Buyer ID
1	2018- 07-02	50100	0001123688	Dispatched	Fully Received	08/05/2015	REPLACE MUD VALVE ERMT	0000028864	Rorrer Well Drilling Inc	
2	2018- 07-02	50100	0001130506	Dispatched	Fully Received	12/14/2015	Septic tank pumping ERMT	0000040548	R & R Enterprises Inc	
3	2018- 07-02	50100	0001133427	Dispatched	Fully Received	02/11/2016	Emergency sewage @ ERMT	0000040548	R & R Enterprises Inc	
4	2018- 07-02	50100	0001142591	Dispatched	Fully Received	07/21/2016	Cable TOC 8/24/16 - 7/25/17	0000055342	DirecTV Inc	
5	2018- 07-02	50100	0001146622	Dispatched	Fully Received	10/03/2016	C#44092 exp 9/30/2017	0000044979	Marlowes WeCareCo	
6	2018- 07-02	50100	0001148856	Dispatched	Fully Received	11/14/2016		0000006268	Valley Ice LLC	
7	2018- 07-02	50100	0001160767	Dispatched	PO Partially Received	06/20/2017	Roadway Sweeping/ Cleaning Ser	0000008089	Quiet Sweep Ltd	
8	2018- 07-02	50100	0001161342	Dispatched	PO Partially Received	07/05/2017	DES/VDORN JANITORIAL #45725	0000102915	Carlos N Moreno	
9	2018- 07-02	50100	0001163500	Dispatched	PO Partially Received	08/10/2017	FOB STONE	0000028045	Cedar Mountain Stone Corp	Ly a tex a o tameler t

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Screenshot of the Inactive POs/Contracts by Date Query Page (scrolled right)

Last	1-100 of 3059	First								
Cntrct Max Amt	Cntrct Admin, Supp Cntrct Ref	Cntrct Description	Cntret Status	Cntrct Responsible Org	Cntrct Last Update Date	Cntrct Expire Date	Cntrct Renewal Date	Cntrct Begin Date	Cntrct Category	Contract ID

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Voucher Distribs Contract/PO Query (V_PR_CNTRCT_PO_PCARD_VCHR)

REVISED: 04/28/2017

DESCRIPTION:

This query displays PCard accounting distribution data against transactions related to a specified contract or purchase order and includes voucher and receiver information. The query can be executed by any user and can be used in managing PCard payments related to contracts and purchase orders. The query excludes deleted vouchers.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PR_CNTRCT_PO_PCARD_VCHR

INPUT / SEARCH CRITERIA:

Business Unit (% for all)
Department (% for all)
Contract ID (% for all)
PO ID (% for all)
Accounting Date From
Accounting Date To

OUTPUT FORMAT:

HTML Excel CSV

Screenshot of the Voucher Distribs Contract/PO Query

_															
	V_P	R_CNTF	RCT_PO_PCARD_VCHR	- Vouc	her D	istribs Cor	ntra	ct/PO							
	Busir	ness Unit ((% for all) 50100 Q												
	De	partment ((% for all) %												
	Co	ntract ID	(% for all) %			2									
		PO ID	(% for all) %												
	Aco	ounting D	ate From 04/01/2019 🛐												
	,	Accounting	Date To 04/21/2019												
		w Results													
	Dov	unload res	□ ults in: Excel SpreadSheet (251/ Tav	t File	YMI Fila (6:	1/1/1	th)							
			ulis III . Excer opreduorieet (J3V 16X	t i lie	AWLTHE (O	1711)							
	View	All													
	Row	Business Unit	Contract ID	Cntrct Version #	Cntrct Line #		PO Line #	Item ID	Item Description	Vchr Entered Date	Vchr Source	Voucher ID	Vchr Line #	Voucher Distrib Line	Voucher Distrib Quantity
	1	50100	000000000000032693	3	0	0000700079	1	9250001000	ENGINEERING SERVICES, PROFESSIONAL ENGINEERING SERVICES, PROFESSIONAL	04/18/2019	On Line	01000072	1	1	0.4225
	2	50100	000000000000032693	3	0	0000700079	1	9250001000	ENGINEERING SERVICES, PROFESSIONAL ENGINEERING SERVICES, PROFESSIONAL	04/18/2019	On Line	01000072	1	2	0.0000
	3	50100	000000000000032693	3	0	0000700079	1	9250001000	ENGINEERING SERVICES, PROFESSIONAL ENGINEERING SERVICES, PROFESSIONAL	04/18/2019	On Line	01000072	1	3	0.0000

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Screenshot of the Voucher Distribs Contract/PO Query (scrolled right)

First 1-100 of 8102 D Las													
Vohr Unit Price	Vchr Distrib Mechandise Amt	Vchr Distrib Department		Program	Cost Center	Account	Project	Task	Activity	FIPS	Receipt No	Receipt Line#	
5662.00000	2392.00	15006	04720	603020		5012610	0000098813		617			0	
5662.00000	1711.00	15002	04720	603020		5012610	0000098821		64210	001		0	
5662.00000	1152.00	15006	04720	603020		5012610	0000104965		64210	175		0	

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POs Not Linked to Contracts/Evt Query (V_PR_POS_WO_CNTRCT_EVENT)

REVISED: 04/13/2017

DESCRIPTION:

This query displays PO information for purchase orders not linked to a contract defined by date selection and amount. The query can be executed by any user and can be used to identify POs not linked to existing contracts or a sourcing event. The query excludes Completed and Cancelled purchase orders.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PR_POS_WO_CNTRCT_EVENT

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Entered Date From HTML
Entered Date To Excel
PO Amount Greater Than CSV

Screenshot of the POs Not Linked to Contract/Evt Query Page



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PR Buyer Setup (V_PR_BUYER_SETUP)

REVISED: 04/10/2025

DESCRIPTION:

This query displays a list of Buyers with their default Buyer setups.

NAVIGATION PATH:

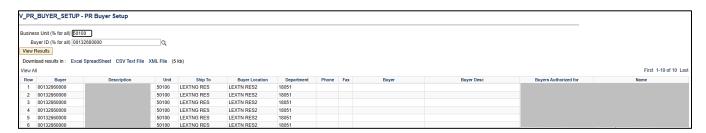
Main Menu > Reporting Tools > Query > Query Viewer > V_PR_BUYER_SETUP

INPUT / SEARCH CRITERIA:

Business Unit (% for all) Buyer ID (% for all) **OUTPUT FORMAT:**

HTML Excel CSV

Screenshot of the PR Buyer Setup Query Page



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Buyers Report (RPR004)

REVISED: 04/13/2017

DESCRIPTION:

This report provides information on requisitions, strategic sourcing events, and related purchase orders and contracts for a given period of time. The report can be used to review Buyer activities and accomplishments by timeline.

NAVIGATION PATH:

Main Menu > Purchasing > Purchase Orders > Reports > Buyers Report

RUN CONTROL PARAMETERS: OUTPUT FORMAT:

Process to select: VPRR0004 PDF SetID CSV

Business Unit

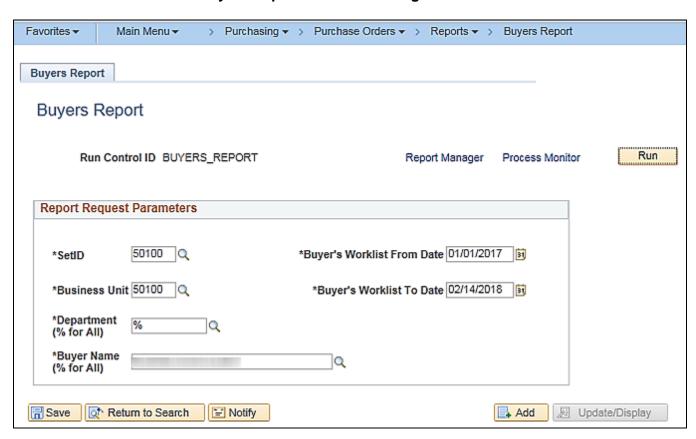
Department (% for All)

Buyer Name (% for All)

Buyer's Worklist From Date

Buyer's Worklist To Date

Screenshot of the RPR004 Buyers Report Run Control Page



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Screenshot of the RPR004 Buyers Report

	Commonwealth of Virginia BUYERS REPORT Run Date: 01/09/2020												
Report ID: RPR004							BUIERS RE	Run Date: 01/09/2020 Run Time: 04:43 00					
Set ID Business Un:	50100										Page No. 1	of 2	
From Date To Date Department Buyer Name	01/01/201 02/14/201 All												
Requisition	Date Assigned To Buyer	Event ID	Submitted		Type	Event Date	Event End	Date Bids Submitted For Review	Date Review Completed	Contract Num	Contract Date	PO ID	PO Date
0002187320 0002187354 0002187744 0002187746 0002187748 00021877749 0002187776 0002189080	02/09/2017 01/06/2017 01/06/2017 01/06/2017 01/06/2017 01/18/2017	0000153935			ISCS	03/01/2017	04/05/2017	04/05/2017	04/05/2017	000000000000000000045603	05/16/2017		
	01/18/2017	0000153882			IFEL	03/01/2017	05/26/2017	05/26/2017	05/26/2017				
0002189712	01/24/2017	0000153900			IFEC	02/09/2017	03/29/2017	03/29/2017	03/29/2017				
	02/10/2017	0000153935			ISCS	03/01/2017	04/05/2017	04/05/2017	04/05/2017	00000000000000000000045605	05/23/2017		
0002193045 0002194636	02/16/2017	0000153935			ISCS	03/01/2017	04/05/2017	04/05/2017	04/05/2017	0000000000000000000045565	05/16/2017		
0002194803 0002195235 0002195861 0002196124 0002197669	03/08/2017 03/13/2017 03/16/2017 03/20/2017											0001154867	03/09/2017 03/17/2017 03/17/2017 04/05/2017
0002200578 0002201587 0002201647 0002201735	05/19/2017 05/19/2017 05/22/2017											0001158991	05/30/2017 05/23/2017 05/23/2017
0002201735												0001158965	05/23/2017
	Average num Percentage Percentage Number of R	ber of days ber of days of requisiti of requisiti equisitions: listinct Requivent Types:	from date re ons assigned ons assigned	quisition as l to solicita	signed	to buyer to	the PO/Cont	ract Date:		22.108 29.135 0.000 30.769 26 26			

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Expediting Report (POX4006, POX4007, POX4008) – BI Publisher Report

REVISED: 04/13/2017

DESCRIPTION:

This report provides summarized information, such as late days and due date, on outstanding purchase orders by specific selection criteria. The report can be run by Buyer (POX4006), Supplier (POX4007) or Due Date (POX4008) and can be used to manage the delivery of goods and services in a timely manner. The report is similar to the Purchase Order Listings Report.

NAVIGATION PATH:

Main Menu > Purchasing > Purchase Orders > Reports > Expediting

RUN CONTROL PARAMETERS: OUTPUT FORMAT:

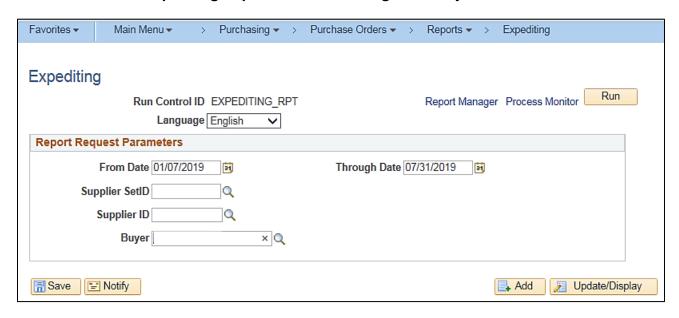
Process to select: POX4006, POX4007, PDF POX4008 XLS From Date TXT

Through Date Supplier SetID Supplier ID Buyer

ADDITIONAL INFORMATION:

This is a BI Publisher report. To access the report, once you have run it successfully go to the Report Manager page and click on the **Administration** Tab.

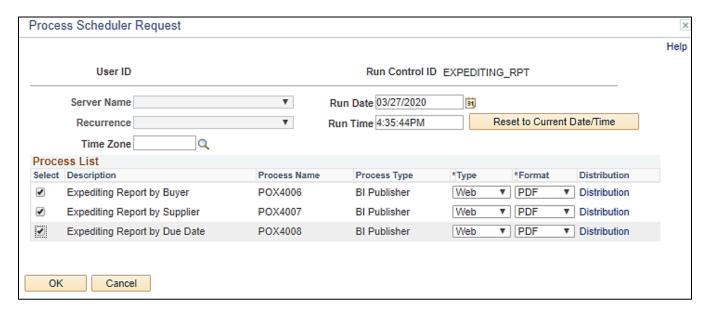
Screenshot of the Expediting Report Run Control Page with Buyer Selection Criteria



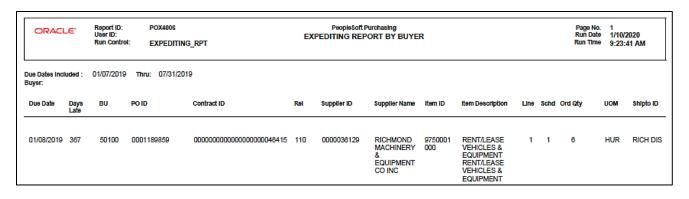
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Screenshot of the Process Scheduler Request Page with Expediting Report



Screenshot of the POX4006 Expediting Report by Buyer



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Screenshot of the POX4007 Expediting Report by Supplier

ORACLE*	User ID	Report ID: POX4007				PeopleSol EXPEDITING REP	t Purchasing PORT BY SUP	PLIER			Page No. Run Date Run Time	1/10	W2020 7:26 AM
Due Dates Included : (Supplier ID : 0000038 Due Date				OUIPMENT CO INC	Rel	Buyer	Item ID	Item Description	Line	Schd	Ord Qty	UOM	Shipto ID
01/08/2019	367	50100	0001189859	0000000000000000000048415	11 0		9750001000	RENT/LEASE VEHICLES & EQUIPMENT RENT/LEASE VEHICLES & EQUIPMENT	1	1	6	HU R	RICH DIS

Screenshot of the POX4008 Expediting Report by Due Date

OR	ALLE	Run Control: EXPEDITING_RPT		RPT			PeopleSoft Purchas		E			Page No Run Date Run Time	9 1/10	//2020 3:36 AM
	s Included: 0 : 01/08/2019 PO ID		07/31/2019	Rel	Buyer	Supplier ID	Supplier Name	Item ID	Item Description	Line	Sch	Ord City	UOM	Shipto ID
50100	0001189859	000000000000000000000000000000000000000	000000046415	110	Bell, Debbie (VDOT)	0000038129	RICHMOND MACHINERY & EQUIPMENT CO INC	975000100 0	RENT/LEASE VEHICLES & EQUIPMENT RENT/LEASE VEHICLES & EQUIPMENT	1	1	6	HUR	RICH DIS

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Internal Retainage Detail Report (VPRR045) - SQR Report

REVISED: 04/13/2017

DESCRIPTION:

This report provides details for outstanding internal retainage associated to contracts. The report can be used to report outstanding retainage balances.

