

Report and Resource Center Guide

eVA's existing *Reports and Documents* on the Buyer side of eVA will be phased out and replaced by the new (and improved) *Report and Resource Center*.

eVA Report and Resource Center

Welcome Kimberly Madison [Return to Portal](#)

Department of General Services - Your Reporting and Resource Portal

Displayed data is current as of the previous day.

Simplified Tabs
Reports & Documents organized by categories/subcategories

Stay Informed
At-a-glance stats about your agency

Quick Access
Create favorites to quickly access reports you run most often

User Friendly
Reports have been consolidated & renamed for easy identification

Customizable Views
Reports will offer analysis grids, allowing for data grouping

Reports | **Documents**

A194-Scheduled Reports
CPS_order_info_20110617_120025

Buyer Reports

Vendor Data

- 100 Vendor Data by NIGP Code
- 101 General Vendor Information
- 102 Vendor Location for Specific Order

Spend Analysis

- 200 Order Details with Accounting/Receiving
- 201 Order Totals - No Accounting
- 202 General Order Information
- 203 View or Print Order(s)
- 204 Spend by NIGP Class
- 205 Spend Summary-Registered vs. Non-Registered Vendors
- 206 Spend Totals with SWAM Breakout
- 207 Total Vendor Spend by BSO
- 208 Order Line Item Details
- 209 SWAM Vendor Summary with FY Totals
- 210 Spend by User for Time Period

Approver Analysis

- 300 Approval Cycle Time on eVA Requisitions

Solicitations (QQ/VBO)

Top 20 Commodities

Solicitation Postings

Small Business Spend

Top 20 Registered Vendors

Vendor Notifications

My Favorites

Nbr	Description
100	Vendor Data by NIGP Code-Filtered

Access the *Report and Resource Center* by logging into your eVA account and clicking the link titled "Report and Resource Center" in the left navigation.

Preferences | Help

KNOWLEDGE CENTER

Search | Clear Results

[eVA User Group](#) | [Alerts](#) | [eVA News](#)

Alerts

***UPDATE*RE REPLACEMENT PARTS PUNCHOUT**
The Re Replacement Parts punchout is available.

Issue Reporting for the Commodity Upgrade
We have seen a few issues with the new commodity code upgrade and wanted to get everyone updated.

Requisitions that were submitted before the upgrade but not approved, and have retired codes, are going to fail with a validation error, commodity codes to remove the verify

NEW Punchout Catalog - JLWs Enterprises Inc.

Navigation Menu:

- Applications
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 - Data Management
 - eMall (Shop Now)
 - eProcurement
 - Quick Links
 - Report and Resource Center**
 - Reports & Documents
 - User Management
 - VBO Buyer
- Portal
 - Portal Home Page



The table below provides a brief description of each report available in the NEW Report and Resource Center and also tells you which retired report(s) it replaces.

Run this NEW Report...	To See these details...	Replaces report...
Vendor Data		
100 - Vendor Data by NIGP Code	<p>See information for ONE vendor or Multiple vendors. This is your NEW Vendor Bidders List! You can query by a specific vendor OR by NIGP code(s), Service Zones, and/or SWAM types.</p> <p>Report information includes: Vendor Name(s), Vendor ID(s), Service Zones, Contact info, Headquarter/Location names, SWAM type, etc. You can also drill down in the DETAILS column to see all registered commodities for a vendor!</p>	002, 005, 124
101 - General Vendor Information	<p>You can see information for ONE or Multiple vendors on this report but with a different twist than the 100 report: you can query by Vendor Status. SWAM query is also included.</p> <p>This report provides information such as Vendor Name(s), Tax ID, SWAM type, DUNS, Web Address, Contact info, Address info, etc.</p>	001, 003, 004, 257
102 - Vendor Location for Specific Order	<p>If you enter one particular order number or requisition number, this report provides vendor information such as Order date, Preparer/Requester (& emails), Vendor name, Vendor ID(s), Location DUNS, Web Address, and Order Contact information.</p>	164
Spend Analysis		
(Except for the 203 report, all reports in this section utilize the 'Net Spend' concept. The data will show new order amounts within a given timeframe along with any increases/decreases due to changes or cancellations)		
200 - Order Details with Accounting/Receiving	<p>This report replaces the infamous Year End Accounting Detail report, with so many more options! You can request information for one order/requisition or multiple orders within a specified timeframe. You can select criteria such as BSO's, Order Status, specific accounting values, etc. The report provides a wealth of information such as full order details, including accounting, receiving, contract number, preparer/requester, vendor info, etc.</p>	019, 035, 055, 055_X02, 120, 160, 189, 196



