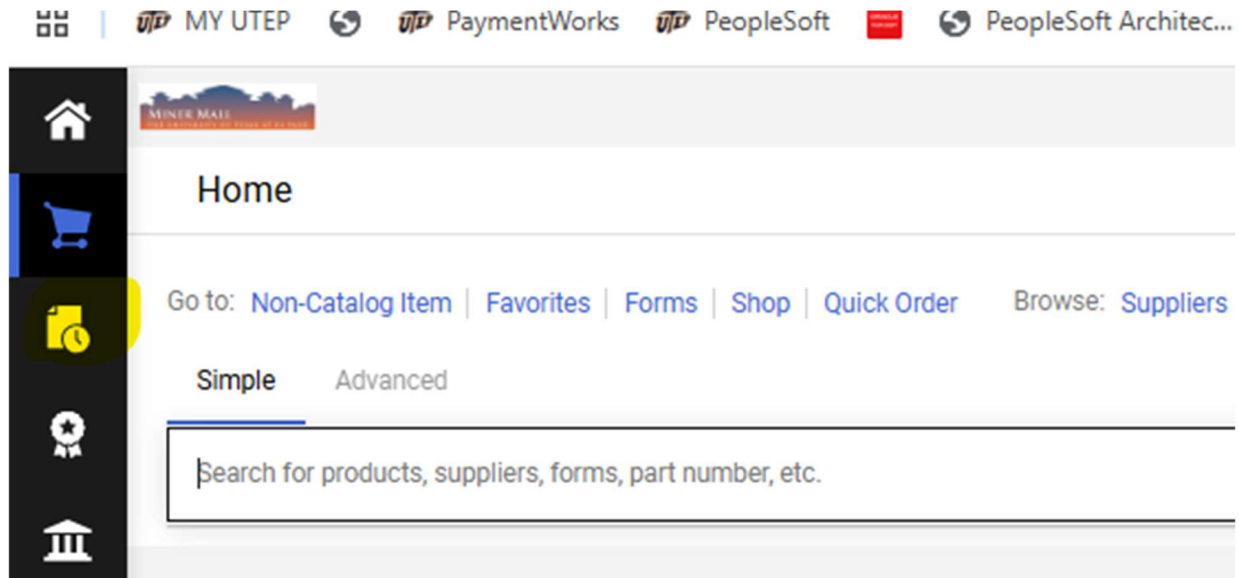


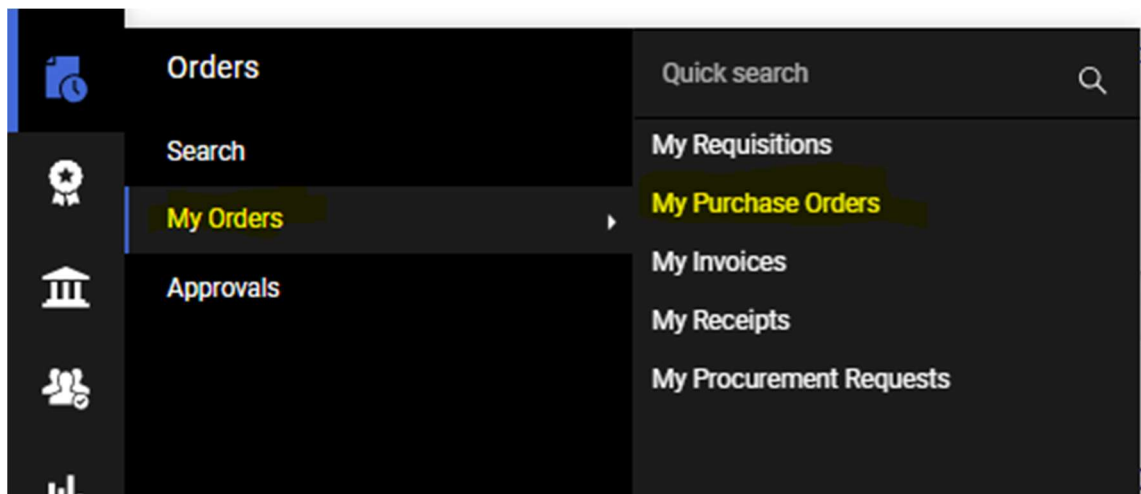
REFERENCE GUIDE: HOW TO CREATE A REPORT IN MINER MALL

Purpose: This document provides instructions for UTEP users on creating a report in Miner Mall which displays the POs which require a cost or quantity receipt to be created. Receipts are required for vouchers to be final approved and processed for payment.

