B2P Document and Manage Searches

Search Type	Name	Where to Find/Navigation	Purpose
All Orders	All Orders	B2P Location: Orders > Search > All Orders	Executing a search from this area will yield all document types including: requisition, purchase order, invoice and change request activity. This search can be useful for isolating all activity associated with a given purchase order.
Change Requests	Change Requests	B2P Location: Orders > Search > Change Requests	This search provides change request activity only. The corresponding purchase order is available, as well as some purchase order information. Requisition, invoice, and receipt information are not available from this search.
Invoice	Invoice Holds	Manage Search Shared Folder: B2P Reports	Shows invoices that are pending because of unmatched status (either receiving - if >$2500, Quantity, or Price).
Invoice	Invoice Timing	Manage Search Shared Folder: B2P Reports	Shows Invoice status and dates for tub/orgs for the last 90 days. This includes the date the transaction went to Oracle.
Invoices	Invoices	B2P Location: Orders > Search > Invoices OR Accounts Payable > Invoices > Search For Invoices	This search provided invoice activity only. Invoices that have been marked "paid" will include payment information (e.g. Payment Number, Payment date, Paygroup). Corresponding purchase order information is available. Requisition and Receiving data are not available from this search.

Search Type	Name	Where to Find/Navigation	Purpose
Procurement Requests	Procurement Requests	B2P Location: Orders > Search > Procurement Requests	This search will provide Supplier Maintenance Request Activity *only*. Transaction activity (e.g. requisition, purchase order, invoice, receipts) is not available from this search.
Purchase Order	Auto Release of Price Holds	Manage Search Shared Folder: B2P Reports	This search shows matched POs (fully and partially matched) that were over-invoiced but within system tolerance.
Purchase Order	Open Commitment Report	Manage Search Shared Folder: B2P Reports	Shows completed POs (includes hosted catalog, non-catalog, and punch out products) that the system is expecting an invoice. This B2P report will include receiving data. This report does not calculate remaining balances – refer to the HART report for remaining balances.
Purchase Order	Open POs - Excluded From Auto-Close	Manage Search Shared Folder: B2P Reports	Shows matched POs that were purposely set as "Exclude PO from Auto Close" and are greater than 30 days old.
Purchase Order	PO Line & Distribution Detail	Manage Search Shared Folder: B2P Reports	Shows all POs with GL distribution detail.
Purchase Order	Purchase Order Summary	Manage Search Shared Folder: B2P Reports	Open POs showing GL distribution with either no invoices or partially invoiced.
Purchase Orders	Purchase Orders	B2P Location: Orders > Search > Purchase Orders	Shows all purchase orders.
Receipts	Receipts	B2P Location: Accounts Payable > Receipts> Search For Receipts	Shows all receipts.

B2P Document and Manage Searches

Search Type	Name	Where to Find/Navigation	Purpose
Requisition	Aging Requisitions (Submit Date > 7 Days Ago)	Manage Search Shared Folder: B2P Reports	Shows requisitions more than seven days old and are still waiting to be approved.
Requisition	Debarment Audit Report	Manage Search Shared Folder: B2P Reports	Shows requisitions (based on funds starting with "1") requiring the debarment documentation and which form was used.
Requisition	Pending PR's and NR's Not Yet Approved	Manage Search Shared Folder: B2P Reports	Shows requisition forms (NR and PR's) that have been submitted but not yet approved.
Requisition	Self-Approval Audit	Manage Search Shared Folder: B2P Reports	Completed POs less than $2,500, showing GL distribution, and all Approvers - must be exported and reviewed to remove false positives. Note: There is another self-approval report available. Please reach out to B2P Program Team to be added to the distribution list.
Requisition	Vendor Justification Activity	Manage Search Shared Folder: B2P Reports	Shows all POs created greater than $50,000, using federal funds, cost share funds, and expenses journaled to federal fund; this report shows GL distribution and amount for all activity (both in process and completed).
Requisition	VJF Audit Report	Manage Search Shared Folder: B2P Reports	This report shows requisitions with the following criteria: Requisition amount greater than $50k, fund = starts with 1, and requisition status = completed. Includes submission date, VJF selection that was made, and fund number.
Requisitions	Requisitions	B2P Location: Orders > Search > Requisitions	Returns all requisitions.

08.11.2021