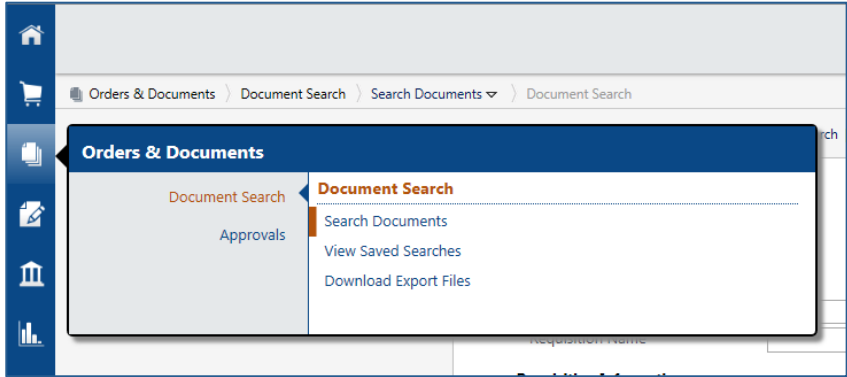
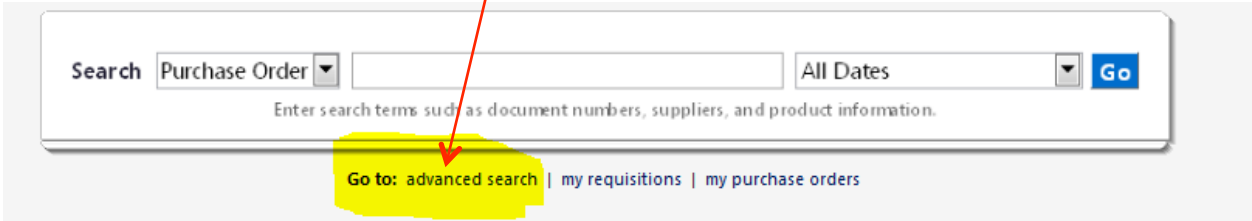


How to Search Subcontract Documents in Miner Mall

Navigation: Orders & Documents -> Document Search ->Search Documents



If your search defaults to the screen below, Click on the “advanced search” hyperlink



Select under “Search” - Purchase Orders

Enter Search Criteria such as Purchase Order Number, Form Type (Sub Contract Award) or Date(s)

To view transactions within a certain time frame, select your date criteria. The delivered date criteria in the menu can be selected or a custom date range can also be created.

Search Purchase Order simple search

Go

Purchase Order Identification

Purchase Order Number(s) 2014047435

Purchase Order Information

Participant(s)

Owner

Prepared By

Date Creation Date (System) All Dates

Total Amount

Supplier

Department

Item/Product Information

Catalog Number(SKU)

Product Description

Commodity Code

Form Name

Form Type Sub Contract Award

Product Flags

- Controlled substance
- Energy Star
- Green
- Hazardous material
- Rad Minor
- Radioactive
- Recycled
- Select Agent
- Toxin

Scroll down the page to the Custom Fields section and select your account number(s)

Custom Fields

Account Number (Speedtype) Is Exactly 2600000130 Add another Account Number (Speedtype)

Select from profile values...

Select from all values...

Once your criterion has been selected, click **Go** and your results will be displayed.

How to Create an Export

Document search results can be viewed online or exported.

Below is the On-line results if search by Purchase Order Number or Project ID

Showing 1 - 1 of 1 results

All Dates

Results per page: 20 | Sort by: Best match | Page 1 of 1

PO No	Supplier	Creation Date/Time	Requisition No.	Requisitioner	Supplier Status	Settlement Status	PO Total
✓ 2014047435	NICHOLS CONSULTING ENGINEERS CHTD	1/8/2014 12:37 PM	34316809	Monica Jimenez		No Matches	72,000.00 USD

Save Search | **Export Search**

On-line results if search by Form Type “Sub Contract Award”

Showing 1 - 55 of 55 results

Custom Date Range (11/19/2013-11/19/2013)