1. Click on **Document** with clock, located on the left side banner of Miner Mall

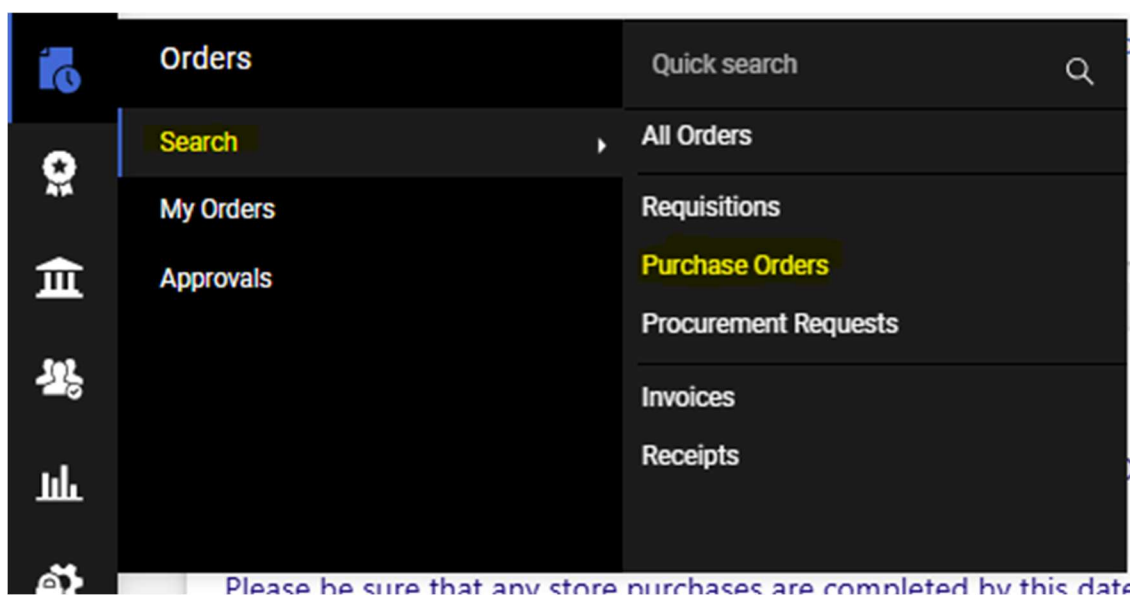


2. Purchase orders can be searched in two different ways.
 - a. If you create POs, you can select **My Orders** and then **Purchase Orders**

