

ePro & Purchasing Month-End Process Checklist

- Run Query BOR_OPO019D_PO_LIST_BY_BU_DTL

Reporting Tools > eProcurement > Manage Requisitions > Manage Requisitions > Run Query

Use this query to review PO Line Detail for a specified time period. Ensure the PO Line Code and PO Type are correct for each Purchase Order. If incorrect, update the Purchase Order before cancellation or closure.

- Using the Manage Requisitions page, review the state of the requisitions for the business unit.

eProcurement > Manage Requisitions

Search for requisitions using the criteria fields. 'Request State' and 'Budget Status' criteria fields are helpful and will assist in determining if there are requisitions that need further action (approval, cancel, close, etc.).

- **BOR_PO_RECV_NO_VOUCHER:** Displays POs that have been received but that have not been vouchered.
- **BOR_PO_VCHR_NOTRECV:** Displays POs that have been vouchered but that have not been received
- **BOR_AP_VND_AMT_BY_FY:** Displays TOTAL spend information by supplier for each Fiscal Year. This query is also used by the Supplier Dashboard.
- **BOR_AP_SUPPLIER_PMTS:** Lists supplier payments by supplier for a Fiscal Year. Contains voucher line information, including Amount and Chartfield information. Could be used with BOR_AP_VND_AMT_BY_FY query to see more detailed information for the supplier.
- **BOR_AP_SUPPLIER_PMTS_BY_YR:** Lists payments to all suppliers for a Fiscal Year. Recommend running this as a scheduled query as it contains a lot of information and may time out if run in Query Manager/Viewer. Instructions on how to schedule a query can be found [here](#).