Results per page: 150 | Sort by: Best match

PO No	Supplier	Creation Date/Time	Requisition No.
✓ 2014045524	IATSE LOCAL 153 INC (INTERNATIONAL ALLIANCE OF THEATRICAL STAGE EMPLOYEES)	11/19/2013 5:02 PM	45197253
✓ 2014045523	HIED INC	11/19/2013 5:00 PM	45170318
✓ 2014045521	CLEATECH LLC	11/19/2013 4:33 PM	45159675
✓ 2014045519	CONTEMPORARY SERVICE CORPORATION	11/19/2013 4:30 PM	45166803
✓ 2014045517	DSM DESOTECH	11/19/2013 4:25 PM	45063457

Save Search | **Export Search**

If you select the “Export Search” button, the Request Export search box will be displayed. A file name for your export is required with the Description being optional.

Request Export

File Name:

Description:

Export Type: **Screen Export**

Note: The time required to complete the export depends upon the size of the request as well as the size and number of requests.

Submit Request | Close

The **Export Type** selection box contains up to three export options, depending on the area of the export request. The screen export option is the suggested export for viewing a list of general PO information.

Screen Exports are available in all five export locations: PR, PO, Receipt, Invoice, and Fulfillment PO. This export type will produce an export of all items returned in the search, but only includes

the document data returned in the on-screen columns. The export is provided in a zipped Microsoft Excel files.

Once the Request Export information has been selected, click on **Submit Request**.

Details on how to access the query will then display at the bottom of the export request.

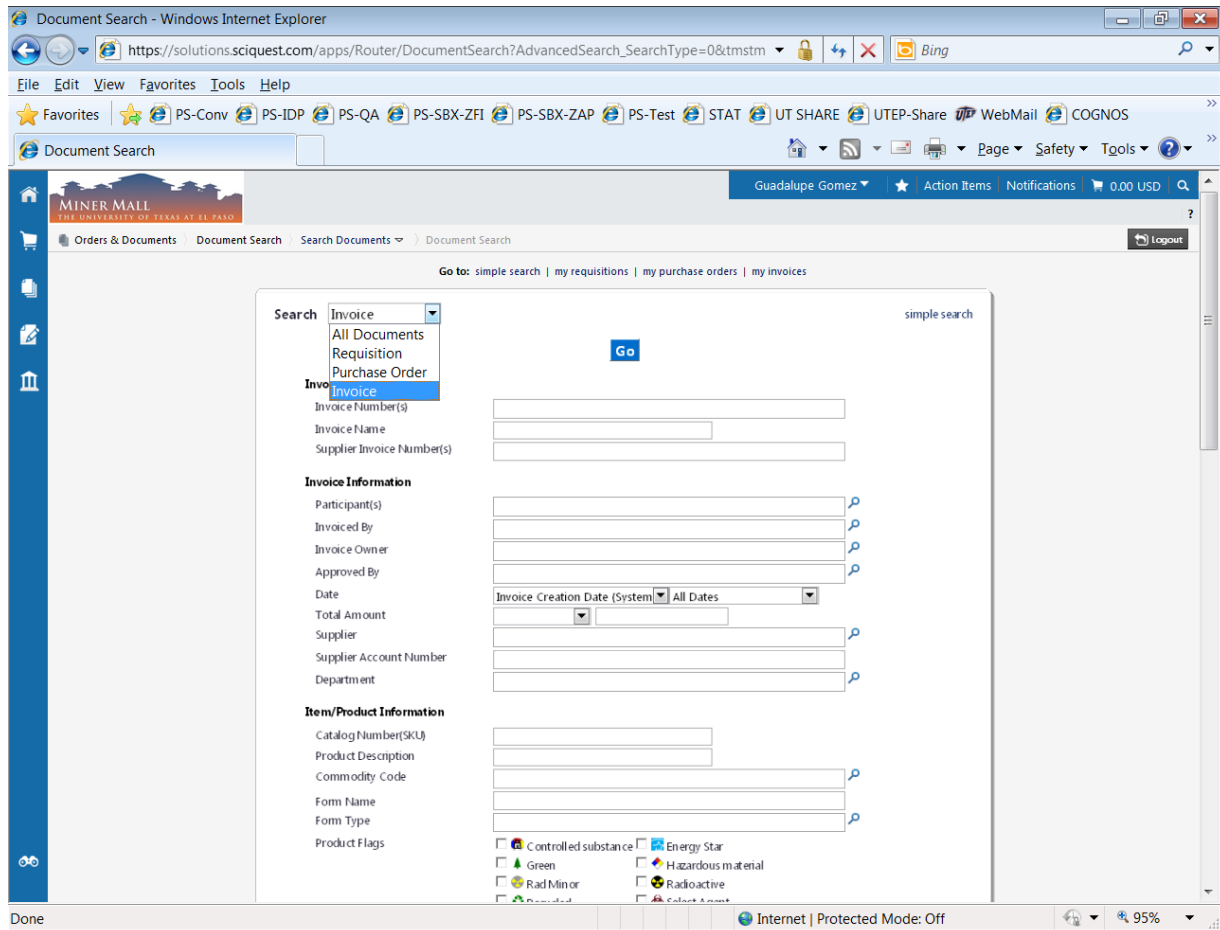
Note: The time required to complete this export request depends upon the size of the request as well as the size and number of other pending requests.