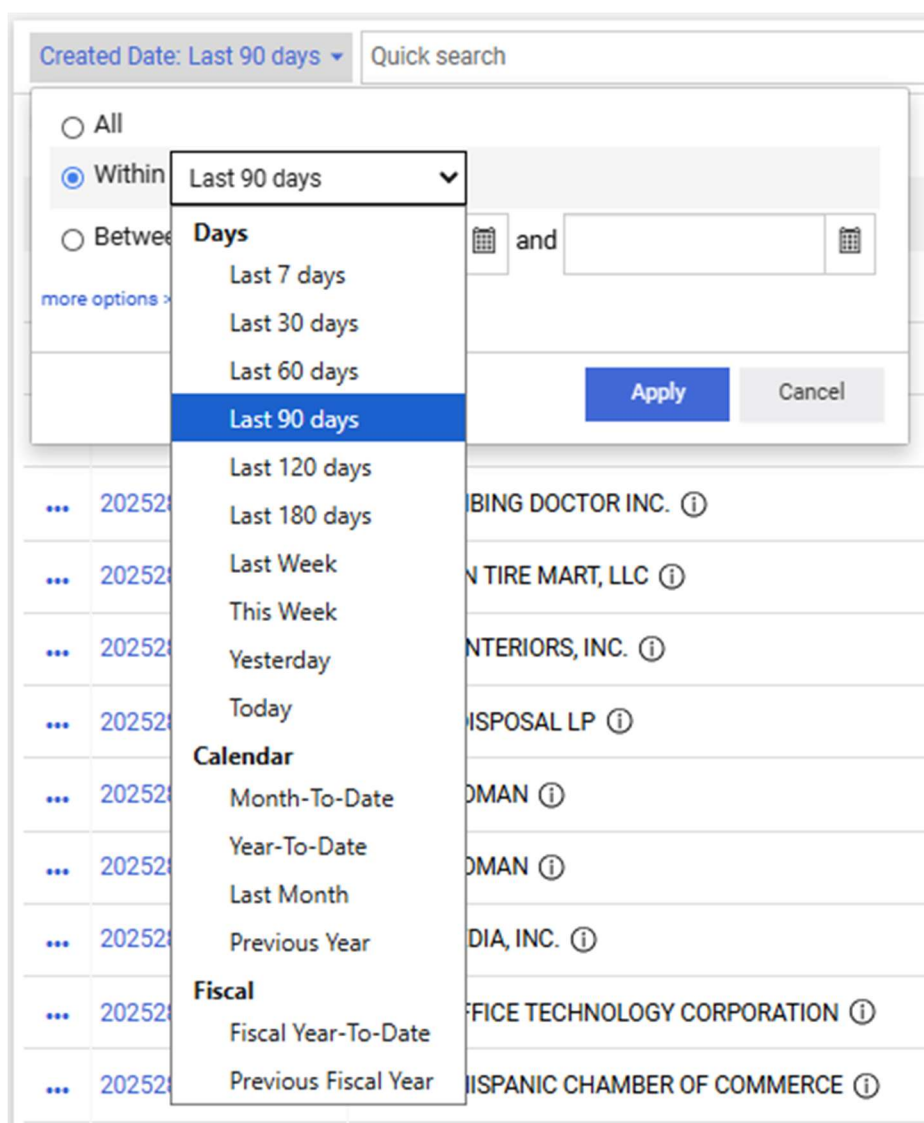


- b. To search for all POs created, select **Search** and **Purchase Orders**

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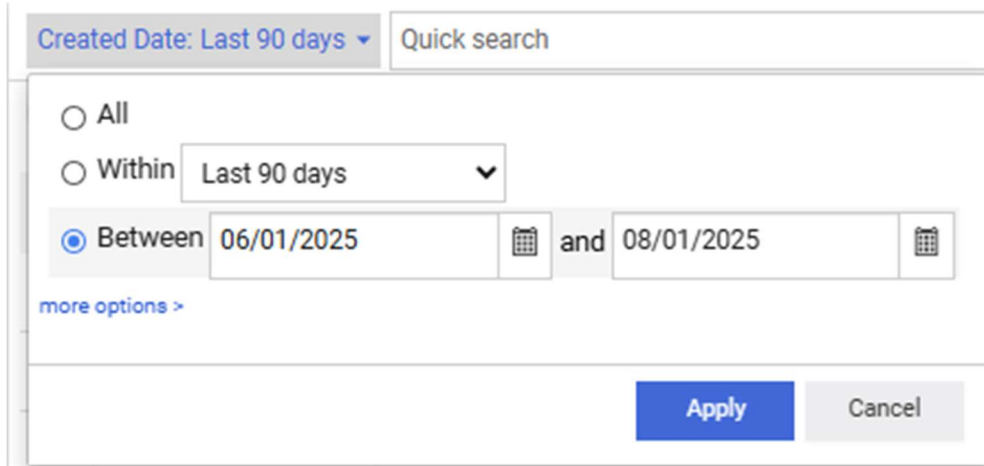


