

Query: M_INV_ORDER_CHARGES

(How Much Was Charged for Store Requisition?)

Part A – Verify that requisition is complete. You may use this query *after* store items are delivered and charged to your site or department.

1. From [Manage Requisitions](#), look up requisitions that are [Complete](#).
2. If you know your requisition ID, you may use [Requisition ID](#) lookup button.

Favorites ▾ Main Menu ▾ > eProcurement ▾ > Manage Requisitions

ORACLE

Manage Requisitions

▼ Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit

Requisition ID **2**

Request Name

Request State **1**

Budget Status

Date From

Date To

Requester

Entered By

PO ID

[Show Advanced Search](#)

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon.
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total	
▶ 1000011339	S-HP 96/97 INK	05100	10/31/2016	Complete	Valid	340.00 USD	<Select Action> <input type="button" value="Go"/>
▶ 1000011262	S-SUPPLIES	05100	10/27/2016	Complete	Valid	899.96 USD	<Select Action> <input type="button" value="Go"/>
▶ 1000010799	140-ASES ORIENTAL	05100	10/13/2016	Canceled	Valid	0.00 USD	<Select Action> <input type="button" value="Go"/>
▶ 1000010779	140-SDSU TORRICO	05100	10/13/2016	Canceled	Valid	0.00 USD	<Select Action> <input type="button" value="Go"/>
▶ 1000010644	S-SUPPLIES	05100	10/10/2016	Complete	Valid	237.71 USD	<Select Action> <input type="button" value="Go"/>

Create New Requisition Review Change Request Review Change Tracking Manage Receipts Requisition Report

Part B - Run query viewer.

- From your Favorites, go to [Query Viewer](#) (Navigation: Main Menu > Reporting Tools > Query > Query Viewer)
- Type Name of Query: [M_INV_ORDER_CHARGES](#)
- Click [Search](#).
- When listed under Search Results, click on [Favorite](#). (This will be saved under [favorite query](#).)
- Click on [HTML](#).

The screenshot shows the Oracle Query Viewer interface. At the top, the breadcrumb navigation is 'Main Menu > Reporting Tools > Query > Query Viewer', with a red '3' next to 'Query Viewer'. Below the Oracle logo, the page title is 'Query Viewer'. A search instruction reads: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' The search criteria are: '*Search By' set to 'Query Name', 'begins with' set to 'M_INV_ORDER_CHARGES', and a red '4' next to the input field. A red '5' is next to the 'Search' button. Below the search results, there is a 'Folder View' dropdown set to '-- All Folders --'. A table of search results is displayed with columns: Query Name, Description, Owner, Folder, Run to HTML, Run to Excel, Run to XML, Schedule, and Add to Favorites. The first row is 'M_INV_ORDER_CHARGES' (highlighted with a red box), 'Charges by Order Number', 'Public', 'INVENTORY', 'HTML' (with a red '7' and an arrow pointing to it), 'Excel', 'XML', 'Schedule', and 'Favorite' (with a red '6').

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with Advanced Search

*Folder View

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
M_INV_ORDER_CHARGES	Charges by Order Number	Public	INVENTORY	HTML	Excel	XML	Schedule	Favorite

8. Unit: Enter **05100** (This is our District number).
9. Order No: Enter **requisition ID**. Please use 10-digit ID that you may copy from **Manage Requisitions** .
10. Click on **View Results**.
11. Click on **Excel Spreadsheet** if you need to download.