NAVIGATION PATH:

Main Menu > Purchasing > Purchase Orders > Reports > Retainage Detail Report

RUN CONTROL PARAMETERS: OUTPUT FORMAT:

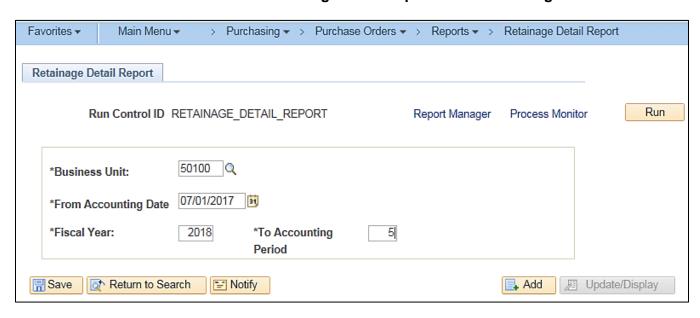
Process to select: VPRR045 PDF Business Unit CSV

From Accounting Date

Fiscal Year

To Accounting Period

Screenshot of the VPRR045 Internal Retainage Detail Report Run Control Page



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Screenshot of the VPRR045 Internal Retainage Detail Report

CARDINAL Report ID: VPRR045			Commonwealth of Virginia INTERNAL RETAINAGE DETAIL REPORT			Run Date: 01/10/2020 Run Time: 10:49 00
Business Unit From Acc. Date Fiscal year Accounting Period	50100 VA Dept 01-JUL-2017 2018 5	t of Transpo	ortation			Page No. 1 of 1
Contract	Purchase Order	Supplier	Name Fi	inal Voucher	Retainage To Date	Retainage Max Amount
W0000104009M01	0001166826	0000028943	INFRASTRUCTURE AND INDUSTRIAL CONST SE	I N	0.00	-166,590.54
			Total Retainage Amount		\$ 0.00	
			GL Account Balance Variance between GL and Contract Balance	•	\$ 2,295,440.05 \$ 2,295,440.05	

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Non-Owned Purchase History Report (POPO011) - SQR Report

REVISED: 04/13/2017

DESCRIPTION:

This report provides summarized information for nonstock items for Business Units and Departments. The report can be executed by any user to evaluate the purchase of non-stock items, consolidate purchasing transactions, establish and maintain budgets, and anticipate future supply and inventory needs.

NAVIGATION PATH:

Main Menu > Purchasing > Purchase Orders > Reports > Non-Owned History

RUN CONTROL PARAMETERS: OUTPUT FORMAT:

Process to select: POPO011 PDF Business Unit CSV

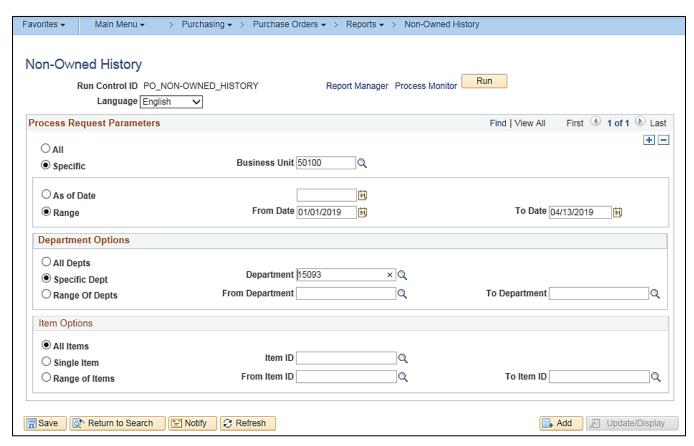
From Date
To Date
Department
From Department
To Department

Item ID

From Item ID

To Item ID

Screenshot of the Non-Owned Purchase History Report Run Control Page



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Screenshot of the POPO011 Non-Owned Purchase History Report

Report ID: POPO01	1				PeopleSoft Purchas: NON-OWNED PURCHASE HISTO				Page 1 of 35 Run Date 01/10/2	
Date Range: Business Unit:	01/01/2019 t 50100 VA Dep									
Item ID/ Item Description 	Dept ID/ Dept Description 	PO ID	Line	Supplier	Mfg Name	Mfg Item ID	Quantity UOM	Price	Extended Price	CUR
WHITE CEILING	Operations	0001192547	1.00	MAC-PAR SE-001			1.0 EA	3725.00	3725.00	USD
		Total For D	epartme	nt 15093 HRBT Tr	affic Operations		1.0		3725.00	O USD
		Item Totals	For Bu	siness Unit 5010	0 VA Dept of Transportation	1	1.0		3725.00	USD O

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Order Status Report (POX4020, POX4021) - BI Publisher Report

REVISED: 04/13/2017

DESCRIPTION:

This report provides the status of purchase orders by supplier or item ID. The report can be run by Supplier (POX4020) or by Item (POX4021) and can be used to identify all POs by supplier or by item to measure the quantity or amount over a period of time.

NAVIGATION PATH:

Main Menu > Purchasing > Purchase Orders > Reports > Status Listings

RUN CONTROL PARAMETERS: OUTPUT FORMAT:

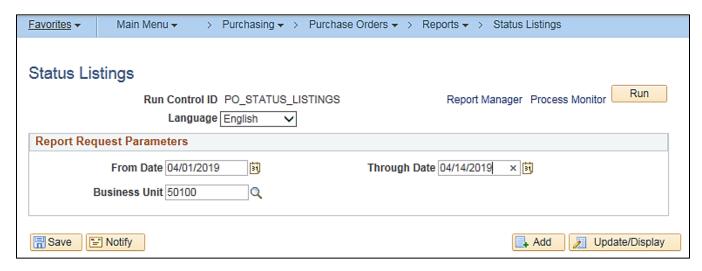
Process to select: POX4020, POX4021 PDF From Date XLS Through Date TXT

Business Unit

ADDITIONAL INFORMATION:

This is a BI Publisher report. To access the report, once you have run it successfully go to the Report Manager page and click on the **Administration** Tab.

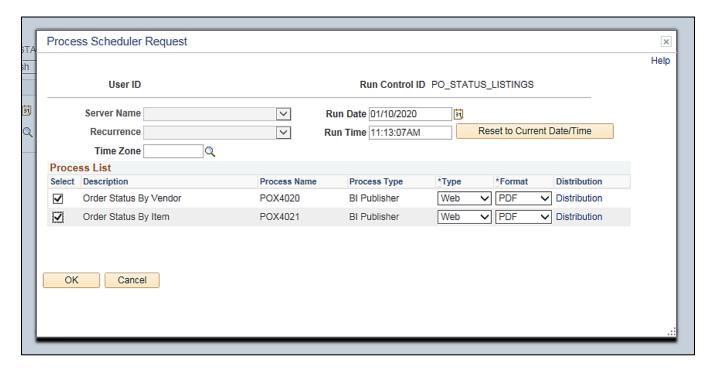
Screenshot of the Order Status Report Run Control Page



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Screenshot of the Order Status Report Process Scheduler Request Page



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Screenshot of the POX4020 Order Status by Supplier Report

DRACLE" User ID:	POX4020 PO_STATUS_	LISTINGS	Peoples ORDER STAT	oft Purchasir	•					Page No. Run Date Run Time	1/10/202 11:14:13 A
Dates Included: 4/1/2019	Thru: 4/1	14/2019									
ness Unit: 50100 Contract ID Version	Rel	Item ID	Item Description	Line	Sohd	Order City	UOM	Curr	Order Amit	Due Date	Shipto ID
			(EACH)								
000000000000000000000047357	1	9888901003	WEED AND VEGETATION CONTROL WEED AND VEGETATION CONTROL (EACH)	15	1	1.00	EA	USD	380.00	4/4/2019	RICH RDM
00000000000000000000047357	1	9888901003	WEED AND VEGETATION CONTROL WEED AND VEGETATION CONTROL (EACH)	17	1	1.00	EA	USD	380.00	4/4/2019	RICH ROM
00000000000000000000047357	1	9888901003	WEED AND VEGETATION CONTROL WEED AND VEGETATION CONTROL (EACH)	18	1	1.00	EA	USD	690.00	4/4/2019	RICH ROW
00000000000000000000047357	1	9888901003	WEED AND VEGETATION CONTROL WEED AND VEGETATION CONTROL (EACH)	19	1	1.00	EA	USD	340.00	4/4/2019	RICHRON
000000000000000000000047357	1	9888901003	WEED AND VEGETATION CONTROL WEED AND VEGETATION CONTROL (EACH)	20	1	1.00	EA	USD	455.00	4/4/2019	RICHRON
00000000000000000000047357	1	9888901003	WEED AND VEGETATION CONTROL WEED AND VEGETATION CONTROL (EACH)	21	1	1.00	EA	USD	690.00	4/4/2019	RICHRO
00000000000000000000047357	1	9888901003	WEED AND VEGETATION CONTROL WEED AND VEGETATION CONTROL (EACH)	22	1	1.00	EA	USD	588.00	4/4/2019	RICHRO
00000000000000000000047357	1	9888901003	WEED AND VEGETATION CONTROL WEED AND VEGETATION CONTROL (EACH)	23	1	1.00	EA	USD	399.00	4/4/2019	RICH ROM
00000000000000000000047357	1	9888901003	WEED AND VEGETATION CONTROL WEED AND VEGETATION CONTROL (EACH)	24	1	1.00	EA	USD	385.00	4/4/2019	RICH ROM
00000000000000000000047357	1	9888901003	WEED AND VEGETATION CONTROL WEED AND VEGETATION CONTROL (EACH)	25	1	1.00	EA	USD	390.00	4/4/2019	RICH ROM
00000000000000000000047357	1	9888901003	WEED AND VEGETATION CONTROL WEED AND VEGETATION CONTROL (EACH)	25	1	1.00	EA	USD	375.00	4/4/2019	RICH RDN
000000000000000000000047357	1	9888901003	WEED AND VEGETATION CONTROL WEED AND VEGETATION CONTROL (EACH)	27	1	1.00	EA	USD	650.00	4/4/2019	RICHRO
00000000000000000000047357	1	9888901003	WEED AND VEGETATION CONTROL WEED AND VEGETATION CONTROL (EACH)	28	1	1.00	EA	USD	640.00	4/4/2019	RICH ROM
00000000000000000000047357	1	9888901003	WEED AND VEGETATION CONTROL WEED AND VEGETATION CONTROL (EACH)	29	1	1.00	EA	USD	520.00	4/4/2019	RICH ROM
00000000000000000000047357	1	9888901003	WEED AND VEGETATION CONTROL WEED AND VEGETATION CONTROL (EACH)	30	1	1.00	EA	USD	520.00	4/4/2019	RICH RDN
00000000000000000000047357	1	9888901003	WEED AND VEGETATION CONTROL WEED AND VEGETATION CONTROL (EACH)	31	1	1.00	EA	USD	200.00	4/4/2019	RICH ROM
00000000000000000000047357	1	9888901003	WEED AND VEGETATION CONTROL WEED AND VEGETATION CONTROL (EACH)	32	1	1.00	EA	USD	342.00	4/4/2019	RICHRON
00000000000000000000047357	1	9888901003	WEED AND VEGETATION CONTROL WEED AND VEGETATION CONTROL (EACH)	33	1	1.00	EA	USD	590.00	4/4/2019	RICHRON
00000000000000000000047357	1	9888901003	WEED AND VEGETATION CONTROL WEED AND VEGETATION CONTROL (EACH)	34	1	1.00	EA	USD	372.00	4/4/2019	RICHRON
000000000000000000000047357	1	9888901003	WEED AND VEGETATION CONTROL WEED AND VEGETATION CONTROL (EACH)	35	1	1.00	EA	USD	480.00	4/4/2019	RICHRON

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Screenshot of the POX4021 Order Status by Item Report