3. To determine the **Date Range** of the POs shown, click on **Created Date** and select the desired range.

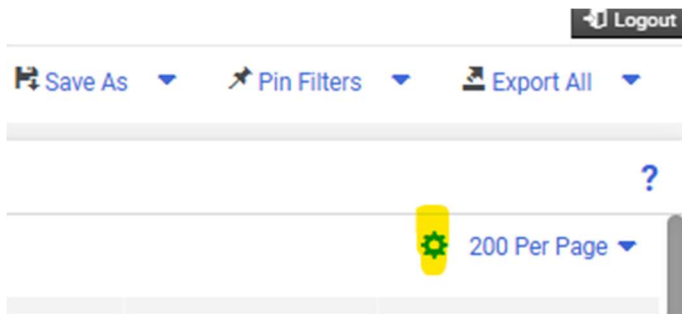


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- a. If needed, you can also enter a specific date range, by selecting different dates in the “Between” section



4. On the top right corner, click on the star to add/remove columns.



- a. You can add as many columns as needed, but to find POs that have not been received, select the following columns:
 - i. **Invoice Status** - will show if PO has been invoiced yet.
 - ii. **Receipt Status** - will show if PO has been received in system
 - iii. **AP Status** – will show is Open, Soft Closed or Closed status
 - iv. **Prepared by** – will show who created the PO
5. Sort the columns in the desired order. Once all the needed columns have been added/removed and sorted in the order department wants, click **Apply**

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Configure Column Display

Type to Filter Available Columns...

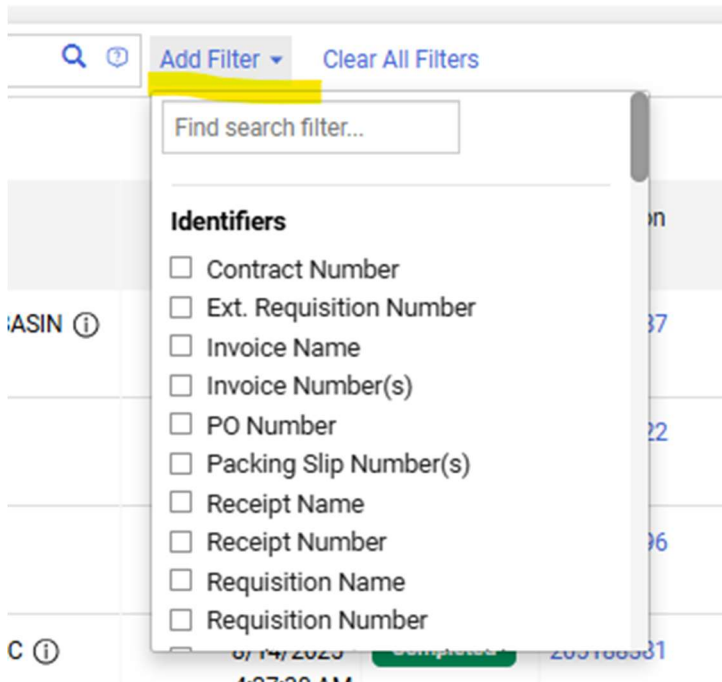
☐ Pin Columns as my defaults

<input type="checkbox"/> Account *	PO Number	↑ ↓
<input type="checkbox"/> Account Number (Speedtype) *	Supplier	↑ ↓
<input type="checkbox"/> Accounting Date	Created Date/Time	↑ ↓
<input type="checkbox"/> Activity *	PO Status	↑ ↓
<input type="checkbox"/> Airgas Account Number *	Requisition Number	↑ ↓
<input checked="" type="checkbox"/> AP Status	PO Owner	↑ ↓
<input type="checkbox"/> Apply Tax Status *	Shipment Status	↑ ↓
<input type="checkbox"/> Approval Actions	Matching Status	↑ ↓
<input type="checkbox"/> Approval Steps	Total Amount	↑ ↓
<input type="checkbox"/> Bill To	Invoice Status	↑ ↓
<input type="checkbox"/> Building *	Receipt Status	↑ ↓
<input type="checkbox"/> Change Request No.	AP Status	↑ ↓
<input type="checkbox"/> Chart Field 1 *		
<input type="checkbox"/> Check Comments *		
<input type="checkbox"/> Class *		
<input type="checkbox"/> Commodity Code		
<input type="checkbox"/> Completed Date		
<input type="checkbox"/> Confirmation Review Status		
<input type="checkbox"/> Contract Type		
<input type="checkbox"/> Cost Center *		
<input checked="" type="checkbox"/> Created Date/Time		

