

**Purpose:** This document contains a list of the most frequently used reports in the procurement area. It includes the name, transaction code, description and purpose to provide an overview of how a report is used and what type of information is found in that report.

Report Name	Transaction Code	Description	Purpose
<b>Req. to Check Status Report</b>	<b>ZMM7</b>	Displays purchasing documents from creation of a purchase requisition (PR) through purchase order (PO) or outline agreement (OA).	Used to track the status of a purchasing document past creation through goods receipt and invoice receipt. Tracking of status includes payment information (payment type, payment date, amount, encashment date, and voids). Vendor information is also included.
<b>PO Approval Status Report</b>	<b>ZMM8</b>	Provides approval status of PR, OA, and POs by agency for a specific date or range of documents.	
<b>Display Material with General Ledger (GL) Account Assignment and Commitment Item</b>	<b>ZMM14</b>	Displays material numbers and their corresponding general ledger and commitment item numbers.	
<b>Purchase Requisition (PR) Reports</b>			
<b>Report for Open Requisitions</b>	<b>ZOPENREQ</b>	Displays a list of requisitions which have not been processed into follow-on procurement documents including the Funds Management (FM) data entered in each line item of the purchase requisition.	Used by agencies to provide a listing of open requisitions that should be closed at year end.
<b>Purchase Requisitions: List Display</b>	<b>ME5A</b>	Displays a list of purchase requisitions matching user defined selection criteria.	
<b>Solicitations by Agency</b>	<b>ZMM16</b>	Displays a list of agency solicitations for Information Technology (IT) and Commodities pending DIS and/or Governor approval.	Used to identify agency purchase requisitions for IT and Commodities pending DIS and/or Governor approval.
<b>Assign and Process Requisitions</b>	<b>ME57</b>	Displays a work list of purchase requisitions.	Allows buyers to view existing purchase requisitions in the system assigned to their purchasing group, which have not been processed into follow-on procurement documents, assign the source of supply and create purchase orders.

## Purchase Order (PO) / Outline Agreement (OA) Reports

<b>Purchasing Documents by PO Number</b>	<b>ME2N – PO ME3N – OA</b>	Displays a list of purchasing documents sorted by purchase order number.	Used to identify purchasing documents with open good receipts and open invoices. Can also be used to view outlines agreements against purchase orders.
<b>Purchasing Documents per Account Assignment</b>	<b>ME2K – PO ME3K – OA</b>	Displays a list of purchasing document line items assigned to an account assignment.	Used to identify open purchasing documents by funding source.
<b>Purchasing Documents by Vendor</b>	<b>ME2L – PO ME3L – OA</b>	Displays a list of purchasing documents sorted by vendor number.	Identifies open purchasing documents for a specific vendor.
<b>Purchasing Documents by Material</b>	<b>ME2M – PO ME3M – OA</b>	Displays a list of purchasing documents sorted by material number.	Identifies open purchasing documents for a specific material.
<b>General Evaluations of Purchasing Documents</b>	<b>ME80FN – PO ME80RN – OA</b>	Table display of header and item data entered in purchasing documents.	Used to analyze multiple purchasing documents by aggregating and summarizing information about document activities according to selection criteria such as material, purchasing document, vendor, plant, and purchasing organization.
<b>Display Partially Received - Invoiced Purchasing Orders</b>	<b>ZPO_ PARTGR_IR</b>	Displays purchase order line items that have partial receipts (goods receipts or invoices) with no final invoice indicator set.	
<b>Display Purchase Orders with Open Invoice Report</b>	<b>ZPO_ OPEN_INV</b>	Displays a list of purchase orders for which goods receipts have been posted without a corresponding invoice receipt.	

## Minority Reports

<b>Material Groups Assigned to Minority Vendors Report</b>	<b>ZMM11</b>	Provides a listing of minority vendors and the commodities (material group) they desire to provide to the state.	
<b>OSP Bi-Annual Minority Report</b>	<b>ZMM12</b>	A detailed listing of purchasing contract awards (OA/PO) for a specific period of time by procurement method.	Used to prepare minority award reports per State law.
<b>Minority Vendor Report</b>	<b>ZMINOR</b>	Displays a list of payments (from POs and direct payments) for purchases from minority vendors.	Used to identify total orders and percentage of which was procured by Minority Owned Vendors for an entered period of time.