Run this NEW Report...	To See these details...	Replaces report...
Spend Analysis (Continued)		
<p>201 - Order Totals - No Accounting</p>	<p>This report is similar to the 200 report but does not provide accounting data or line item breakdown at the highest level. Also at the highest level, orders are organized by 'Buysense Org (BSO)'. Drill-down functionality is available on each order to provide Line Item details.</p> <p>With this report, you can also query by Vendor Part #, Line Item description, and/or NIGP codes.</p>	<p>125_X01, 160, 160_X01, 162, 193, 213, 233_X02</p>
<p>202 - General Order Information</p>	<p>This report is similar to the 201 report but provides additional query options such as Vendor Name/TIN/VLIN/VCUS, Pcard Alias, PO Category, Header Cross Reference You can drill-down on an order to see line item details.</p> <p>Unlike other reports, this report provides the first comment on the order, if applicable.</p>	<p>17, 18, 125, 160_X01, 177, 229, 233</p>
<p>203 - View or Print Order(s)</p>	<p>This report provides order details in either a PDF format or in an HTML view format, depending on query selection. You can choose to see all versions of an order, or see the latest version only. You can also query by requisition number!</p> <p>Because of the details provided, you are encouraged to use a very short timeframe when querying by specified timeframe.</p> <p>This report displays order information as a supplier might see it but also gives you additional information such as accounting information, requisition approvers, and receiving information, if applicable. (NOTE: If a printed version is needed, you must send the job to your local printer.)</p>	<p>32, 106</p>



Run this NEW Report...	To See these details...	Replaces report...
Spend Analysis (Continued)		
204 - Spend by NIGP Class	The purpose of this report is to show how much spend there is against various NIGP classes. The report allows the user to drill down 2 levels, one to see the total number of orders by NIGP Code, the 2nd drilldown allows them to see all orders under that code.	99, 100, 140,140_X01, 157_X02
205 - Spend Summary-Registered vs. Non-Registered Vendors	This report provides the number of transactions and [net] spend amount for registered and non-registered vendor purchases for selected time period and current fiscal year. You can also refine your query further by Buysense Org (BSO) and/or Preparer/Requester.	020, 022, 078, 109, 110, 129
206 - Spend Totals with SWaM breakout	This report provides a breakout of the number of transactions and total [net] spend for requested time period and current fiscal year by SWAM category. You can also refine your query further by Buysense Org (BSO) and/or Preparer/Requester.	261_X01, 233
207 - Total Vendor Spend by BSO	This report provides the total number of transactions (orders/changes/cancellations) for vendors for a specified time frame. You can query by specific BSO(s) and/or SWAM type. Since this report displays the vendor information according to BSO, the same vendor may appear in different BSO's (if more than one BSO selected). To see all spend relative to that vendor, re-sort the report by clicking the appropriate title on the report output.	049, 051, 120, 121_X01, 122, 123, 270
208 - Order Line Item Details	This report provides line details for one or many orders and gives user the ability to query by Vendor Name, Contract #, Preparer, Order Status, PO Category, NIGP codes, etc.	160_X01 (details), 171, 213
209 - SWAM Vendor Summary with FY Totals	This report provides order totals to SWAM vendors for a specified time period. Also included are summary SWAM statistics for the time period, as well as current Fiscal Year.	233_X03



210 - Spend by User for Time Period	Provides total of orders, by user, by BSO, with breakdown between Registered vs. Non-Registered transactions and spend amount for a specified timeframe. Report can also be run by authorized users using the Scheduler tool.	079
Run this NEW Report...	To See these details...	Replaces report...
Approver Analysis		
300 - Approval Time Tracking	This report allows you to view the approval lag time between all approvers on an eVA requisition. Transactions are based on the final approval (ordered) date. This does not apply to requisitions in submitted status.	NEW!
Solicitations - Quick Quote & VBO		
400 - Quick Quote-Issue, Response, Eval Details	This report provides details for a specific Quick Quote, based on the Quick Quote number you enter. Responses and evaluation data, if applicable, will display after the Quick Quote has closed.	166
401 - Quick Quote Detail-Summary	This report provide either Quick Quote details or Quick Quote Summary information (SWAM notifications, responses, evals/awards, etc.). If viewing the summary level, a drill-down feature is available that allows you to quickly see details for a particular Quick Quote.	246, 265, 267
402 - VBO Notifications	This report provides vendor details for those vendors notified of a VBO (Virginia Business Opportunities) solicitation (>\$50K). A breakdown of SWAM stats for the vendors notified is also provided.	259
PCard User Info		
500 - PCard User Assignment	This report identifies users who have entered purchase card (PCard) information for use in the eVA eMall. Card numbers are not returned. An optional query can be done that is specific to a User's name (last) or their Pcard Alias. In addition, there's also an option to see multiple users associated with one or more cards.	221, 240



Report and Resource Center



A complete list of retired reports and the NEW Report and Resource Center report that replaces it.