M_INV_ORDER_CHARGES - Charges by Order Number

Unit: **8**
 Order No: **9**
 10

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (3 kb)

[View All](#)

11

First 1-9 of 9 Last

	Unit	Acctg Date	Template	Src BU	Order No	Line	Sch Line	Line No	Item	UOM	Amount	Ship ID	Fund	Resource	Goal	Function	Object	Site	Oper Unit
1	05100	11/07/2016	INVTRANS	05100	1000011262	1	0.00	1 00040030	CA	665.110	0000004014	0100	0000111	1110	1000	4300000	140		
2	05100	11/07/2016	INVTRANS	05100	1000011262	2	0.00	1 00040062	DZ	39.740	0000004014	0100	0000111	1110	1000	4300000	140		
3	05100	11/07/2016	INVTRANS	05100	1000011262	3	0.00	1 00010320	PK	22.590	0000004014	0100	0000111	1110	1000	4300000	140		
4	05100	11/07/2016	INVTRANS	05100	1000011262	4	0.00	1 00040300	ST	30.470	0000004014	0100	0000111	1110	1000	4300000	140		
5	05100	11/07/2016	INVTRANS	05100	1000011262	5	0.00	1 00010025	EA	23.330	0000004014	0100	0000111	1110	1000	4300000	140		
6	05100	11/07/2016	INVTRANS	05100	1000011262	6	0.00	1 00010406	EA	123.650	0000004014	0100	0000111	1110	1000	4300000	140		
7	05100	11/07/2016	INVTRANS	05100	1000011262	7	0.00	1 00030083	PK	10.650	0000004014	0100	0000111	1110	1000	4300000	140		
8	05100	11/07/2016	INVTRANS	05100	1000011262	8	0.00	1 00030089	PK	21.350	0000004014	0100	0000111	1110	1000	4300000	140		
9	05100	11/07/2016	INVTRANS	05100	1000011262	9	0.00	1 00030104	PK	21.790	0000004014	0100	0000111	1110	1000	4300000	140		

12. Click [Open](#).
13. When excel opens, hide lines/columns you do not need. Enter formula on column K to get [Total Amount](#). This is the same amount showing on your [GL Details with PO Info](#) query.

Do you want to open or save **M_INV_ORDER_CHARGES_476707713.xls** (10.5 KB) from [sdfp92.erp.sdcoc.net?](#)

12



Excel ribbon: File, Home, Insert, Page Layout, Formulas, Data, Review, View, Acrobat

Clipboard: Paste, Format Painter

Font: Arial Unicode MS, 10, Bold, Italic, Underline, Text Color, Background Color

Alignment: Wrap Text, Merge & Center

Number: Number, Currency, Percentage, Increase/Decrease Decimal

Styles: Normal, Neutral

Formula Bar: K11, =SUM(K2:K10)

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Acctg Date	Template	Src BU	Order No	Line	Sch Line	Line No	Item	UOM	Amount	Ship ID	Fund	Resource	Goal	Function	Object	Site
2	11/7/2016	INVTRANS	05100	1000011262	1	0.00		1 00040030	CA	665.110	0000004014	0100	0000111	1110	1000	4300000	140
3	11/7/2016	INVTRANS	05100	1000011262	2	0.00		1 00040062	DZ	39.740	0000004014	0100	0000111	1110	1000	4300000	140
4	11/7/2016	INVTRANS	05100	1000011262	3	0.00		1 00010320	PK	22.590	0000004014	0100	0000111	1110	1000	4300000	140
5	11/7/2016	INVTRANS	05100	1000011262	4	0.00		1 00040300	ST	30.470	0000004014	0100	0000111	1110	1000	4300000	140
6	11/7/2016	INVTRANS	05100	1000011262	5	0.00		1 00010025	EA	23.330	0000004014	0100	0000111	1110	1000	4300000	140
7	11/7/2016	INVTRANS	05100	1000011262	6	0.00		1 00010406	EA	123.650	0000004014	0100	0000111	1110	1000	4300000	140
8	11/7/2016	INVTRANS	05100	1000011262	7	0.00		1 00030083	PK	10.650	0000004014	0100	0000111	1110	1000	4300000	140
9	11/7/2016	INVTRANS	05100	1000011262	8	0.00		1 00030089	PK	21.350	0000004014	0100	0000111	1110	1000	4300000	140
10	11/7/2016	INVTRANS	05100	1000011262	9	0.00		1 00030104	PK	21.790	0000004014	0100	0000111	1110	1000	4300000	140
11										958.680							