ORA	CLE USE		S_USTIN2S		Soft Purchasing							Run	No. Date Time	1H0200 11:14:19 A
				ORDER	STATUS BY I	TEM								
ue Dates Inclu univers Unit:		12019 Thru:	4142019											
em ID		Item Description		Contract ID	Rai	Line	Schd	Ord Oty	DOM	Curr	Price	Ord Ame	Due Date	Shipto ID
				Version					-					
		********* 001 POY RPG 310-	720p 310 HD codec, EEIV-4 cam											
Supplier ID: PO ID:	0000005217	Name: PO Dt 4/5/2019	DALY COMPUTERS INC Dispatched Buyer: Nick Renee (VDOT)			2		1.00	EA	USD	4,140.00	4,140,00	40,0019	CNTRL OFF3
						-		-	-			4,100		
		002 POY Mounting	bracket for ResiPresence Group 3x0 and 500											
Supplier ID:	00000035217	Name:	DALY COMPUTERS INC											
PO ID:	0001194815	PO Dt 4/5/2019	Dispatched Buyer: Nick, Renee (VDOT)		0	3	•	1.00	EA	uso	100.00	106.00	46/2019	CNTRL OFF3
		#1 White Bond Watermark Li ORDER ITEMS	etierhead (500 Count); rûnn ink : Reflex Blue; rûnn READ	AND ACKNOWLEDGE THE BEL	W: A \$36.00 PROCE	SSING FE	E IS REQUIRED	FOR Aquet/NEV	Wilgust ITEM	ORDERS, FOR	PREVIOUSLY PRI	VTED ORDER IT	EMS THAT REQU	IRE CHANGES, AND I
Supplier ID:	0000040257	Name:	VIRGINIA CORRECTIONAL ENTERPRISES											
PO ID:	0001194708	PO Dt 4/8/2019	Approved Buyer: EVA-BUYER		0	1	1	2.00	EA.	USD	28.05	56.10	46/2019	HPTRD DIS
		#10 Regular Envelope-Printe	d refer blue ink, one sided on 9.5°v4.125°-white wove (2,0	000 Envelopes)										
Supplier ID:	0000040257	Name:	VIRGINIA CORRECTIONAL ENTERPRISES											
PO ID:	0001192504	PO Dt 3/4/2019	Dispatched Buyer: Bryant, Angela (VDOT)		0	1	1	4.00	ax	USD	20.35	113.40	43/2019	SALEM DO
		*- *- Annual Territe Inspect	iken .											
Supplier ID: PO ID:	0000462968	Name: PO Dt 4/2/2019	Xosptional Wildlife Removelling Dispatched Buyer: Altman, Karen D. (VDOT)		0	2	1	1.00	ANN	uso	65.00	65.00	42,2019	FRED BAG
		*- *- Catering - Buffet Style												
Supplier ID: PO ID:	0000214506	Name: PO Dt 3/20/2019	Rutra Backyard BBQ LLC Dispatched Buyer: Ather, Rosalie S. (VDOT)					400.00	EA	USD	7.75	3.255.00	4110019	CULPPR DIS
					_									
		" - " - Monthly Peat Control S	ervices											
Supplier ID: PO ID:	0000463966	Name: PO Dt 4/2/2019	Koeptonal Wildlife Removal Inc Dispatched Buyer: Altman, Karen D. (VDOT)		0			12.00	MON	usp	140.00	1,776.00	40,0019	FRED BAG
		*- *- Trash removal services	•											
Supplier ID: PO ID:	0000019409	Name: PO Dt 4/42019	Waste Management of Virginia Inc Dispatched Buyer: Altman, Karen D. (VDOT)		۰	1		12.00	MON	uso	130.55	1.002.00	442019	FRED PROR
PO ID:	0001194530	PO Dt 4/4/2019	Dispatched Buyer: Altman, Karen D. (VDOT)			2		12.00	MON	uso	130.55	1,002.00	442019	FRED PROR
	0001194530	PO Dt 4/4/2019			_	,		12.00	MON	USD	130.55	1,002.00	642019	FRED PROR
PO ID:			Dispatched Buyer, Altman, Karen D. (VDOT)		0									
PO ID:	0001194530	PO Dt 4/4/2019	Dispatched Buyer: Altman, Karen D. (VDOT)		0	4	1	12.00	MON	USD	185.00	2,220.00	442019	FRED PROR
PO ID:	0001194530	PO Dt 4/4/2019	Dispatched Buyer: Altman, Karen D. (VDOT)		0	5	1	12.00	MON	USD	130.55	1,002.00	442019	FRED PROR
		* - 4009, 10004 - Galvantzing	1											
Supplier ID:	0000044317	Name:	South Adantic Galvantring LLC											
					1 of 180									

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PO Balance Detail Report (RPR003) - SQR Report

REVISED: 05/15/2017

DESCRIPTION:

This report provides an overview of purchase order activities to include the related contract, receivers, and vouchers. Line quantities and amounts expended and remaining balances are also displayed. The report can be used to monitor activities against a contact and to view outstanding balances, the received amount, and voucher amounts against any related PO.

NAVIGATION PATH:

Main Menu > Purchasing > Purchase Orders > Reports > PO Balance Detail Report

RUN CONTROL PARAMETERS:

OUTPUT FORMAT:

Process to select: VPRR003

PDF

Business Unit PO Number Contract ID Supplier ID Buyer

PO Status From Date

To Date

Screenshot of the RPR003 PO Balance Detail Report Run Control Page

Favorites ▼	Main Menu ▼	> Purchasing ▼ >	Purchase O	ders 🕶 > Rep	orts 🕶 >	PO Balance D	etail Report	
PO Balance I	Detail Report							
PO Bala	ance Detail Rep	oort						
-								
Rui	n Control ID PO_BAL	_DETAIL_RPT		Report M	anager	Process Monito	or	Run
						_		
Report Re	quest Parameters							
*Business	Unit 50100 Q							
PO Num	nber 0001196595 × 0	Contract ID						
Supplie	er	Buyer						
PO Sta	utus 🔻	From Date	31	To Date	31	J		
Save Save	Notify					🛂 Add	Update/Dis	play

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Screenshot of the RPR003 PO Balance Detail Report

CARDINA Report ID: R			Commonwealth of Vir			Date: 01/10/2020 Time: 11:28 00
Business Unit PO ID: Contract ID: PO Status: Supplier ID: Buyer ID: From Date: To Date:	0001196595 All All				Pago	No. 1 of 1
Buyer Name	Supplr Name	Supplr ID Supplr Location				
YANI.HO	CARGILL INC	0000015454 MAIN				
PO ID	PO Date	Change Order Number	DO Receive Status Match Control ID	PO Reference		
0001196595	10/18/2019	0	P STANDARD	SALT for TEST		
PO Line Number	Item ID	Item Description	Contract ID	PO OTY	DO Price	PO Line Merchandise Amount
1	7754577327	SALT, SODIUM CHLORIDE, FOR ROAD MAINTENANCE SALT, SODIUM CHLORIDE, BULK	00000000000000000000047593	10.00	\$ 75.15	\$ 751.50
Receiver ID	Receiver Line Number			Receipt Quantity		Receiver Schedule Merchandise Amount
0002127304	1	1		1.50		\$ 112.73
			Total Received Un-Received PO Line Quantity	1.50 8.50 Un-3	Received PO Line Amt	\$ 112.73 \$ 638.77
			Total Vouchered Open Receiver Quantity	0.00 1.50 Un-Vouc	chered PO Line Amount	\$ 0.00 \$ 751.50
				Total PO Line Vouc Total PO Line PCard Vouc Total Un-Received Total Receive Open PO Rece Total PO Vouc	chered Amount \$ 1 PO Line Amt \$ tal PO Amount \$ red PO Amount \$ siving Amount \$ chered Amount \$	751.50 0.00 0.00 638.77 751.50 112.73 638.77 0.00
				Total PO PCard Voucher Total Un-Voucher		0.00 751.50

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PO Detail Listing Report (POX4030, POX4031, POX4032) – BI Publisher Report

REVISED: 04/14/2017

DESCRIPTION:

This report provides a list of purchase orders in a detailed view. The report identifies each purchase order to include date, supplier, Item description, quantity, price, and related contract ID (as applicable). The report can be run by PO Date (POX4030), Supplier (POX4031), or Buyer (POX4032) and can be used to display a specific selection of purchase orders.

NAVIGATION PATH:

Main Menu > Purchasing > Purchase Orders > Reports > Detail Listings

RUN CONTROL PARAMETERS: OUTPUT FORMAT:

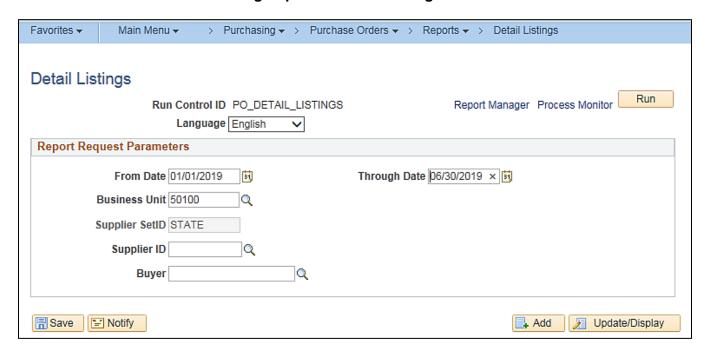
Process to select:POX4030, POX4031,PDFPOX4032XLSFrom DateTXT

Through Date Business Unit Supplier SetID Supplier ID Buyer

ADDITIONAL INFORMATION:

This is a BI Publisher report. To access the report, once you have run it successfully go to the Report Manager page and click on the **Administration** Tab.

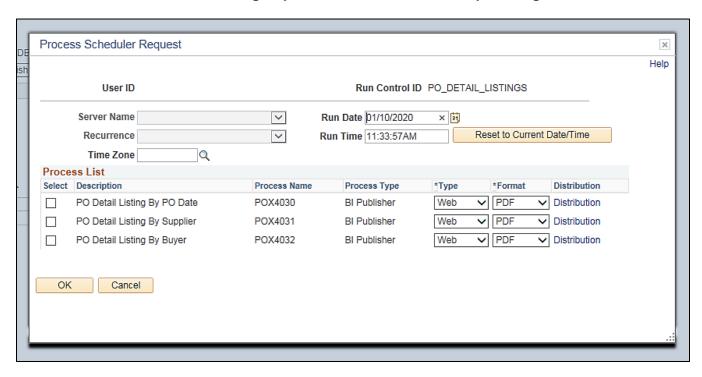
Screenshot of the PO Detail Listing Report Run Control Page



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Screenshot of the PO Detail Listing Report Process Scheduler Request Page



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Screenshot of the POX4030 PO Detail Listing Report by PO Date

ORAC	U	port ID: er ID: in Control:	POX4030 PO_DE NGS	Γ <mark>AIL_LIS</mark>	п	PO D	PeopleSoft ETAIL LISTI							lo. 1 ite 1/10/2 me 11:36		
PO Dates Incl Business Unit				06/30/20	19											
PO Date	POID	Supplier Id	Line	Schd	Item ID	Item Description	Supplier Item	Catgry	Order Qty	UOM	CUR	Price	Contract	Version	Line	Rei
01/01/2019	000117272	5 000003605-	1 1	1	745211767 3	CONCRETE, BITUMINOUS, ASPHALTIC HOT LAID, PER VADOT SPECS. SM-9.5A (SURFACE MIXTURE)		02897	26.37	LTN	USD	81.9	7 0000000000000000000000000000000000000	22	1	113
		0000036054	1 3	1	745211767 5	CONCRETE, BITUMINOUS, ASPHALTIC HOT LAID, PER VADOT SPECS. SM-9.5D (SURFACE MIXTURE)		02897	1.96	LTN	USD	.08	8 000000000000000000045352	19	3	89
		000003605	1 4	1	745211710 0	CONCRETE, BITUMINOUS, ASPHALTIC HOT LAID, PER VADOT SPECS. BM-25.0 (BASE MIXTURE)		02897	50.51	LTN	USD	70.5	6 0000000000000000000000000000000000000	16	4	63
		0000036054	1 10	1	74521 <mark>1</mark> 710 0	CONCRETE, BITUMINOUS, ASPHALTIC HOT LAID, PER VADOT SPECS. BM-25.0 (BASE MIXTURE)		02897	15.01	LTN	USD	75.8	7 0000000000000000000000000000000000000	17	4	77
01/01/2019	000118940	5 0000031033	3 1	1	750355140 0	STONE RÍP RAP CLASS II		02075	250	LTN	USD	41.4	8 000000000000000000000000045117	2	1	14
		0000031033	3 2	1	750356564 0	STONE, SURGE - ROCKFILL		02076	150	LTN	USD	18.6	7 0000000000000000000000000000000000000	2	3	15
		0000031033	3 3	1	750353202 0	STONE NO. 1, STONE		03113	200	LTN	USD	16.3	3 0000000000000000000000000000000000000	2	7	16
							Dans	of 3316								

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Screenshot of the POX4031 PO Detail Listing by Supplier Report

OR	ACLE U	eport ID: ser ID: un Control:	(4031 _DETAI	IL_LISTINGS			NeSoft Pur LISTING	chasing BY SUPPLIER			Page No. 1 Run Date 1/10 Run Time 11:3		W
Supplier Supplier		E 00102		/30/2019 Item ID	Item Description	Supplier Item	Catany	Order Qfy UOM CUR	Price	Contract	Version	Una	Rel
BU 50100	0001189903	01/08/2019	1		Carrier iVu System - Furnish & Install Control System Appliance		07385	1 HUR USD	6730	Contract	version	LINE	KH

Screenshot of the POX4032 PO Detail Listing by Buyer Report

OR	ACLE"	Report ID: User ID: Run Control:	POX4032 PO_DETA	AIL_LIS	TINGS		POI	PeopleSoft I		BUYER					1 1/10/2020 11:35:21		
PO Dates Buyer:	Included: 01/	/01/2019 Th	ru: 06/30/2019														_
BU	PO ID	PO Date	Supilier ID	Line	Schd	Item ID	Item Description	Supplier Item	Catgry	Order City U	ОМ	CUR	Price	Contract	Version	Line	Rel
50100	0001189405	01/01/2019	0000031033	1	1	7503551 400	STONE RIP RAP CLASS II		02075	250 L	.TN	USD	41.48	000000000000000000000000000000000000000	2	1	14
				2	1	7503565 640	STONE, SURGE - ROCKFILL		02076	150 L	TN	USD	18.67	000000000000000000000000000000000000000	2	3	15
				3	1	7503532 020	STONE NO. 1, STONE		03113	200 L	.TN	USD	16.33	000000000000000000000000000000000000000	2	7	16
50100	0001189406	01/01/2019	0000031033	1	1	7503532 085	STONE NO. 21A, STONE		03113	1000 L	.TN	USD	10.37	000000000000000000000000000000000000000	2	1	10
				2	1	7503548 485	STONE, CRUSHED GRADE 26		02073	500 L	TN	USD	10.37	000000000000000000000000000000000000000	2	2	11
				3	1	7503532 205	STONE NO. 57, STONE		03113	500 L	LTN	USD	17.63	000000000000000000000000000000000000000	2	3	12
				4	1	7503551 310	STONE RIP RAP CLASS AI		02075	250 L	.TN	USD	36.3	000000000000000000000000000000000000000	2	5	13
50100	0001189407	01/01/2019	0000033829	1	1	7503532 085	STONE NO. 21A, STONE		03113	1000 L	.TN	USD	9.8	000000000000000000000000000000000000000	2	4	28
				2	1	7503548 485	STONE, CRUSHED GRADE 26		02073	500 L	TN	USD	11	000000000000000000000000000000000000000	2	5	29
								Page 1 of	3556								

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PO Listing Report (POX4010, POX4011, POX4012, POX4013) – BI Publisher Report

REVISED: 01/06/2020

DESCRIPTION:

This report provides a high level summarized list of purchase orders. The report can be run by PO Date (POX4010), Supplier (POX4011), Buyer (POX4012), or Status (POX4013) and can be used to measure production and performance for specific purchase orders. The report is similar to the Expediting Report.

