

ProcureAZ Standard Reports

This document outlines the standard reports available within ProcureAZ. Reports are accessible to users with the Basic Purchasing, Department Access and Inquiry roles. However, state administrators can determine which reports are visible to which role. Reports in ProcureAZ can be viewed by clicking the **Administrative Reports** (pie chart) icon in the Header Bar along the top right-hand side of the screen.



Requisition Reports

The first section of reports visible on the **Administrative Reports** screen pertain to Requisitions. The chart below describes each of standard Requisition reports available within ProcureAZ.

Name	Type	Description
Requisition Approval Cycle – Detail	Cycle Time	Displays the number of days it took approved Requisitions matching a specified Type and submitted on or after a specified date to be approved. Lists by Department the total number of approved Requisitions matching that Type, and an overall number of days for approval by Requisition Type, as well as a calculation per individual Requisition, including a list of the approval paths that each Requisition travelled down.
Requisition Approval Cycle – Summary	Cycle Time	Displays the number of days it took approved Requisitions matching a specified Type and submitted on or after a specified date to be approved. Lists by Department the total number of approved Requisitions matching that Type, and an overall number of days for approval by Requisition Type.
Requisition Log, with AFIS Doc ID	AFIS Reference	Lists the Requisitions matching a specified entered date (created date) range and status by the Department / Location they were created for. Includes description, current status, creator, dollar total and corresponding AFIS number, where applicable.

Bid Reports

The second section of reports visible on the **Administrative Reports** screen pertain to solicitations (Bids). The chart below describes each of standard Bid reports available within ProcureAZ.

Name	Type	Description
List of Active Solicitations	Workload Management	Lists the active Bids by Agency. Includes Bid #, description, Type Code, Status Code, Procurement Officer login ID, created date, Pre-Bid Conference information and Opening Date.
Upcoming Bid	Workload Management	Lists Bids by Procurement Officer with an Opening Date on

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Openings		or after a specified date.
Bid Processing Cycle Times	Cycle Time	For a specified Bid, displays the Bid #, description, Procurement Officer, current status, and lists each possible status change with the number of days it took to make that change.
Vendor Bid Notification by Bid #	Vendor	For a specified Bid and vendor Category (e.g. Business Indicator), displays the different values within that category (e.g. Small Business) that were notified about the Bid, lists each vendor matching that category value that was notified and provides a total number of vendors matching that category value that were notified.
Vendor Participation by Bid #	Vendor	For a specified Bid and vendor Category (e.g. Business Indicator), displays the different values within that category (e.g. Small Business) that responded to the Bid, lists each vendor matching that category value that responded and provides a total number of vendors matching that category value that responded.
Vendor Bid Notification By Category	Vendor	For a specified vendor Category (e.g. Business Indicator) and value (e.g. Small Business), lists each Bid published within a specified date range where a vendor matching that value was notified and provides the total number of vendors matching that value that was notified.
Vendor Participation By Category	Vendor	For a specified vendor Category (e.g. Business Indicator) and value (e.g. Small Business), lists each Bid "Opened" within a specified date range where a vendor matching that value submitted a Quote and provides the total number of vendors matching that value that submitted a Quote.
Vendor Award By Category	Vendor	For a specified vendor Category (e.g. Business Indicator) and value (e.g. Small Business), lists each Bid awarded within a specified date range where a vendor matching that value was awarded, names each vendor that matching that value that was awarded, and provides the total number of line items was awarded to vendors matching that value.

Purchase Orders

The third section of reports visible on the **Administrative Reports** screen pertain to Purchase Orders and Contracts. The chart below describes each of standard Purchase Order and Contract reports available within ProcureAZ.

Name	Type	Description
Purchase Order Volumes, By Buyer	Workload Management	Lists of all users that are the Purchaser for any Purchase Order that has not been cancelled for the specified Fiscal Year. For each user, the number of POs that they are the Purchaser for is provided, as well as the total dollar amount of all of these POs.
Purchase Orders Ready to Send	Workload Management	Lists all Purchase Orders in Ready to Send status by PO #. Includes vendor and line-item detail for each PO.
Purchase Order,	General	Displays a list of all Purchase Orders that have not been