13

14. This is the download from **GL Details with PO Info** query.

M_GL_DETAILS_PO_476707713 (1) [Read-Only] [Compatibility Mode] - Microsoft Excel (Product Activation Failed)

File Home Insert Page Layout Formulas Data Review View Acrobat

Cut Copy Paste Format Painter Clipboard Font Alignment Number Styles

Normal Bad Good Neutral Calculation

N43

	A	B	C	D	E	F	G	H	J	K	L	N	P	V	Z
1	P	Date	S	Journal	Amount	Fund	Resou	Resource I	Goal	Fun	Object	Site	Line Descr	Posted	User Name
2	2	8/17/2016	INV	INV0321453	179.150	0100	0000111	Discretionary	1110	1000	4300000	140	Inventory Transactions	8/18/2016	SDCOE Computer Operations
3	2	8/18/2016	INV	INV0322073	153.070	0100	0000111	Discretionary	1110	1000	4300000	140	Inventory Transactions	8/19/2016	SDCOE Computer Operations
4	2	8/19/2016	INV	INV0322774	95.960	0100	0000111	Discretionary	1110	1000	4300000	140	Inventory Transactions	8/22/2016	SDCOE Computer Operations
5	2	8/22/2016	INV	INV0323417	29.230	0100	0000111	Discretionary	1110	1000	4300000	140	Inventory Transactions	8/23/2016	SDCOE Computer Operations
7	2	8/25/2016	INV	INV0325699	3.800	0100	0000111	Discretionary	1110	1000	4300000	140	Inventory Transactions	8/26/2016	SDCOE Computer Operations
8	2	8/29/2016	INV	INV0327378	807.450	0100	0000111	Discretionary	1110	1000	4300000	140	Inventory Transactions	8/30/2016	SDCOE Computer Operations
9	3	9/1/2016	INV	INV0329432	6.060	0100	0000111	Discretionary	1110	1000	4300000	140	Inventory Transactions	9/2/2016	SDCOE Computer Operations
11	3	9/9/2016	INV	INV0332873	98.210	0100	0000111	Discretionary	1110	1000	4300000	140	Inventory Transactions	9/12/2016	SDCOE Computer Operations
12	3	9/13/2016	INV	INV0334140	3.590	0100	0000111	Discretionary	1110	1000	4300000	140	Inventory Transactions	9/14/2016	SDCOE Computer Operations
13	3	9/19/2016	INV	INV0336638	90.380	0100	0000111	Discretionary	1110	1000	4300000	140	Inventory Transactions	9/20/2016	SDCOE Computer Operations
14	3	9/21/2016	INV	INV0337865	39.530	0100	0000111	Discretionary	1110	1000	4300000	140	Inventory Transactions	9/22/2016	SDCOE Computer Operations
17	3	9/22/2016	INV	INV0338473	423.340	0100	0000111	Discretionary	1110	1000	4300000	140	Inventory Transactions	9/23/2016	SDCOE Computer Operations
25	4	10/11/2016	INV	INV0346635	30.250	0100	0000111	Discretionary	0000	3140	4300000	140	Inventory Transactions	10/12/2016	SDCOE Computer Operations
27	4	10/19/2016	INV	INV0352963	256.220	0100	0000111	Discretionary	1110	1000	4300000	140	Inventory Transactions	10/20/2016	SDCOE Computer Operations
35	5	11/7/2016	INV	INV0360383	958.680	0100	0000111	Discretionary	1110	1000	4300000	140	Inventory Transactions	11/8/2016	SDCOE Computer Operations
36	5	11/9/2016	INV	INV0361639	364.340	0100	0000111	Discretionary	1110	1000	4300000	140	Inventory Transactions	11/10/2016	SDCOE Computer Operations