NAVIGATION PATH:

Main Menu > Purchasing > Purchase Orders > Reports > Listings

RUN CONTROL PARAMETERS: OUTPUT FORMAT:

Process to select:POX4010, POX4011,PDFPOX4012, POX4013XLSBusiness UnitTXT

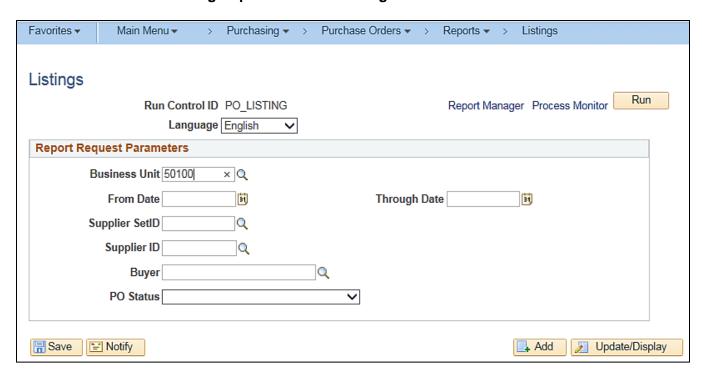
From Date Through Date Supplier SetID Supplier ID Buyer

PO Status

ADDITIONAL INFORMATION:

This is a BI Publisher report. To access the report, once you have run it successfully go to the Report Manager page and click on the **Administration** Tab.

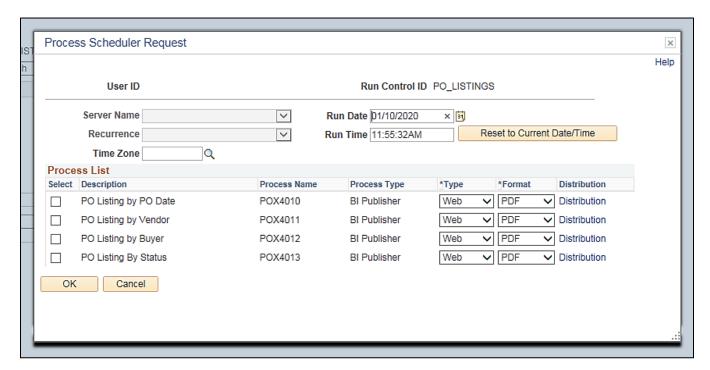
Screenshot of the PO Listing Report Run Control Page



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Screenshot of the PO Listing Report Process Scheduler Request Page



Screenshot of the POX4010 PO Listing by PO Date Report

ORACL	Report II User ID: Run Con					oleSoft Purchasing TING BY PO DA				R	age No. un Date un Time	1 1/13/2020 9:23:02 AM
PO Dates Includ Business Unit:												
PO Date	PO ID	Contract ID	Rel	Change Order	Buyer	Supplier Id	Name	PO Status	Hold	Rcv	Сипт	Amount
02/25/1987	0000700729	0000000000000005278	1	0		0000035140	HDR Engineering Inc	Dispatched	N	N	USD	12,199,268.00
05/23/1988	0000700728	000000000000005264	1	1		0000053072	LOUIS BERGER & ASSOCIATES INC	Dispatched	N	N	USD	9,299,916.93
04/17/1992	0000700730	000000000000005343	1	1		0000013075	HNTB Corp	Dispatched	N	N	USD	42,233,991.00
08/20/1993	0000700731	000000000000005373	1	0		0000004105	AECOM Technical Services	Dispatched	N	N	USD	3,097,767.00
03/24/1995	0000700732	000000000000005447	6	5		0000048248	Kimley-Horn & Associates Inc	Dispatched	N	N	USD	4,987,734.76
11/21/1995	0000700733	000000000000005517	1	2		0000046730	Wilbur Smith Associates	Dispatched	N	N	USD	2,871,681.72
05/13/1996	0000700747	000000000000005884	1	1		0000042867	TY Lin International	Dispatched	N	N	USD	4,373,099.31
09/24/1996	0000700734	000000000000005582	1	0		0000003163	STV Inc	Dispatched	N	N	USD	4,741,958.00
10/24/1996	0000700735	00000000000005592	1	0		0000003127	Hardesty & Hanover LLP	Dispatched	N	N	USD	6,297,261.00
01/21/1997	0000700748	000000000000005894	1	0		0000059087	URS CORPORATION	Dispatched	N	N	USD	14,715,221.00
09/19/1997	0000700738	000000000000005892	1	0		0000003068	TRC Engineers Inc	Dispatched	N	N	USD	3,000,000.00
09/19/1997	0000700737	000000000000005700	1	0		0000032445	Johnson Mirmiran and	Dispatched	N	N	USD	524,242.00
10/10/1997	0000700738	000000000000005701	1	2		0000037326	Thompson Inc Dewberry Consultants LLC	Dispatched	N	N	USD	10,007,127.00
10/27/1997	0000700739	000000000000005707	1	1		0000013075	HNTB Corp	Dispatched	N	N	USD	6,289,048.00
12/02/1997	0000700740	000000000000005721	1	0		0000032445	Johnson Mirmiran and Thompson Inc	Dispatched	N	N	USD	3,076,690.00
					Page	1 of 9898						

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Screenshot of the POX4011 PO Listing by Supplier Report

OR	RACLE.	Report ID: User ID: Run Control:	POX4011 PO_LISTING					Soft Purchasing G BY SUPPLIER	R						Page No. Run Date Run Time	1 1/13/2020 9:27:19 AM
Supplie	es Included: er SetID: er ID, Name: PO ID	Thru: STATE 00000000000	PUBLIC EVENT	Rel	Change Order	PO Date	Buyer	-	Dis Act	patch Meth	PO Status	Hold	Rev	Curr		Amount
50100	00010569	19		0	0	01/15/2013	-		Y	PRN	Denied	N	N	USD		169.00

Screenshot of the POX4012 PO Listing by Buyer Report

OR	PACLE"	Report ID: User ID: Run Control:	POX4012				PeopleSoft P PO LISTING				R	age No. un Date un Time	1 1/13/2020 9:37:47 AM
PO Date Buyer:	s Included :	Thru:											'
					Change						_	_	
BU	POID	Contract ID		Rel	Order	PO Date	Supplier ID	Name	PO Status	Hold	Rcv	Curr	Amount
50100	0001145111		0000000000041313	638	3	9/6/2016	0000034228	C H White Construction Co Inc	Compl	N	R	USD	16,966.08
50100	0001145112		00000000000044821	12	2	9/6/2016	0000058791	Jason Harvey	Compl	N	R	USD	8,876.34 24,918.39
50100 50100	0001145113		00000000000044820 00000000000041395	10 748	- 1	9/6/2016 9/6/2016	0000029178 0000018192	TME Enterprises Inc Carter Machinery Company Inc	Dispatched Compl	N N	N	USD	24,918.39
50100	0001145114		0000000000041383	62	ó	9/9/2016	0000018182	Joe Rainero Tile Co Inc	Compl	N	Ř	USD	53.044.06
50100	0001145572		00000000000041397	608	2	9/14/2016	0000004139	Herc Rentals Inc	Compl	Ñ	Ŕ	USD	12,168.00
50100	0001145594	0000000000	0000000000041395	751	1	9/14/2016	0000018192	Carter Machinery Company Inc	Dispatched	N	R	USD	4,460.00
50100	0001145666	0000000000	00000000000041395	758	1	9/15/2016	0000018192	Carter Machinery Company Inc	Compl	N	R	USD	5,780.00
50100	0001146239		00000000000041397	670	2	9/26/2016	0000004139	Herc Rentals Inc	Dispatched	N	R	USD	14,000.00
50100	0001146559		0000000000041397	623	1	9/30/2016	0000004139	Herc Rentals Inc	Open	N	R	USD	2,452.00
50100	0001146819		00000000000043019	165 175	1	10/5/2016	0000033924	Patterson Brothers Paving Inc	Compl	N	R	USD	6,410.00
50100 50100	0001147040		00000000000043019 00000000000045131	1/5	- 1	10/11/2016 10/14/2016	0000033924 0000036054	Patterson Brothers Paving Inc BOXLEY MATERIALS Co	Compl Dispatched	N N	R	USD	8,665.00 14,998.38
50100	0001147345		0000000000045151	789	ó	10/17/2016	0000030034	Carter Machinery Company Inc	Dispatched	N	R	USD	1.485.00
50100	0001148496		0000000000041397	737	2	11/4/2016	0000018182	Hero Rentals Inc	Dispatched	Ñ	Ŕ	USD	4.627.00
50100	0001148656		00000000000045159	1	ī	11/8/2016	0000036054	BOXLEY MATERIALS Co	Dispatched	Ñ	P	USD	2,825.75
50100	0001148658	0000000000	0000000000045160	1	1	11/8/2016	0000033829	Appomattox Lime Co	Dispatched	N	P	USD	11,339.96
50100	0001148686		0000000000041397	655	3	11/8/2016	0000004139	Herc Rentals Inc	Dispatched	N	R	USD	4,430.00
50100	0001148957		00000000000041313	653	2	11/15/2016	0000034228	C H White Construction Co Inc	Compl	N	R	USD	119,441.12
50100	0001148987		0000000000041397	668	3	11/15/2016	0000004139	Herc Rentals Inc	Dispatched	N	R	USD	21,920.00
50100	0001149687		00000000000041395	829	1	12/2/2016	0000018192	Carter Machinery Company Inc	Dispatched	N	R	USD	9,340.00
50100 50100	0001149699 0001149986		0000000000041397 00000000000041313	680 680	1 2	12/2/2016 12/8/2016	0000004139 0000034228	Herc Rentals Inc C H White Construction Co Inc	Dispatched Dispatched	N N	R R	USD	10,144.00 2.527.12
50100	0001150287		0000000000041313	257	1	12/14/2016	0000034228	C H White Construction Co Inc	Compl	N	R	USD	5.047.00
50100	0001151007		0000000000042100	701	i	1/5/2017	0000004139	Herc Rentals Inc	Dispatched	Ñ	Ŕ	USD	4.243.00
50100	0001151529		0000000000044825	18	i	1/17/2017	0000058791	Jason Harvey	Compl	Ñ	Ñ	USD	0.00
50100	0001151536		0000000000044826	3	1	1/17/2017	0000036054	BOXLEY MATERIALS Co	Compl	N	N	USD	0.00
50100	0001152763		0000000000044393	139	Ö	2/8/2017	0000037282	Joe Rainero Tile Co Inc	Compl	N	R	USD	59,780.56
50100	0001153165		00000000000041397	729	2	2/15/2017	0000004139	Herc Rentals Inc	Dispatched	N	R	USD	20,382.00
50100	0001153179		00000000000041313	683	1	2/15/2017	0000034228	C H White Construction Co Inc	Compl	N	R	USD	6,044.57
50100 50100	0001153188 0001153794		0000000000042187 00000000000045159	484 2	1	2/15/2017 2/28/2017	0000034228 0000036054	C H White Construction Co Inc BOXLEY MATERIALS Co	Compl	N N	R R	USD	6,025.50 52,109.47
50100	0001153784		00000000000045148	69	3	3/7/2017	0000036135	ROCKYDALE QUARRIES CORP	Dispatched Dispatched	N	R	USD	52,109.47 49.661.17
50100	0001154273		00000000000043019	204	1	3/7/2017	0000033924	Patterson Brothers Paving Inc	Compl	N	R	USD	7.828.00
50100	0001154278		0000000000043019	213	- 1	3/7/2017	0000033824	Patterson Brothers Paving Inc	Compl	N	R	USD	10.341.00
50100	0001154279		00000000000043019	222	i	3/7/2017	0000033924	Patterson Brothers Paving Inc	Compl	Ñ	Ŕ	USD	4,742.00
50100	0001154289		0000000000043019	231	1	3/7/2017	0000033924	Patterson Brothers Paving Inc	Compl	N	R	USD	8,952.00
50100	0001154408		00000000000042187	508	4	3/8/2017	0000034228	C H White Construction Co Inc	Compl	N	R	USD	49,563.60
50100	0001154560		00000000000041397	747	2	3/10/2017	0000004139	Herc Rentals Inc	Compl	N	R	USD	25,908.00
50100	0001154881		0000000000044492	6	0	3/17/2017	0000036129	RICHMOND MACHINERY & EQUIPMENT CO INC	Compl	N	N	USD	0.00
50100	0001155216	0000000000	00000000000041395	110	4	3/23/2017	0000018192	Carter Machinery Company Inc	Dispatched	N	R	USD	14,585.41

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Screenshot of the POX4013 PO Listing by Status Report

OF	RACLE"	Report ID: User ID: Run Control:	POX4013 PO_LISTING				PeopleSoft Purch LISTING BY S			Ri	ige No. in Date in Time	2 1/13/2020 9:30:32 AM
	s Included : us: Approved	Thru:										
BU	POID	Contract ID		Rel	Change Order	PO Date	Supplier ID	Name	Buyer	Hold	Rev	Ord Qty
50100	0001000026			0	0	11/28/2011	0000033145	QUALITY TECHNICAL SERVICES INC		Y	N	340.00
50100	0001000027			0	0	11/29/2011	0000031508	Virginia information Technologies Agency		Y	N	4.00
50100	0001000028			0	0	9/1/2011	0000031508	Virginia information Technologies Agency		Y	N	76.00
50100	0001000029			0	0	11/2/2011	0000031508	Virginia Information Technologies Agency		Y	N	3.00
50100	0001000031			0	0	11/14/2011	0000037928	Environmental Systems Research Institute		Y	N	3.00
50100	0001000033			0	0	11/14/2011	0000031508	Virginia information Technologies Agency		Y	N	3.00
50100	0001000051			0	0	11/28/2011	0000010186	SHI International Corp		Y	N	1.00
50100	0001000060			0	0	11/28/2011	0000010186	SHI International Corp		Y	N	1.00

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Screenshot of the POX4013 PO Listing by Status Report (continued)

OR	ACLE"	Report ID: User ID: Run Control:	POX4013				PeopleSoft Purch				Ru	ige No. in Date in Time	575 1/13/2020
		Run Control:	PO_LISTING								K	ın rime	9:30:33 AM
	Included: a: Compl	Thru:											
U 0100	PO ID 0000518040	Contract ID		Rel D	Change Order 1	PO Date 3/24/2011	Supplier ID 0000032240	Name THE FRAZIER QUARRY INC	Buyer		Hold N	Rcv	Ord Qty
0100	0000518045			0	0	3/24/2011	0000009329	Vulcan Construction Materials	I		N	N	0.00
0100	0000518047			0	0	3/24/2011	0000025374	Elite Contracting Group Inc	1)	N	R	364,792.96
0100	0000518061			0	1	3/25/2011	0000038615	Digital Traffic Systems Inc	I		N	R	7,246.6
0100	0000518072			0	1	3/25/2011	0000038615	Digital Traffic Systems Inc	I		N	R	9,919.8
0100	0000518073			0	1	3/25/2011	0000038615	Digital Traffic Systems Inc	I		N	N	0.00
0100	0000518080			0	1	3/25/2011	0000049643	Falcon UHP Inc	I		N	N	0.00
0100	0000518086			0	1	3/25/2011	0000032858	Capital Rentals Inc	1		N	N	0.0