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Totals		cancelled and their combined dollar amount.
Vendor Contract Usage - Detail	Contract Usage	Lists the orders off of a specified contract within a specified date range. For each order, displays the ordering agency and the dollar total. Total spend against the contract is also provided.
Vendor Contract Usage - Summary	Contract Usage	Lists the total number of orders and spend off of a specified contract within a specified date range by each agency. Total spend against the contract is also provided.
POs, By Type Code	General	Lists the different Type Codes that have been established, the total number of Purchase Orders matching each Type Code within the specified Fiscal Year, and the total dollar amount for all POs for each Type Code.
Active Contracts Overview	General	Lists contracts in "Sent" status by Organization with an end date on or after a specified date. Includes Procurement Officer name, contract #, description, vendor name, contract begin and end dates, and dollar total.
Contract Expiration, W/ Date Prompt	Workload Management	Lists contracts by Organization with an end date within a specified date range. Includes, Procurement Officer name, contract #, description, vendor name, contract begin and end dates, and dollars spent against the contract.
Contract Releases Issued, By Vendor	Vendor	Lists all the line-items on contract releases by vendor that match a specified status and a release # (order #) that is equal to or higher than a specified number. Includes Organization name, contract #, release #, line-item description, item quantity and unit cost.
Contracts Not in Sent Status	Workload Management	Lists contracts by Organization that are NOT in a specified status. Includes contract #, description, vendor name, current status code, Procurement Officer login ID, and user last updated login ID.
Active Statewide Contracts, By Org	General	Lists active contracts by Organization with an end date on or after a specified date. Includes contract description, contract #, vendor name, vendor primary email, contract begin and end date, Procurement Officer name and email address.
SPO Contract Expiration Forecast	General	Lists contracts managed by the State Procurement Office and notes when they expire by quarter.
Open PO Remaining Balance	Workload Management	Lists Purchase Orders with remaining encumbered amounts. Provides a break-down of encumbrances by account code.
PO Cycle Time – Detail	Cycle Time	Within a specified date and dollar range, lists the number of Purchase Orders processed of each type that route through procurement (Open Markets and Standard Releases) and provides the number of days it took procurement to process them. Also lists each PO within each type, the Procurement Officer, description and the number of days it took to process that specific order.
PO Cycle Time – Summary	Cycle Time	Within a specified date and dollar range, lists the number of Purchase Orders processed of each type that route through procurement (Open Markets and Standard Releases) and provides the number of days it took procurement to process them.
PO Log, with AFIS	AFIS Reference	Lists Purchase Orders by Organization matching a specified

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Doc ID		status and last updated within a specified range. Includes Department / Location of the PO, PO #, Alternate ID (AFIS document #), status code, date last updated, description, vendor name and ProcureAZ #, vendor Alternate ID (AFIS vendor #), Procurement Officer, and the total amount of the PO.
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Others

The fourth section of reports visible on the **Administrative Reports** screen are general reports. The chart below describes each of standard general reports available within ProcureAZ.

Name	Type	Description
NIGP Spend Analysis – Detail	Spend Analysis	Lists the total amount of spend by Procurement Officer for a specified 5-digit NIGP code within a specified Organization, Department and date range. Also provides list of POs and spend by specified 5-digit NIGP code.
NIGP Spend Analysis – Summary	Spend Analysis	Lists the total amount of spend by Procurement Officer for a specified 5-digit NIGP code within a specified Organization, Department and date range.
On & Off Contract Spend – Detail	Spend Analysis	Lists the total amount of on-contract and off-contract by Procurement Officer within a specified Organization, Department and date range. Also displays the individual POs.
On & Off Contract Spend – Summary	Spend Analysis	Lists the total amount of on-contract and off-contract by Procurement Officer within a specified Organization, Department and date range.
Vendor Spend Analysis – Detail	Spend Analysis	Lists the total amount of spend by Organization with a specified vendor within a specified date range. Also provides a list of the Purchase Orders and their totals with each vendor.
Vendor Spend Analysis – Summary	Spend Analysis	Lists the total amount of spend by Organization with a specified vendor within a specified date range.
Blanket and Contract Dollar Limit	Spend Analysis	Displays the contracts managed by a specified Procurement Officer that have ordering dollar limits established within a specified range. Includes contract expiration date, each Organization and Department combination that an ordering limit was created for, and the remaining dollar amount that can be ordered against the contract for that Organization and Department combination.
Expiring Contracts	Workload Management	Lists contracts by Procurement Officer for a specified Organization expiring within a specified date range. Includes contract #, description, vendor name, contract begin and end dates, Department the contract was created on behalf of, and the dollars spent to date against the contract.
Users, by Department	Administrative	Lists the ProcureAZ users by their Organization and Department and Location privileges.
Users, by Department and Role	Administrative	Lists the ProcureAZ users of a specified role by their Organization and Default Department and Location.

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Vendor Contract Usage	Spend Analysis	Lists the orders placed off of a specified contract within a specified date range in the order they were created. Includes the Organization that created the order and the total dollar amount of the order.
Approval Path Configurations	Administrative	Lists the approval paths by Organization that have been established, including their criteria and the approvers.
Spend by Vendor Category – Detail	Spend Analysis	Lists the total amount of spend done with vendors matching a specified category and value within a specified date range by Organization and vendor. Includes a list of the Purchase Orders with each vendor and the total spend with each vendor.
Spend by Vendor Category – Summary	Spend Analysis	Lists the total amount of spend done with vendors matching a specified category and value within a specified date range by Organization and vendor.
Requisition/PO Cross-Referencing	AFIS Reference	Lists Requisitions matching a specified status, their corresponding AFIS document number, each line-item and the account code it was charged to.
Vendor Audit by Date	Vendor	Lists the vendors with updates to their profile within a specified date range and for a specified category.
Vendor Audit by Vendor	Vendor	Lists the updates done to a specific vendors profile within a specified date range.
Overview Purchasing Stats	General	Lists the total number of Requisitions and POs and their dollar totals for a specified Organization and Department within a specified date range. For each, provides the total number of line-items and the average line-items per document
GSD Transaction	General	Arizona Department of Administration-specific report.