ApplyCancel

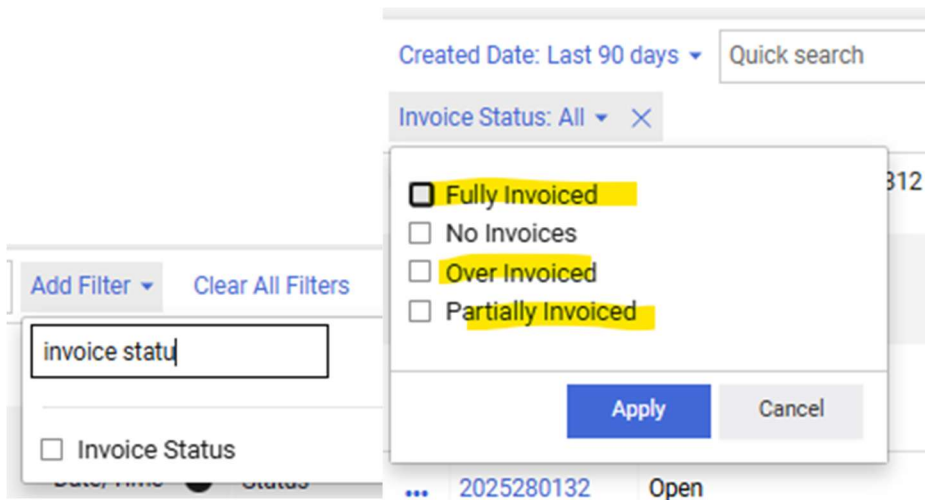
6. To start Filtering the POs, click on “**Add Filter**” and search for the needed columns you want to filter.

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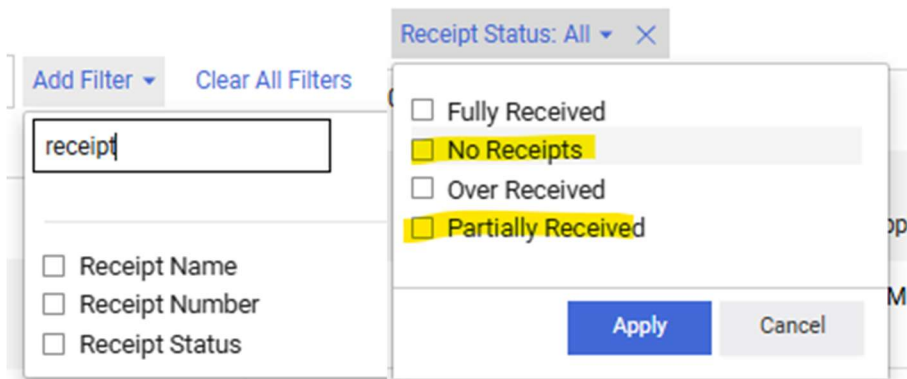


a. Add the following filters

i. **Invoice Status**



ii. **Receipt Status**



iii. **AP Status**

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The screenshot shows the 'AP Status' filter dropdown menu. The menu is open, displaying a search bar with 'AP sta' and a list of status options: 'Closed', 'Open' (highlighted in yellow), 'Soft Closed', and 'Soft Closed - Waiting for Invoice Pay Status'. The 'AP Status' checkbox is checked. The 'Apply' button is visible at the bottom right of the dropdown.

AP Status: All ▾ ×

☐ Closed

☒ Open

☐ Soft Closed

☐ Soft Closed - Waiting for Invoice Pay Status

Apply Cancel

7. If searching for POs created by certain individuals, **Prepared By**

The screenshot shows the 'Prepared By' filter dropdown menu. The menu is open, displaying a search bar with 'Search...' and a list of filter options: 'Current User' and 'Leyva, Elizabeth (24)'. The 'Prepared By' checkbox is checked. The 'Apply' button is visible at the bottom right of the dropdown.