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Screenshot of the POX4013 PO Listing by Status Report (continued)

OF	RACLE"	Report ID: User ID: Run Control:	POX4013 PO_LISTING				PeopleSoft Purch			Ru	ge No. In Date In Time	12447 1/13/2020 9:32:42 AM
	es Included : us: Dispatch	Thru: ed										
BU	POID	Contract ID		Pol	Change	PO Date	Supplier ID	Mama	Dunor	Hold	Pau	Ord Qty
50100	0000527490	Contract iD		Rel 0	Order 0	9/26/2011	0000034439	Mantech Systems Engineering Corp	Buyer	Hold N	P _	15,689.53
50100	0000527491			0	0	9/26/2011	0000034439	Mantech Systems Engineering Corp		N	Р	51,053.61
50100	0000527508			0	0	9/26/2011	0000017163	Pledmont Asphalt LLC		N	N	434.81
50100	0000527514			0	1	9/26/2011	0000036135	ROCKYDALE QUARRIES CORP		N	R	89.28
50100	0000527516			0	2	9/26/2011	0000036135	ROCKYDALE QUARRIES CORP		N	R	3,845.92
50100	0000527536			0	0	9/27/2011	0000003662	XEROX Corporation		N	N	24.00
50100	0000527538			0	0	9/27/2011	0000036960	C&D Tree Service Inc		N	P	4,942.00
50100	0000527540			0	0	9/27/2011	0000052316	ATLANTIC TECHNICAL SALES		N	Р	168.00

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Screenshot of the POX4013 PO Listing by Status Report (continued)

OF	RACLE"	Report ID: User ID: Run Control:	POX4013				PeopleSoft Purcha			P: Ri	age No. un Date un Time	20247 1/13/2020 9:34:01 AM
			70_2011110									
	s Included : us: Open	Thru:										
BU	POID	Contract ID		Rel	Change Order	PO Date	Supplier ID	Name	Buyer	Hold	Rev	Ord Qty
50100	0001094500	CONTRACTIO		0	D	2/20/2014	0000002503	United Rentals North America Inc	Dayer	N	N	3.00
50100	0001095454	00000000000	000000000042369	31	2	3/11/2014	0000025627	ALLIED CLEANING SERVICES CORP		N	Р	3,658.00
50100	0001095596			0	2	3/13/2014	0000012255	Little Falls Construction LLC	T	N	Р	45,627.12
50100	0001095841	00000000000	000000000042033	102	0	3/18/2014	0000025845	Adams Construction Company	1	N	N	2,500.00
50100	0001096551	00000000000	0000000000040256	196	1	4/2/2014	0000044979	Marlowes WeCareCo	ì	N	Р	176.00
50100	0001096732	00000000000	000000000042409	2	0	4/7/2014	0000031474	W-L Construction & Paving Inc	T	N	N	1,000.00
50100	0001096823			0	3	4/8/2014	0000042408	LBR Inc dba Brown Exterminating	f	N	R	22.00
50100	0001096880			0	0	4/9/2014	0000029880	The Kennedy Co of Va Inc		N	N	1.00

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PO Schedule Listing Report (POX4040, POX4041, POX4042) – BI Publisher Report

REVISED: 05/15/2017

DESCRIPTION:

This report provides purchase order shipping details. The report identifies each purchase order to include supplier, item description, quantity, price, shipping location, and due date. The report can be run by PO Date (POX4040), Supplier (POX4041), or Buyer (POX4042) and can be used to display the line details and shipping data for a specific selection of purchase orders.

NAVIGATION PATH:

Main Menu > Purchasing > Purchase Orders > Reports > Schedule Listings

RUN CONTROL PARAMETERS: OUTPUT FORMAT:

Process to select: POX4040, POX4041, PDF POX4042 XLS From Date TXT

Through Date Business Unit

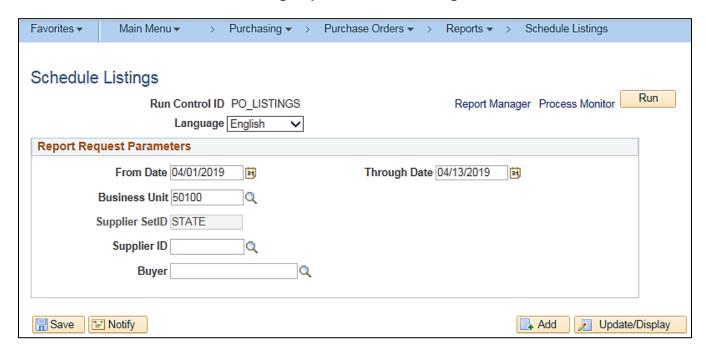
Supplier SetID (State)

Supplier ID Buyer

ADDITIONAL INFORMATION:

This is a BI Publisher report. To access the report, once you have run it successfully go to the Report Manager page and click on the **Administration** Tab.

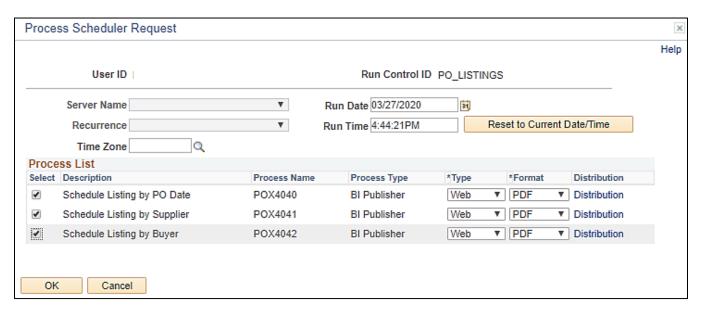
Screenshot of the PO Schedule Listing Report Run Control Page



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Screenshot of the PO Schedule Listing Process Scheduler Request Page



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Screenshot of the POX4040 PO Schedule Listing by PO Date Report

	Report ID:	POX	4040				PeopleSoft I	Northenian						tage No.			
ORACLE"	User ID: Run Contro						PO SCHEDULE LIST		DATE					tun Date tun Time			1/13/20
	Run Contro	si: PO_	LISTINGS										-	tun Time			10:51:05 A
PO Dates Included: Business Unit:	50100 4/1/2	019	1	hru: 4/13/2	019												
Contract ID		Version	Rel	Supplier ID	Line	item ID	Item Description	Sch	Shipto ID	Due Date	Order City	NOM	CUR	Amount	Rev	Freight	Ship Via
	1191251			4/1/2019													
	043228	81	1,87	0000002181	1	7461220660	ASPHALT, LIQUID, HOT OIL, SUMMER, CRS-2	1	RES	25/2019	90.00	GLL	USD	121.54		FOB DEST	COMMON
000000000000000000000000000000000000000	043228	62	1,87	0000002181	2	7461220660	ASPHALT, LIQUID, HOT OIL, SUMMER, CRS-2	1	RES	38/2019	674.00	GLL	USD	985.79		FOB DEST	COMMON
PO ID: 000	1192538	POI	Date:	4/1/2019													
							MOWING SERVICES, RIGHT OF WAY, PER										
	0046978	3	1	0000429636	1	9883953400	VADOT SPECIFICATIONS RIGHT OF WAY MOWING, PREMARY, TRACTOR MOWING SERVICES, RIGHT OF WAY, PER	1	NOVA EQP	3/1/2019	225.00	ACR	USD	2,292.75		FOB DEST	COMMON
	1045978	3	2	0000429696	2	9883653402	VADOT SPECIFICATIONS RIGHT OF WAY MOWING, PRIMARY, NON-	1	NOVA EQP	3/1/2019	62.70	ACR	USD	638.91		FOB DEST	COMMON
	3046978 :	3	3	0000429636	3	9895950100	TRACTOR LITTER REMOVAL SERVICES, PER VADOT SPECIFICATIONS LITTER REMOVAL SERVICES, ACRE	1	NOVA EQP	3/1/2019	287.70	ACR	USD	17,589.98		FOB DEST	COMMON
PO ID: 000	1194064	POI	Date:	4/1/2019													
	1045402	4	13	0000131985	1	9595101000	Emergency Bilge Service	1	JMTN OPS1	3/28/2019	4.00	EA	USD	3,600.00		FOB DEST	COMMON
000000000000000000000000000000000000000	1045402	4	14	0000131985	2	9595150100	Posshontes, Bilge Cleaning and Pumping	1	JMTN OPS1	3/28/2019	3.00	EA	USD	12,900.00		FOB DEST	COMMON
	1045402		15	0000131985	3	9895150100	Svc Surry, Bilge Cleaning and		JMTN	3/28/2019	3.00	EA	USD	11,640.00		FOB	COMMON
		•	13	OOD/13/1905	3		Pumping Svo Williamsburg, Bilge	1	OPS1 JMTN		300					DEST FOB	
000000000000000000000000000000000000000	1045402	4	16	0000131986	4	9595150100	Cleaning and Pumping Sve	1	OPS1	3/28/2019	3.00	EA	USD	11,640.00		DEST	COMMON
	1045402	4	17	0000131985	5	9595150150	Westewater Pumped in excess of 3,000 per	1	JMTN OPS1	3/28/2019	25,000.00	GLL	USD	1,500.00		FOB DEST	соммон
	045402	4	18	0000131985	6	9995150100	deaning Powheten, Bige Cleaning		JMTN	3080019	300	EA	USD	12.900.00		FOB	COMMON
			-		-		and Pumping Svo		OPS1			-				DEST	
PO ID: 000	1194179	PO	Date:	4/1/2019			RENT/LEASE VEHICLES										
000000000000000000000000000000000000000	0045449	1	736	0000018192	1	9750001000	& EQUIPMENT RENTALEASE VEHICLES & EQUIPMENT	1	HSPS BRG	4/1/2019	1.00	HUR	USD	2,475.00		FOB DEST	VENICHO
PO ID: 000	1194183	POI	Date:	4/1/2019			PILIMPING MAINT AND										
	043615	8	36	0000021683	1	9106001000	REPAIR (INCL. TOILETS, ETC.) PLUMBING MAINT, AND REPAIR (INCL. TOILETS, ETC.)	1	STAUN FSCL	4/1/2019	200.00	HUR	USD	14,000.00		FOB DEST	COMMON
	0043615	8	37	0000021683	2	9106001000	PLUMBING MAINT, AND REPAIR (INCL. TOILETS, ETC.) PLUMBING MAINT, AND REPAIR (INCL. TOILETS, ETC.)	1	STAUN FSCL	4/1/2019	1,200.00	HUR	USD	36,000.00		FOB DEST	соммог
000000000000000000000000000000000000000	0043615	8	38	0000021683	3	9146801000	PLUMBING PLUMBING PLUMBING	1	STAUN FISCL	4/1/2019	110.00	HUR	USD	5,500.00		FOB DEST	COMMO
	043615	8	39	0000021683	4	9108041500	MAINTENANCE, REPAIR AND INSTALLATION SERVICE, PER V MATURALS, PLUMBING SERVICES	1	STAUN FSCL	4/1/2019	70,000.00	EA	USD	70,000.00		FOB DEST	соммог
PO ID: 000	1194187	POI	Date:	4/1/2019													
				0000008318	1	9826941330	ADMINISTRATIVE STAFF SPECIALIST SENIOR REG HOURS	1	STAUN FSCL	4/1/2019	2,080.00	HUR	USD	49,275.20		FOB DEST	соммо
				0000005318	2	9626941330	ADMINISTRATIVE STAFF SPECIALIST SENIOR OVERTIME HOURS	1	STAUN FSCL	4/1/2019	150.00	HUR	USD	5,155.50		FOB DEST	соммо
							HOURS										

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Screenshot of the POX4041 PO Schedule Listing by Supplier Report

	Report ID:	POX4041	1			P	eopleSoft Pu	rchasing					Page I	No	
ORACLE"	User ID:				PO S	CHED	ULE LISTI	NG BY SUPP	LIER				Run Da	ite	1/13/202
	Run Control:	PO_LIS	TIN										Run Tir	тне	10:50:59 A
PO Dates Included: Supplier Setid: Supplier ID:	4/1/2019 STATE 0000000456	Th	eru:	4/13/2019											
Contract ID	Version	Rel	Line	Item ID	Item Description	Schd	Shipto ID	Due Date	Order Oty	UOM	CUR	Amount	Rev	Freight	Ship Via
Business Unit: 601		PO ID	1 000	1184871 9883542000	PO Date: 4/8/20 GROUNDSKEE PING SERVICES FOR THE VADOT GROUNDS MAINTENANCE : MOWING, EDGING,	19 1	RICH MANT2	4/8/2019	14.00	EA	USD	1,050.00		FOB DEST	соммог
000000000000000000000000000000000000000	15082 4	12	2	9883642000	PLANT ETC. (EACH) GROUNDSKEE PING SERVICES FOR THE VADOT GROUNDS MAINTENANCE : MOWING, EDGING, PLANT ETC.	1	RICH MANT2	4/8/2019	14.00	EA	USD	1,190.00		FOB DEST	соммог
000000000000000000000000000000000000000	15082 5	13	3	9883642000	(EACH) GROUNDSKEE PING SERVICES FOR THE VADOT GROUNDS MAINTENANCE: MOWING, EDGING, PLANT ETC. (EACH)	1	RICH MANT2	5/5/2019	12.00	EA	USD	1,200.00		FOB DEST	COMMO

Screenshot of the POX4042 PO Schedule Listing by Buyer Report

ORACLE' UN	oort ID: POX4042 or ID: n Control: PO_LIS						Purchasing ISTING BY E	BUYER					Page Runi Runi	Date	1 1/13/2020 10:50:54 AM
PO Dates Included: Buyer:	4/1/2019	Thru: 4/13	2019												
Contract ID	Version	Rel Supplier ID	Line	Item ID	ttem Description	Sch	Shipto ID	Due Date	Order Qty	UOM	CUR	Amount	Rev	Freight	Ship Via
Business Unit: 50100	PO ID:	0001194685	PO Date:	4/8/2019 2077289296	TONER, CARTRIDGE, LASER PRINTERS HP 05949X, TONER CARTRIDGE, PRINTER HP132DN TONER CARTRIDGES, LASER	1	COLEMA N BD	4/8/2019	1.00	EA	USD	79.99		FOB DEST	COMMON
			2	2077295000	PRINTER REMANUFACTURED TONER CARTRIDGES, LASER PRINTER REMANUFACTURED	1	COLEMA N BD	4/8/2019	1.00	EA	USD	89.99		FOB DEST	COMMON

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Purchase Order Activity Report (POPO009) - SQR Report

REVISED: 05/15/2017

DESCRIPTION:

This report provides purchase order activity details for the purchasing business unit, GL business unit, department, and associated dates. The report can be executed by any user to perform comparisons and resolve discrepancies.