If You Usually Run Report...	Now You Should Run Report...
001 Lookup Basic Vendor Info	101 - General Vendor Information
002 Vendors by Commodity Code	100 - Vendor Data by NIGP Code
003 Vendor By SWAM Category and Service Area	101 - General Vendor Information
004 Vendor by Status Category	101 - General Vendor Information
005 Bidders List	100 - Vendor Data by NIGP Code
017 PO X Ref w/drill down PO Detail Info	202 - General Order Information
018 P-Card Log	202 - General Order Information
019 Pcard Accounting Log	200 - Order Details with Accounting/Receiving
020 Total Transactions and Spend by BSO	205 - Spend Summary-Registered vs. Non-Registered Vendors
022 Spend by Agency for Time Period/Cumulative	205 - Spend Summary-Registered vs. Non-Registered Vendors
032 Purchase Order Report	203 - View or Print Order(s)
035 PO Receiving Information for All Versions of a PO	200 - Order Details with Accounting/Receiving
049 eVA Spend by Non-Registered Vendor Location-Period/Cumulative	207 -Total Vendor Spend by BSO
051 Spend by Registered Vendor Location-Period	207 - Total Vendor Spend by BSO
055 Year End Accounting for any PO Status	200 - Order Details with Accounting/Receiving
055_X02 Year End Accounting Info - Canceled Orders	200 - Order Details with Accounting/Receiving
078 Agency Spend - Month and Fiscal Year	205 - Spend Summary-Registered vs. Non-Registered Vendors
079 Spend by User for Time Period	210 - Spend by User for Time Period
099 NIGP Class Totals for Period	204 - Spend by NIGP Class



If You Usually Run Report...	Now You Should Run Report...
100 NIGP Totals for Period	204 - Spend by NIGP Class
106 PO Report - Select Version	203 - View or Print Order(s)
109 Transaction Comparison Reg vs NonReg Vendors	205 - Spend Summary-Registered vs. Non-Registered Vendors
110 Spend Comparison Registered vs Non-Registered Vendors	205 - Spend Summary-Registered vs. Non-Registered Vendors
120 eVA Spend by Non-Registered Vendors -All Transactions	200 - Order Details with Accounting/Receiving 207 - Total Vendor Spend by BSO
121_X01 Agency SWAM Spend by Vendor after Jan 2003	207 - Total Vendor Spend by BSO
122 Spend by All Agencies by Vendor by SWAM (Before Jan 6 2003)	207 - Total Vendor Spend by BSO
123 Spend by BSO for Non-Registered Vendor Location	207 - Total Vendor Spend by BSO
124 Vendor Commodity Code Lookup	100 - Vendor Data by NIGP Code
125 Ad_Hoc_PO_Category_Spend	202 - General Order Information
125_X01 Non-Registered Vendor Location Spend by PO Category Spend	201 - Order Totals - No Accounting
129 Spend by Agency Name for Period and Cumulative	205 - Spend Summary-Registered vs. Non-Registered Vendors
140 IT Summary by NIGP Code	204 - Spend by NIGP Class
140_X01 IT Drill Down by NIGP Code	204 - Spend by NIGP Class
157_X02 SWAM - NIGP Transaction Count and Cost By SWAM Category	204 - Spend by NIGP Class
160 eVA Spend for Vendors with Line Item Description Search	200 - Order Details with Accounting/Receiving 201 - Order Totals - No Accounting
160_X01 eVA Order Summary with NIGP Commodity Code Search	201 - Order Totals - No Accounting 202 - General Order Information 208 - Order Line Item Details
162 Spend By BSO and Type for Time Period	201 - Order Totals - No Accounting
164 Purchase Order - DUNS Cross Reference	102 - Vendor Location for Specific Order



Report and Resource Center



If You Usually Run Report...	Now You Should Run Report...
166 Quick Quote Request - Detail Information	400 - Quick Quote-Issue, Response, Eval Details
171 eVA Spend By Contract Number	208 - Order Line Item Details
177 PO List - All Dollar Amounts	202 - General Order Information
189 Accounting Info for Non-Reg Vendors	200 - Order Details with Accounting/Receiving
193 Purchase Orders for Period NIGP Preparer or TIN	201 - Order Totals - No Accounting
196 Ghost Card Report	200 - Order Details with Accounting/Receiving
213 eVA Spend By Entity and NIGP Code	201 - Order Totals - No Accounting 208 - Order Line Item Details
221 Duplicate Pcards	500 - PCard User Assignment
229 eVA Spend by All Vendors by PO Category	202 - General Order Information
233 SWAM FY Summary Report	202 - General Order Information 206 - Spend Totals with SWaM breakout
233_X02 SWAM PO Detail Report	201 - Order Totals - No Accounting
233_X03 SWAM FY Summary Report-Vendor Detail	209 - SWAM Vendor Summary with FY Totals
240 P-Card Users By Agency	500 - PCard User Assignment
246 Quick Quotes Closing Reports	401 - Quick Quote Detail-Summary
259 VBO Notifications	402 - VBO Notifications
261_X01 Swam Spend by BSO	206 - Spend Totals with SWaM breakout
265 Quick Quote SWAM Summary	401 - Quick Quote Detail-Summary
267 Summary of Quick Quotes after Issue with Evaluation & Award Info	401 - Quick Quote Detail-Summary
270 SWAM Vendor Spend Summary Report	207 - Total Vendor Spend by BSO
<i>NEW!</i>	300 - Approval Time Tracking