[Submit Request](#) [Close](#)

The export request has been successfully submitted. In the Classic UI, pending and completed exports are available in Document Search > Exports section. In the Phoenix UI, pending and completed exports are available in Orders & Documents > Document Search > Download Export Files.

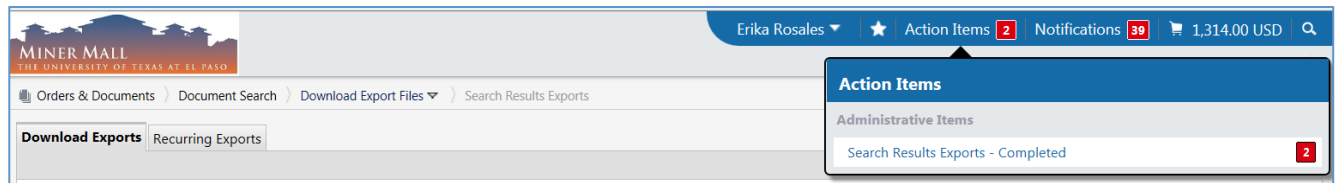
The process followed above to SEARCH and EXPORT a **PURCHASE ORDER** is the same process you will follow to search/export an **INVOICE**.

If you are not able to see INVOICE in the dropdown, send an email to Miner Mall (minermall@utep.edu) so that you are given the appropriate access to view Invoices.

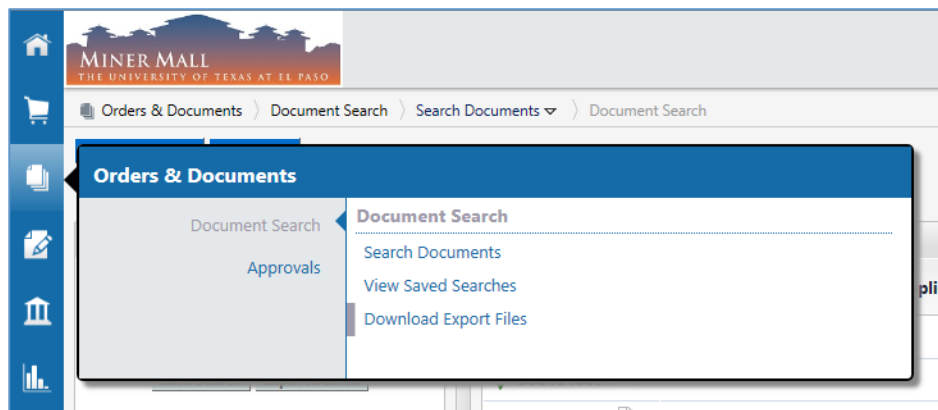


Accessing your Export

Once your Export is completed, you may access it via your home page under Action Items.