NAVIGATION PATH:

Main Menu > Purchasing > Purchase Orders > Reports > Activity

RUN CONTROL PARAMETERS: OUTPUT FORMAT:

Process to select: POPO009 PDF
Business Unit CSV
GL Business Unit

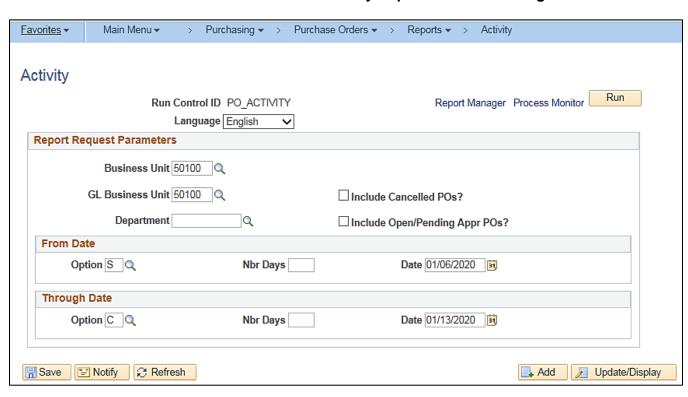
Department

Include Cancelled POs? [checkbox]

Include Open/Pending Appr POs? [checkbox]

From Date (Option, Nbr Days, Date) Through Date (Option, Nbr Days, Date)

Screenshot of the POPO009 Purchase Order Activity Report Run Control Page



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Screenshot of the POPO009 Purchase Order Activity Report

Report ID:	nononon				pleSoft Financi				Page 1 of 352	
Report ID:	POPOROS			PURCHAE	E ORDER ACTIVIT				Page 1 of 352 Run Date 01/13/2020 Run Time 11:05:24	
		0VA Dept of Transportation 0VA Dept of Transportation				PO Create Dates Include Include Cancelled POs : Include Open/Pending Ap		N		
Create Dt/ Status	Due Dt	Supplier/ Buyer	PO ID/ Line/Schd	Category/ Descr	Mfg Item Id/ Manufacturer	Item Id/ Descr	Order Oty	Price UO	M Extended Price	Curr
01/10/2020	01/10/2020	ATTRONICA COMPUTERS	0001208222	20600			2.00	2.25 EA	4.50	USD
Approved		EVA.BUYER	1/1			BT SCVS-2: Blonde Tongue 2-way			4.30	
				COMPUTER HARDWARE AND PERIPHERALS FOR MINI AND MAIN FRAME CO		splitter SCVS-2				
	01/10/2020	ATTRONICA COMPUTERS INC	0001208222	20600			2.00	14.00 EA	28.00	USD
Approved		EVA.BUYER	3/1	COMPUTER HARDWARE AND PERIPHERALS FOR		BT SDS-12: Blonde Tongue 12-way CAT splitter SDS-12				
01/10/2020	01/10/2020	ATTRONICA COMPUTERS		MINI AND MAIN FRAME CO						
Approved	01,10,1010	INC EVA.BUYER	0001208222 2/1			BT SCVS-6: Blonda Tongue 6-way	2.00 r	5.50 EA	11.00	USD
				COMPUTER HARDWARE AND PERIPHERALS FOR MINI AND MAIN FRAME CO		splitter SCVS-6				
01/10/2020 Approved	01/10/2020	DALY COMPUTERS INC EVA.BUYER	0001208221 1/1			HDMI to DISPLAYPO BENFEI HDMI to DISPLAYPORT ADAPT		29.55 EA	59.10	USD
				COMPUTER HARDWARE AND PERIPHERALS FOR MINI AND MAIN FRAME CO		W/AU				
01/10/2020 Approved	01/10/2020	DISYS Solutions Inc EVA.BUYER	0001208219 1/1			E Delivery licens for one VSOM in	3.00	690.00 EA	2,070.00	USD
				COMPUTER SOFTWARE FOR MINI AND MAINFRAME COMPUTERS (PREPROGR		Federator				
01/10/2020	01/10/2020	DISYS Solutions Inc	0001208219				3.00	69.70 EA	209.10	USD

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Purchase Order Dispatch / Print Report (POPO005) - SQR Report

REVISED: 04/03/2020

DESCRIPTION:

This report provides a printed copy of a designated purchase order.

NAVIGATION PATH:

Main Menu > Purchasing > Purchase Orders > Review PO Information > Print POs

RUN CONTROL PARAMETERS:

Process to select: POPO005

Business Unit / To

PO ID

Contract SetID

Contract ID

Release

From Date

Through Date

Supplier ID

Buyer

Statuses to Include (Approved, Dispatched,

Canceled, Open, Pending, Completed)

Hold Status

ChartFields

Change Orders

Print Changes Only [checkbox]

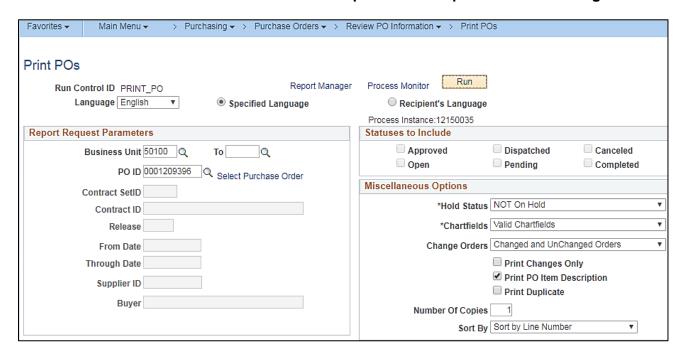
Print PO Item Description [checkbox]

Print Duplicate [checkbox]

OUTPUT FORMAT:

PDF CSV

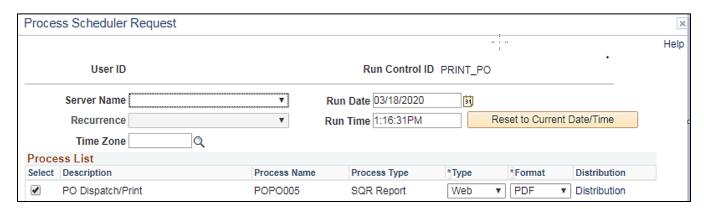
Screenshot of the POPO005 Purchase Order Dispatch/Print Report Run Control Page



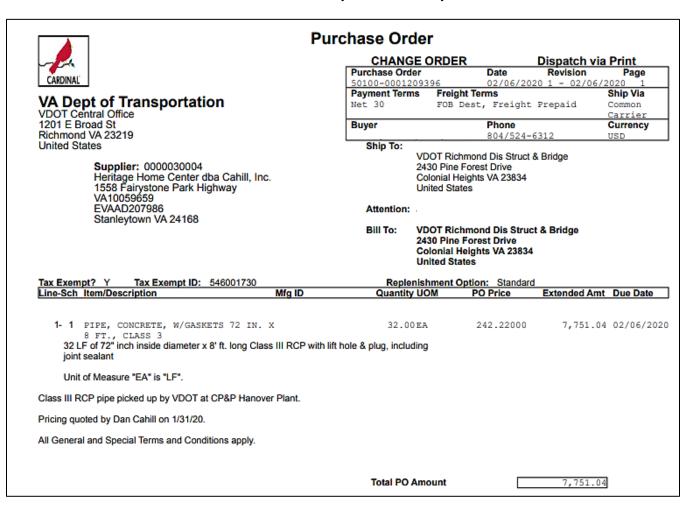
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Screenshot of the POPO005 Purchase Order Dispatch/Print Report Process Scheduler Request Page



Screenshot of the POPO005 Purchase Order Dispatch/Print Report Purchase Order



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Strategic Sourcing Event Details Inquiry

REVISED: 04/14/2017

DESCRIPTION:

This inquiry is used to view and create an event to buy a good or service, or sell existing assets.

OUTPUT FORMAT:

Online

NAVIGATION PATH:

Main Menu > Sourcing > Create Events > Event Details

INPUT / SEARCH CRITERIA:

Business Unit

Event ID

Event Round

Event Version

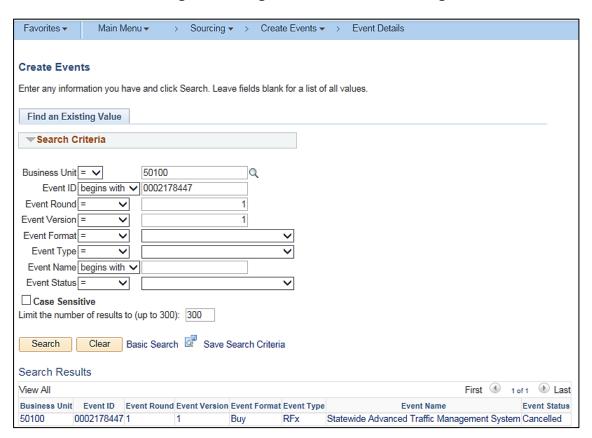
Event Format

Event Type

Event Name

Event Status

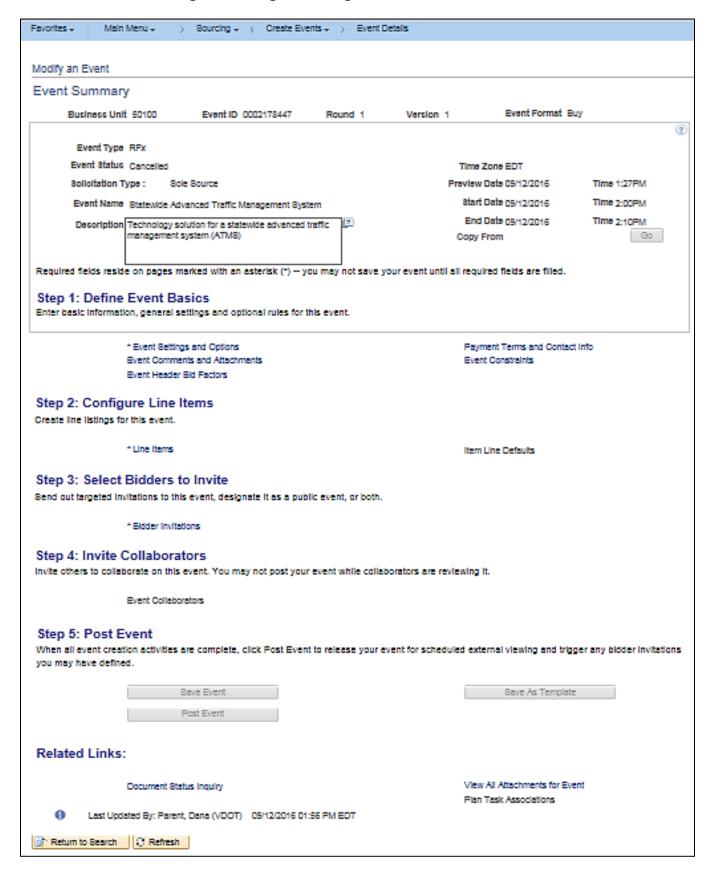
Screenshot of the Strategic Sourcing Event Details Search Page



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Screenshot of the Strategic Sourcing Event Page



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Sole Source Event Type for ASD Query (V_PR_EVENT_TYPE)

REVISED: 04/14/2017

DESCRIPTION:

This query displays a list of all events by Solicitation Type and can be used to view high level solicitation data by Event Type.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PR_EVENT_TYPE

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit HTML
Solctn Type Excel
District, 2nd CharDpt, % All CSV

Screenshot of the Sole Source Event Type for ASD Query Page

		ss Unit 50100				_						
		n Type IFB Se	aled Con	ntract	~							
Distri	ct, 2nd CharDpt	, % All %										
Vie	w Results											
Dow	rnload results in	: Excel Spres	adSheet	CSV Text F	File XMI	L File (638 kb)						
View	ΔΙΙ											First 1-100 of 1906 🕑 L
	Business Unit	Event ID	Round	Version Ev	ent Tyne	Event Name	Buyer	Solicitation Type	Analyza By	District	District Number	Date Event Entered
1	50100	0000150015	1	1 S		Gradall/Copied from event # 02	Dujei	IFSC	LIN	Central Office	n	12/12/2011 1:29:47PM
2	50100	0000150048	1			Herbicide Spraying Culpeper District		IFSC	LIN	Central Office	0	01/18/2012 11:30:39AM
3	50100	0000150010	1			SA_Traffic Control Incident Mgmt Debris Removal		IFSC	LIN	Central Office	0	12/07/2011 4:02:47PM
4	50100	0000150032	1	1 S		POWHITE PKWY EXT POWER BLDG & LANE WASHING		IFSC	LIN	Central Office	0	12/19/2011 11:45:34AM
5	50100	0000150017	- 1	2 S		Pipe Jacking Services - Chesterfield		IFSC	LIN	Central Office	0	01/05/2012 4:01:13PM
6	50100	0000150058	- 1	1 S		Tree Pruning		IFSC	LIN	Central Office	0	01/09/2012 9:12:09AM
7	50100	0000150014	- 1	3 S		SET ASIDE FOR SMALL BUSINESS: Right of Way Mowing		IFSC	LIN	Central Office	0	12/27/2011 3:43:38PM
8	50100	0000150019	1	3 S		HVAC/MECHANICAL SERVICES		IFSC	LIN	Central Office	0	01/12/2012 3:10:36PM
9	50100	0000150069	1	2 S		STONE		IFSC	LIN	Central Office	0	01/12/2012 3:21:59PM
10	50100	0000150073	1	2 S		STONE LUNENBURG CO.		IFSC	LIN	Central Office	0	01/12/2012 3:26:25PM
11	50100	0000150021	1	2 S		Tree Pruning		IFSC	LIN	Central Office	0	01/11/2012 1:13:27PM
12	50100	0000150075	1	2 S		STONE BID		IFSC	LIN	Central Office	0	01/12/2012 3:28:59PM
13	50100	0000150047	1			SET ASIDE SMALL BUSINESS: Right of Way Mowing		IFSC	LIN	Central Office	0	12/27/2011 3:17:08PM
14	50100	0000150068	1	2 S		ASHLAND STONE BID		IFSC	LIN	Central Office	0	01/12/2012 3:30:57PM
15	50100	0000150129	1			F&I Generators - Rte 17 over James River		IFSC	LIN	Central Office	0	02/08/2012 10:54:46AM
16	50100	0000150059	1			Salem Stone Bid		IFSC	LIN	Central Office	0	01/26/2012 2:23:55PM
17	50100	0000150064	1			ASHLAND STONE BID		IFSC	LIN	Central Office	0	01/10/2012 10:35:13AM
18	50100	0000150038	1			Fire Extinguisher Inspection and Maintenance		IFSC	LIN	Central Office	0	01/27/2012 10:19:57AM
19	50100	0000150097	1			TRANSPORT BUSES AND VANS		IFSC	LIN	Central Office	0	03/05/2012 10:51:03AM
20	50100	0000150174	1			Painting Services - Richmond District		IFSC	LIN	Central Office	0	03/02/2012 11:41:00AM
21	50100	0000150173	1			Incidental Concrete Repairs-South Hill Residency		IFSC	LIN	Central Office	0	03/01/2012 3:52:05PM
22	50100	0000150102	1			Salem Maintenance Equipment w/Operator		IFSC	LIN	Central Office	0	03/06/2012 12:15:55PM
23	50100	0000150101	1			SA-Maintenance Equipment w/Operator-Salem Res		IFSC	LIN	Central Office	0	01/30/2012 8:40:34AM
24	50100	0000150151	1			TREE PRUNING BRUSH REMOVAL Christiansburg Ditch Maintenance Service		IFSC IFSC	LIN	Central Office	0	02/15/2012 3:24:30PM 03/22/2012 3:53:37PM
25	50100	0000150217	1	1 S								

