

# HOW TO

## Generate a Standard Report

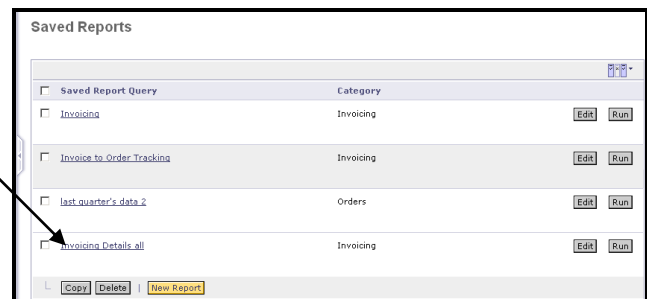
Version RP100.v1

**Purpose:** To generate standard reports within PASS.

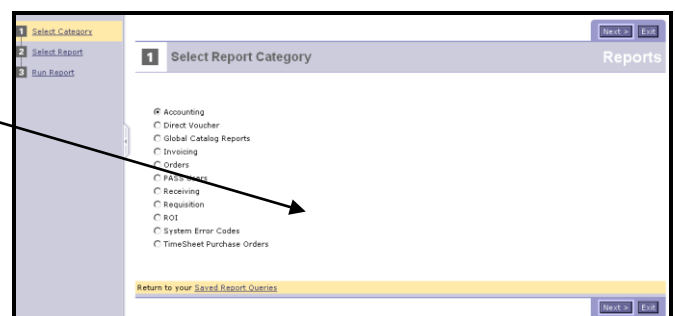
To generate a report, Select **Reports** from the Table of Contents on the left side of the screen near the bottom of the tool bar of the Swoosh screen.



Select the New Report button or run a Saved Report.



Select the Report Category you want to run from the Category list.



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Version RP100.v1

Select the Report type you wish to run.

2 Select Report

- Converted Requisition Details  
Lists detailed information for each requisition converted from SOAR.
- Commodity Details  
Shows every line item included on the selected requisitions, sorted by line item.
- Agency Details  
Provides a breakdown of orders from a particular agency.
- Requisition Detail  
Summarizes a group of requisitions, showing both header and line item information.
- Requisitions to be Approved  
Lists requisitions that are either waiting for approval or that have been explicitly denied.
- Requisition Summary  
Summary of requisitions submitted during some particular period.
- Supplier Details  
Shows the suppliers you've been using and the types of commodities you've been ordering from each.

Configure the report on the Run Report screen to provide you with desired results.

3 Run Report

Report Title: Converted Requisition Details  
Report Category: Requisition  
Report Format: HTML

Basic Advanced

Filter Name	Value
Agency	(select a value) [select]
Supplier Name	(select a value) [select]
Date Submitted	[No Choice]
Status	[No Choice]
Org Code	(select a value) [select]
Optional Description	

Return to your Saved Report Queries

Select 'Run'.  
The completed report will appear in a separate browser

3 Run Report

Report Title: Converted Requisition Details  
Report Category: Requisition  
Report Format: HTML

Basic Advanced

Filter Name	Value
Agency	(select a value) [select]
Supplier Name	(select a value) [select]
Date Submitted	[No Choice]
Status	[No Choice]
Org Code	(select a value) [select]
Optional Description	

Return to your Saved Report Queries

Print Run Save Back

# HOW TO **Generate a Standard Report**

Version RP100.v1

The following table lists the reports available within PASS.

<b>Global Catalog Reports</b>
Catalog by Commodity Code
Catalog by Supplier
Global Orders
Order Summary by Commodity
Order Summary by Supplier
<b>Invoicing</b>
Invoice Details
Invoice Exception Summary
Invoice Summary
Order Liability
Order to Invoice Tracking
<b>Orders</b>
Spend by PIF#
Order Summary by LSDBE Suppliers
Order Details by Commodity and Supplier
Orders by Commodity and Agency
Order Summary by Agency
Order Summary by Supplier
Requisition Total, by Supplier
Supplier Summary
<b>Receiving</b>
Items Not Yet Received
Items Received
Items Rejected
Orders Due Soon
Overdue Orders
<b>Requisition</b>
Commodity Details
Agency Details
Requisition Details
Requisitions to be Approved
Requisition Summary
Supplier Detail
<b>ROI</b>
Catalog vs. Non-Catalog Orders
Requisition Average Cycle Time Analysis
Requisition Average Cycle Time Analysis

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Version RP100.v1

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