You can also access the completed export via Orders & Documents -> Document Search -> Download Export Files.

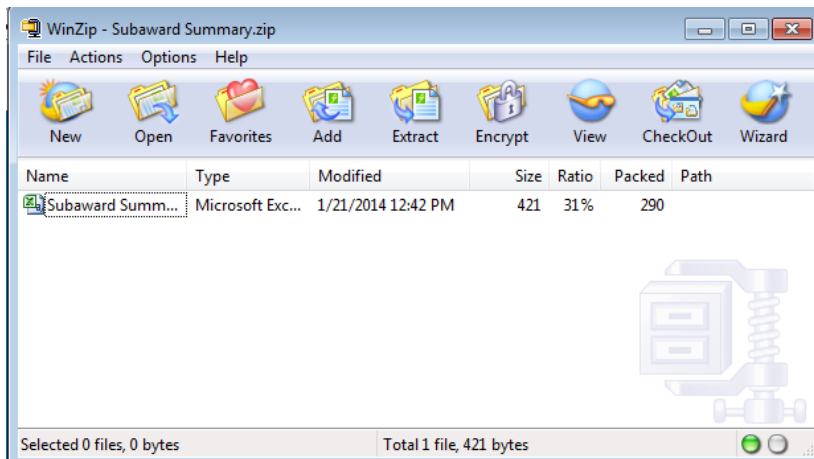


Search Results page displays, you can click on the file name to access your completed export.

The screenshot shows the Search Results page with a table of results. The table has columns for File Name, Description, Request Date / Time, Expiration Date, Export File Size, and Export Status. There is one result: 'Subaward Summary.zip'.

File Name	Description	Request Date / Time	Expiration Date	Export File Size	Export Status
Subaward Summary.zip		1/21/2014 10:42 AM	1/28/2014	1.0 KBytes	Completed

The zip file will open and you can select your file. *NOTE: when using the screen export, only one file will display. All other exports will consist of several zipped files.*



The screen export for PO's will provide the following data. The PO Total is equivalent to the Budget Amount for the Subcontractor.

	A	B	C	D	E	F	G	H	I	J	K
1	Status	PO #	Supplier Name	Creation Date	PO Total	Currency	PR ID	Requisitioner	Supplier Status	Settlement Status	
2	Complete	2014047435	NICHOLS CONSULTING ENGINEERS (1/8/2014 12:37	72000	USD	34316809	Jimenez,Monica		No Matches	
3	Complete	2013040629	ALAMO COMMUNITY COLLEGE DIST	8/22/2013 14:33	0	USD	41494388	Rosales,Erika	With Cancelled Items Cancelled	No Matches	

The screen export for invoices will provide the following data. The Invoice Total is the amount paid to subcontractor.

A	B	C	D	E	F	G	H	I	J	K	L
Workflow Invoice No	Supplier Invoic	Supplier Name	PO No	Invoice Date	Invoice Due D	Invoice Disc	Invoice Source	Invoice Type	Invoice Total	Invoice Status	
Complete 2014MM067029	28477	PARALLEL SOLUTI	2014043555	1/15/2014	2/14/2014		Manual	Invoice	6000	Payable	
Complete 2014MM066891	13-1218	IATSE LOCAL 153	2014047145	1/14/2014	1/16/2014		Manual	Invoice	135.31	Paid	
Complete 2014MM066826	14-0002	BORDERPLEX 201	2014041536	1/14/2014	1/16/2014		Manual	Invoice	787.5	Paid	
Complete 2014MM066825	14-0001	BORDERPLEX 201	2014042063	1/14/2014	1/16/2014		Manual	Invoice	13760.61	Paid	

With the two reports listed above you can compare the "PO Total" which is your budget amount for the subcontract vs. the "Invoice Total" to determine the available balance.

For assistance in accessing or running these reports, please contact

Martha Velez at 747-5558 or

Gonzalo Gonzalez at 747-7133.