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Solicitation Type Report Query (V_PR_PRMTHD)

REVISED: 04/14/2017

DESCRIPTION:

This query displays a list of sourcing events by type for a specific time period. The query will show the resulting award type and purchase order number. The query can be used to review sourcing event results.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PR_PRMTHD

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Post Date – Start HTML
Post Date – End Excel
Solicitation Type CSV

Buyer (% for all)

Screenshot of the Solicitation Type Report Query Page

Doet	Date - Start 0	UN1/2010 III										
	t Date - End 0											
	itation Type IF											
Buy	er (% for all) %				2							
Vie	w Results											
Dov	vnload results i	n: Excel Spread:	Sheet CSV	Text File	XML File (3	5 kb)						
lieu	All											First 1-98 of 98
Row		Solicitation Type	Award Type	PO Unit	PO Number	SetID	Contract ID	Post Date	Buver ID	SetID	Supplier	Supplier
·	0000154017		E	50100	1 O Mulliber		00000000000000000000047601	05/21/2019 8:30:31AM	buyer ib			Walter C Via Enterprises Inc
		IFSL	E	50100			00000000000000000000000047679	06/14/2019 8:17:15AM				Lowman Electrical Contractor Inc
3		IFSL	F	50100			000000000000000000000047318	02/19/2019 7:50:40AM				Sullivans Towing & Recovery LLC
	0000154895	IFSL	E	50100		STATE	000000000000000000000047338	03/05/2019 1:57:34PM				Michael Powell
		IFSL	E	50100			00000000000000000000047339	03/05/2019 1:58:12PM				Highway Garage Inc
		IFSL	E	50100		STATE	00000000000000000000047192	01/02/2019 5:58:20PM				Athena Construction Group
	0000155047	IFSL	E	50100		STATE	000000000000000000000047212	01/07/2019 9:15:20AM		STATE	0000065777	Brothers Mechanical Services LLC
}	0000155052	IFSL	E	50100		STATE	000000000000000000000047275	01/30/2019 9:00:19AM		STATE	0000021455	Cornerstone Construction Company
,	0000155053	IFSL	E	50100		STATE	00000000000000000000047195	01/03/2019 12:55:51PM		STATE	0000069583	Howard B Hankins Inc
0	0000155053	IFSL	E	50100		STATE	000000000000000000000047196	01/03/2019 12:56:48PM		STATE	0000028647	JSG Corporation
1	0000155060	IFSL	E	50100		STATE	00000000000000000000047257	01/25/2019 8:11:00AM		STATE	0000047091	NaturChem Inc
2	0000155061	IFSL	E	50100		STATE	00000000000000000000047307	02/11/2019 1:48:46PM		STATE	0000034228	C H White Construction Co Inc
3	0000155064	IFSL	E	50100		STATE	00000000000000000000047323	02/22/2019 1:26:04PM		STATE	0000129238	Leonard Roofing LLC
4	0000155065	IFSL	E	50100		STATE	0000000000000000000047334	03/04/2019 12:04:57PM		STATE	0000024937	Pittmans Tree & Landscaping Inc
5	0000155069	IFSL	E	50100		STATE	0000000000000000000047245	01/17/2019 10:52:02AM		STATE	0000020315	Atlantic Heating & Cooling Service Inc
6	0000155073	IFSL	E	50100		STATE	0000000000000000000047246	01/17/2019 12:47:45PM		STATE	0000012865	AWP Inc
7	0000155077	IFSL	E	50100		STATE	00000000000000000000047229	01/09/2019 10:13:58AM				Charles W Barger & Son Construction
8	0000155077	IFSL	E	50100		STATE	0000000000000000000047230	01/09/2019 10:28:51AM				Rockbridge Stone Products Inc
9	0000155079		E	50100			00000000000000000000047289	02/05/2019 12:12:38PM				Atlantic Heating & Cooling Service Inc
0		IFSL	E	50100			00000000000000000000047288	02/05/2019 6:43:38AM				Atlantic Heating & Cooling Service Inc
1		IFSL	E	50100			00000000000000000000047254	01/23/2019 2:49:01PM				WASTE MANAGEMENT OF VIRGINIA INC
2		IFSL	E	50100			0000000000000000000047327	02/27/2019 7:33:09AM				Stoker Construction
3		IFSL	E	50100			00000000000000000000047194	01/03/2019 10:26:19AM				Southside Materials LLC
24	0000155087		E	50100			0000000000000000000047324	02/25/2019 11:48:01AM				Smith Setzer & Sons of VA Inc
25	0000155092	IFSL	E	50100		STATE	00000000000000000000047468	04/03/2019 8:30:15AM		STATE	0000042990	Altec Industries Inc

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Bid Tabulation Report (V_RPR008) - BI Publisher Report

REVISED: 04/14/2017

DESCRIPTION:

This report provides a record of the tabulation of all bid responses. The report becomes part of the Procurement file. The report is also referred to as the Event Bid Tab Report.

NAVIGATION PATH:

Main Menu > Sourcing > Reports > Event Bid Tab

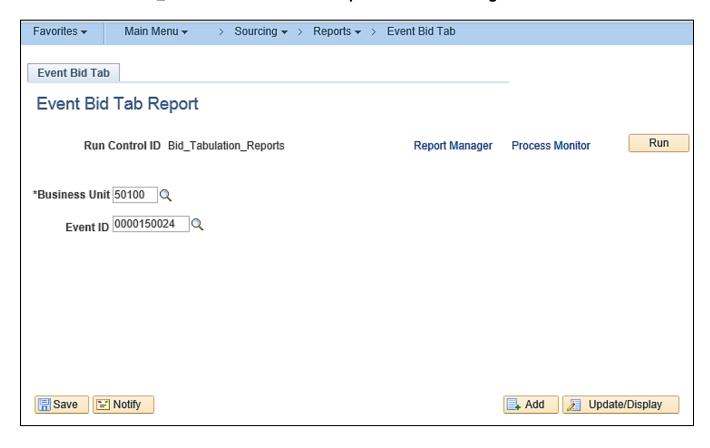
RUN CONTROL PARAMETERS:	OUTPUT FORMAT:
-------------------------	----------------

Business Unit PDF Event ID XLS TXT

ADDITIONAL INFORMATION:

This is a BI Publisher report. To access the report, once you have run it successfully go to the Report Manager page and click on the **Administration** Tab.

Screenshot of the V_RPR008 Bid Tabulation Report Run Control Page



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Screenshot of the V_RPR008 Bid Tabulation Report

Commonwealth of Virginia Department of Transportation **BID TABULATION REPORT**

CARDINAL Run Date: 1/13/2020 Report ID: VRPR008 Run Time: 11:27 AM

Business Uni Event ID:	it: 50100 0000150024								Dans 4 of 7
Buyer:				Closing Date: Closing Time:	01/04/2012 3:45:00 PM				Page 1 of 7
Supplier ID Line Type: L	Supplier	SWAM Type	Bid#	Group / Line# / Item	Item Description	Quantity	Unit Price	Extended Price	<u>Awarded</u>
0000012056	Blake Crosby		1	1-9684431314	GRAFFITI REMOVAL SERVICES POWER WASHING OVER 100 SQ. FT	4500.00	\$25.00	\$112,500.00	
				2 -9 684431304	GRAFFITI REMOVAL SERVICES POWER BLASTING OVER 100 SQ. FT.	4500.00	\$25.00	\$112,500.00	
				3-9684431260	GRAFFITI REMOVAL SERVICES MOBILIZATION, GRAFFITI REMOVAL SERVICES	1.00	\$500.00	\$500.00	
				4-9684431314	GRAFFITI REMOVAL SERVICES POWER WASHING OVER 100 SQ. FT	4500.00	\$25.00	\$112,500.00	
				5-9684431304	GRAFFITI REMOVAL SERVICES POWER BLASTING OVER 100 SQ. FT.	4500.00	\$25.00	\$112,500.00	
				6-9684431260	GRAFFITI REMOVAL SERVICES MOBILIZATION, GRAFFITI REMOVAL SERVICES	1.00	\$500.00	\$500.00	
				7-9684431314	GRAFFITI REMOVAL SERVICES POWER WASHING OVER 100 SQ. FT	4500.00	\$25.00	\$112,500.00	
				8-9684431304	GRAFFITI REMOVAL SERVICES POWER BLASTING OVER 100 SQ. FT.	4500.00	\$25.00	\$112,500.00	
				9-9684431260	GRAFFITI REMOVAL SERVICES MOBILIZATION, GRAFFITI REMOVAL SERVICES	1.00	\$500.00	\$500.00	
				10-9684431314	GRAFFITI REMOVAL SERVICES POWER WASHING OVER 100	4500.00	\$25.00	\$112,500.00	
				11-9684431304	SQ. FT GRAFFITI REMOVAL SERVICES POWER BLASTING OVER 100 SQ. FT.	4500.00	\$25.00	\$112,500.00	
				12-9684431260	GRAFFITI REMOVAL SERVICES MOBILIZATION, GRAFFITI	1.00	\$500.00	\$500.00	
				13-9684431314	REMOVAL SERVICES GRAFFITI REMOVAL SERVICES POWER WASHING OVER 100	4500.00	\$25.00	\$112,500.00	
				14-9684431304	SQ. FT GRAFFITI REMOVAL SERVICES POWER BLASTING OVER 100	4500.00	\$25.00	\$112,500.00	
				15-9684431260	SQ. FT. GRAFFITI REMOVAL SERVICES MOBILIZATION, GRAFFITI REMOVAL SERVICES	1.00	\$500.00	\$500.00	

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Preview PDF Report - PDF

REVISED: 01/06/2020

DESCRIPTION:

This report provides a preview copy, in PDF format, of a sourcing Event.

NAVIGATION PATH:

Main Menu > Sourcing > Create Event > Event Details > Preview PDF Button

Alternative Path:

Main Menu > Sourcing > Create Event > Event Details > Event Header Comments and Attachments > View

PDF

RUN CONTROL PARAMETERS:

OUTPUT FORMAT:

Business Unit

Event ID

Event Round

Event Version

Event Format

Event Type

Event Name

Event Status

ADDITIONAL INFORMATION:

Before posting the event, the **Preview PDF** button is used to generate an email attachment, which is sent to the Buyer. Print and/or save the PDF for manual posting to eVA following normal procedures.

Once the event is posted, the **Preview PDF** button is no longer available on the Event Summary page. However, you can access the PDF from the **Event Comments and Attachments** link, and click the **View** button under the **Attachments** section.