Prepared By: All ▾ ×

Search...

☐ Current User

Top Filter Options

☐ Leyva, Elizabeth (24)

8. If searching for POs prepared for certain individuals, **PO owner**

The screenshot shows the 'PO Owner' filter dropdown menu. The menu is open, displaying a search bar with 'Search...' and a list of filter options: 'Medina, Angie (10)', 'Clift, Veronica (8)', 'Rodriguez, Marta (6)', and 'Llanas, Araceli (6)'. The 'PO Owner' checkbox is checked. The 'Apply' button is visible at the bottom right of the dropdown.

PO Owner: All ▾ ×

Search...

☐ Current User

Top Filter Options

☐ Medina, Angie (10)

☐ Clift, Veronica (8)

☐ Rodriguez, Marta (6)

☐ Llanas, Araceli (6)

9. Once the data has been filtered and the needed information is available, you can **Save As** the search, to have easy/quick access to the data in the future

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Save Search

Step 1: Details

Nickname ★ POs not Received

[Add Description](#)

Step 2: Select Folder Destination [Add New](#)

- Personal
 - My Pending
 - Vendors
 - Vendors
 - Weekly Reports
- Shared

	Sent To Supplier	Partially Matched
washige	Sent To Supplier	Partially Matched
	Sent To Supplier	No Matches
	Sent To Supplier	Partially Matched
	Sent To	No Matches

Orders ▸ Search ▸ Purchase Orders

POs not Received

Quick Filters **My Searches**

Supplier

Orders ▸ Search ▸ Purchase Orders

POs not Received

Quick Filters **My Searches**

Manage Searches

- My Purchase Orders
- My Recent Approvals

Favorite Searches

- PO no invoice new
- POs Not invoiced FY
- POs Received
- POs not Received**
- Renewal PO Copier FY 20-21
- Search for various POs

10. To **Download** the data, click on **Export All**. You can add a **Title** to the data and click **Submit**.

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The screenshot shows a modal window titled "Export Purchase Orders" with a close button (X) in the top right corner. The modal is divided into sections for "Export Request Options (Step 1 of 1)".

Title ★: A text input field containing "POs not received". Below the field, it says "84 characters remaining".

Type: A dropdown menu currently showing "Screen Layout".

Format: A dropdown menu currently showing "Excel".

A green "Submit" button is located at the bottom right of the modal.

In the background, a table is partially visible with columns "Supplier" and "Matched". It shows a list of items with their "Total Amount" in USD: 328.97, 329.90, and 2,531.80.

11. Go to **Manage Search Exports** and select the file to open in Excel

The screenshot shows the "Manage Exports" page. At the top, there is a green success message box that says: "Success Successfully created the export request. You can view the status and retrieve the file at [Manage Search Exports](#)".

Below the message, there is a "Manage Exports" section with tabs for "Export Requests", "Export Schedules", and "Export Templates". The "Export Requests" tab is active.

Under the "Export Requests" tab, there is a "Click to Filter" link and a "Refresh this Page" button.

The main content is a table with the following columns: Title, Status, Search Type, Export Output, Created, Completed, Available Until, Details, and Actions.

Title	Status	Search Type	Export Output	Created	Completed	Available Until	Details	Actions
POs not received	Completed	Purchase Order	Screen Layout (Excel)	8/14/2025 9:03:30 AM	8/14/2025 9:03:37 AM	8/21/2025	Total Records: 344	Delete
Export request for Invoice	Completed	Invoice	Screen Layout (Excel)	8/13/2025 11:39:37 AM	8/13/2025 11:39:42 AM	8/20/2025	Total Records: 624	Delete
Export request for Invoice	Completed	Invoice	Screen Layout (Excel)	8/13/2025 11:18:40 AM	8/13/2025 11:18:44 AM	8/20/2025	Total Records: 624	Delete
Export request for Invoice	Completed	Invoice	Screen Layout (Excel)	8/8/2025 5:14:18 PM	8/8/2025 5:14:25 PM	8/15/2025	Total Records: 835	Delete