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Screenshot of the Strategic Sourcing Event Details Page

Favorites ▼	Main Menu → Sourcing → Create Events → Event Details
Create Event	ts
Enter any inform	ation you have and click Search. Leave fields blank for a list of all values.
Find an Exist	ing Value Add a New Value
Search Cr	iteria
Business Unit =	50100 ○
Event ID b	pegins with ▼ 0000155834
Event Round =	. ▼
Event Version =	· •
Event Format =	: Y
Event Type =	· •
Event Name b	pegins with ▼
Event Status =	· •
Case Sensit	ive
Limit the number	r of results to (up to 300): 300
	_
Search	Clear Basic Search W Save Search Criteria
Find an Existing	Value Add a New Value

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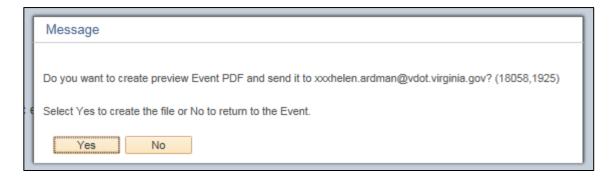
Screenshot of the Strategic Sourcing Event Details Page

Favorites +	Main Menu ▼	> Sourcing +	> Create Even	ts → Event De	talls			
Modify an E	vent							
Event Su								_
	•							
Bust	ness Unit 50100	Event ID	0000155834	Round 1	Version 1	Event Format Buy	2	81
Ev	entType RFx		Cha	inge to Auction			(4)	1
	nt Status Open				Tim	ie Zone EST		
Soll	citation Type : IF	B Sealed			Previe	w Date 01/09/2020	Time 4:45PM	
Eve	ent Name Recyling/Wa	ste Removal Ser	vices		Sta	art Date 01/13/2020	Time 4:45PM	
De	scription Contractor sit	nall provide recyc e Staunton Distri				nd Date 02/26/2020 y From	Time 2:00AM Go	
					Pre	eview By: By Line		
Required fie	lds reside on pages r	marked with an	asterisk (*) yo	u may not save yo	ur event until all red	quired fields are filled.		
Sten 1: I	Define Event B	aeice						
	information, general s		tional rules for thi	is event.				
		ngs and Options				syment Terms and Contact In	nfo	
	Event Comm Event Heade	ents and Attachn r Bid Factors	nents		EV	vent Constraints		
-	Configure Line	Items						
Create line I	istings for this event.							
	*Line Items				Ite	m Line Defaults		
-	Select Bidders							
Send out tai	geted invitations to th	iis event, desigi	nate it as a public	c event, or both.				
	* Bidder Invita	ations						
Stop 4: I	nvite Collabora	tore						
-	to collaborate on this		y not post your e	event while collabo	rators are reviewin	g it.		
	Event Collabo	orators						
		are complete,	click Post Event	to release your ev	ent for scheduled e	xternal viewing and trigge	er any bidder invitations	
		Save Event				Save As Template		
		Post				Preview PDF		

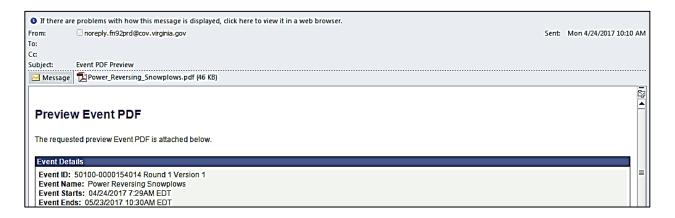
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Screenshot of the Preview PDF Report Notification



Screenshot of the Preview PDF Report Email Message



Screenshot of the Event Details PDF Report

	Event Det	ails	
Event Round Version 1 1 Event Name Power Reversing Snowplows Start Date/Time Close	Page aled Contract 1 Date/Time //2017 10:30:00 EDT	Bidder: Submit To: Contact: Phone: Email:	General Public VA Dept of Transportation VDOT Central Office 1401 E Broad St Richmond VA 23219 United States 804/786-5179 danilo.vasquez@vdot.virginia.gov
Event Description To purchase Heavy Duty Snowplows suitable snowplow shall work with standard truck hitcl now owned and used by the Virginia Department.	n frame and hydraulic lift assembly		

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Screenshot of the Event Details PDF Report (continued)

		E	vent Detai	ls (cont	.)
Commonweal Department of Event ID 50100-00001540 Event Round 1 Event Name Power Reversin Start Date/Time 04/24/2017 07: Event Currency: Bids allowed in	Firansportal Format 14 Buy Version 1 q Snowplows 29:00 EDT	Close Date/Time 05/23/2017 10 US Dollar	Page ract 2	Bidder: Submit To: Contact: Phone: Email:	General Public VA Dept of Transportation VDOT Central Office 1401 E Broad St Richmond VA 23219 United States 804/786-5179 danilo.vasquez@vdot.virginia.gov
Line Details	3				
Description: S Comments:	Reserve Price: SNOW PLOW, VEI SNOWPLOW Snowplow – Ma 37,000 GVW tn State the make Make	HICLE MOUNTED, PER inual, One-Way, Full ick. and model being bid	Trip Tapered Moldboar		Extended Price: GHT, POWER REVERSING, inches; for a 30,000 lb to
Description: S Comments:	Reserve Price: SNOW PLOW, VEI Snowplow –Mai GVW truck.	HICLE MOUNTED, PER			Price: Extended Price:
	Model				

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SWAM Report (VRPR033) – SQR Report

REVISED: 01/06/2020

DESCRIPTION:

This report provides Small, Women, and Minority (SWAM) payment data to include vouchers and PCards. The report shows the SWAM expenditure by District and overall for VDOT and can be used to review SWAM expenditure data. The report can be run at the Summary or Detail level.

NAVIGATION PATH:

Main Menu > Sourcing > Reports > SWAM Report

RUN CONTROL PARAMETERS: OUTPUT FORMAT:

Process to select:VRPR033PDFDate or PeriodCSV

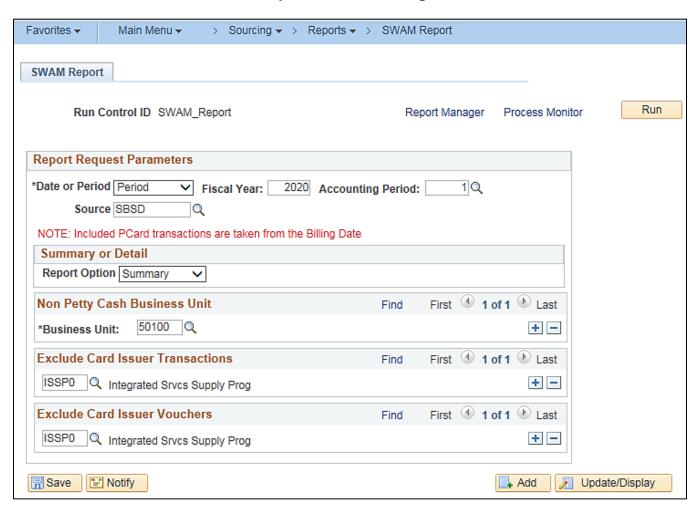
Fiscal Year

Accounting Period

Report Option (Summary, Detail)

Business Unit

Screenshot of the VRPR033 SWAM Report Run Control Page



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Screenshot of the VRPR033 SWAM Report (PDF)

Commonwealth of Virginia Commonwealth of Virginia SHAM REFORT CHIEF VERMO33											
iscal Year: ccounting Perio	od: 1		ard Issuer Vouchers: ard Issuer Transaction	ISSPO ISSPO						Page No. 1 of 2	
						NOTE: 1	ncluded FCard t	actions are taken from the Billing Date			
							<u>.</u>	Summary by District			
district	3 2 4 7	945,893.68 574,668.28 149,238.46 465,661.68 833,898.94 729,244.95 720,425.13	\$ 195,125.97 254,593.52 554,998.05 246,424.70 169,472.61 788,034.24 72,401.83	31 15 17 37	5,144.12 7,425.85 5,828.24 6,283.53 2,376.73 8,702.33 7,127.06	\$ 2,935.8 93,185.2 428,808.2 351,025.2 315,860.7 707,374.6 426,580.5	16 11 17	Total SMAM Spend \$ 1,436,163.77 4,146,007.68 2,860,064.75 4,883,365.91 6,737,742.24 4,243,954.02 4,243,954.02	Non SMAM \$ 14,644,419.96 13,036,487.50 11,668,182.65 5,516,269.66 20,161,025.18 42,049,568.61 8,364,488.92	Total SWAM Qualifying Spend \$ 18,080,631.73 17,182,545.15 14,528,247.40 10,404,639.57 28,536,773.66 46,975,550.13 12,614,412.94	SHAM Percentage 19.00% 24.12% 19.68% 46.98% 29.35% 10.48% 33.69%

Screenshot of the VRPR033 SWAM Report (CSV)

Commony	vealth of Virginia										
SWAMR											
	01/13/2020										
	Run Time: 12:25 (20									
Page No		2									
Fiscal Yo		Exclude Card Issuer Vo									
Accounti		Exclude Card Issuer Vo									
		nsactions are taken from									
			the Dilling Date								
Total SV	ummary by Distri	ct									
District		WB	мв	DBE	SDV	T . 101111110		0.17.1	01.11.8.0		
					2DA	Total SWAM Spen		Qualifying Spend		e	
	\$2,945,893.68	\$195,125.97	\$295,144.12	\$2,935.85			\$14,644,439.96	\$18,080,603.73	19.00%		
1	3,574,068.28	254,593.52				4,146,087.65	13,036,457.50	17,182,545.15			
2	2,149,238.46	554,998.05				2,860,064.75	11,668,182.65	14,528,247.40			
3	4,465,661.68	246,424.70				4,888,369.91	5,516,269.66	10,404,639.57	46.98%		
4	7,833,898.94	169,472.61				8,375,748.28	20,161,025.38	28,536,773.66	29.35%		
5	3,729,244.95	788,034.24	408,702.33			4,925,981.52	42,049,568.61	46,975,550.13	10.48%		
6	3,720,425.13	72,401.83				4,249,954.02	8,364,458.92	12,614,412.94	33.69%		
7	1,618,709.11	156,009.33				2,016,243.10	8,336,580.65	10,352,823.75	19.47%		
8	1,170,871.23	551,600.21				2,965,906.67	8,391,888.09	11,357,794.76			
9	2,815,786.49	650,093.58	1,917,515.47			5,383,395.54	29,764,759.82	35,148,155.36	15.31%		
TOTALS	*******	\$3,638,754.04	\$5,585,363.22	\$2,962,184.59	\$0.00	\$43,247,915.21	\$161,933,631.24	\$205,181,546.45	21.07%		
SWAM S	ummary by Distri	ct & SWAM Type									
SWAMT	District- 0	District-1	District- 2	District- 3	District- 4	District- 5	District- 6	District- 7	District- 8	District- 9	Total Spend
DBE - Di	\$2,935.85	\$93,185.26	\$428,808.21	\$351,025.21	\$315,860.77	\$707,374.60	\$426,580.95	\$276,645.67	\$124,432.61	\$231,971.32	\$2,958,880.45
	0.10%	3.15%	14.43%	11.86%	10.67%	23,90%	14.41%	9.35%	4.21%	7.84%	
Disabled	291,795.01	0	0	0	0	0	0	0	4,552.31	12,186.82	308,534.14
	34.57%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	1.48%	3.95%	
ESO - En	8,090.28	0	0	0	0	7,697.70	11,701.73	8,722.69	0	14,242.08	50,454.48
	16.03%	0.00%	0.00%	0.00%	0.00%	15.25%	23.19%	17.28%	0.00%	28.22%	
Economi	0	0	0	0	0	0	0	0	0	3,304.14	3,304.14
	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	
Micro	123,554.11	600,735.48	415,976.64	792,270.96	368,826.18	745,180.97	85,357.41	112,430.87	129,245.49	266,876.55	3,640,454.66
	3.39%	16.50%	11.42%	21.76%	10.13%	20.46%	2.34%	3.09%	3.55%	7.33%	
Minority	295,144.12	317,425.85	155,828.24	176,283.53	372,376.73		457,127.06	241,524.66	1,243,435.23	1,917,515.47	5,585,363.22
	5.28%	5.68%	2,79%		6.67%		8.18%	4.32%	22.26%	34.33%	
Small	2,522,454.28	2,973,332,80			7,465,072,76		3,623,365,99	1,497,555.55	1,037,073.43	2,522,481.04	30,024,354.67
	8.40%	9.90%	5.77%		24.86%		12.06%	4.99%	3.45%	8,40%	
Women (195,125.97	254,593.52	554,998.05		169,472.61		72,401.83	156,009.33		650,093.58	3,638,754.04
	5.36%	7.00%	15.25%		4.66%		1.99%	4.29%	15.15%	17.86%	-,,
TOTALS	\$3,439,099.62		\$3,288,872.96		\$8,691,609.05	\$5,633,356.12	\$4,676,534.97	\$2,292,888.77			\$46,210,099.80
. 211100	+-11	#* E00 E1E.01	1.41/200/012:00	4-1E001000.1E	+210011000.00	#sjaaajasa.iE	***************************************	+=1===1===1.11	4-10001000:50	4-10-10 01-100	\$ - 5 E 10 000.00

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Supplier Solicitation Analysis Report (VPRR0025) - SQR Report

REVISED: 01/06/2020

DESCRIPTION:

This report provides an analysis of supplier responses and awards by SWAM Type for a designated period of time. The report also provides the total dollar amount of awards associated with each SWAM Type.

NAVIGATION PATH:

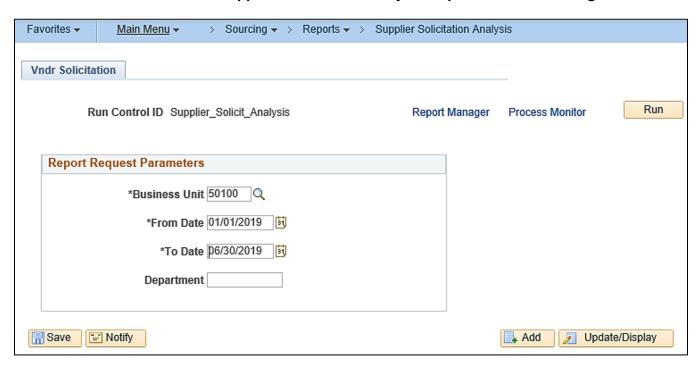
Main Menu > Sourcing > Reports > Supplier Solicitation Analysis

RUN CONTROL PARAMETERS: OUTPUT FORMAT:

Process to select: VPRR0025 PDF Business Unit CSV

From Date To Date Department

Screenshot of the VPRR0025 Supplier Solicitation Analysis Report Run Control Page



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Screenshot of the VPRR0025 Supplier Solicitation Analysis Report

CARDI Report ID:	INAL' : VPRR0025		Commonwealth SUPPLIER SOLICI		·		Run Date: 01/13/2020 Run Time: 12:07 00				
From 01/01/	From 01/01/2019 To 06/30/2019 Page No. 1 of 1										
Business Un Department:											
SWAM	SWAM	Number of	% of Total	Number of	% of Total	Dollar Amounts	% of Total				
Type	Description	Responses	Responses	Awards	Awards	of Awards	Dollar Awards				
1	Small	138	50.00	117	50.00	\$52,731,335.86	44.43				
2	Micro	55	19.93	47	20.09	\$11,272,865.71	9.50				
3	Women Owned	19	6.88	9	3.85	\$1,648,480.25	1.39				
4	Minority Owned	38	13.77	46	19.66	\$46,061,808.43	38.81				
5	Disabled Veteran Owned	0	0.00	0	0.00	\$0.00	0.00				
6	ESO - Employment Services Organization	2	0.72	2	0.85	\$91,693.14	0.08				
7	DBE - Disadvantaged Business Enterprise	24	8.70	13	5.56	\$6,868,614.00	5.79				
8	ACDBE - Airport Concession Disadvantaged Business	0	0.00	0	0.00	\$0.00	0.00				
9	8(a) - Business Development Program	0	0.00	0	0.00	\$0.00	0.00				
10	Federal Service-Disabled Veteran-Owned Small Bus	0	0.00	0	0.00	\$0.00	0.00				
11	Economically Disadvantaged Women-Owned Small Bus	0	0.00	0	0.00	\$0.00	0.00				
Totals		276		234		\$118,674,797.38					

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