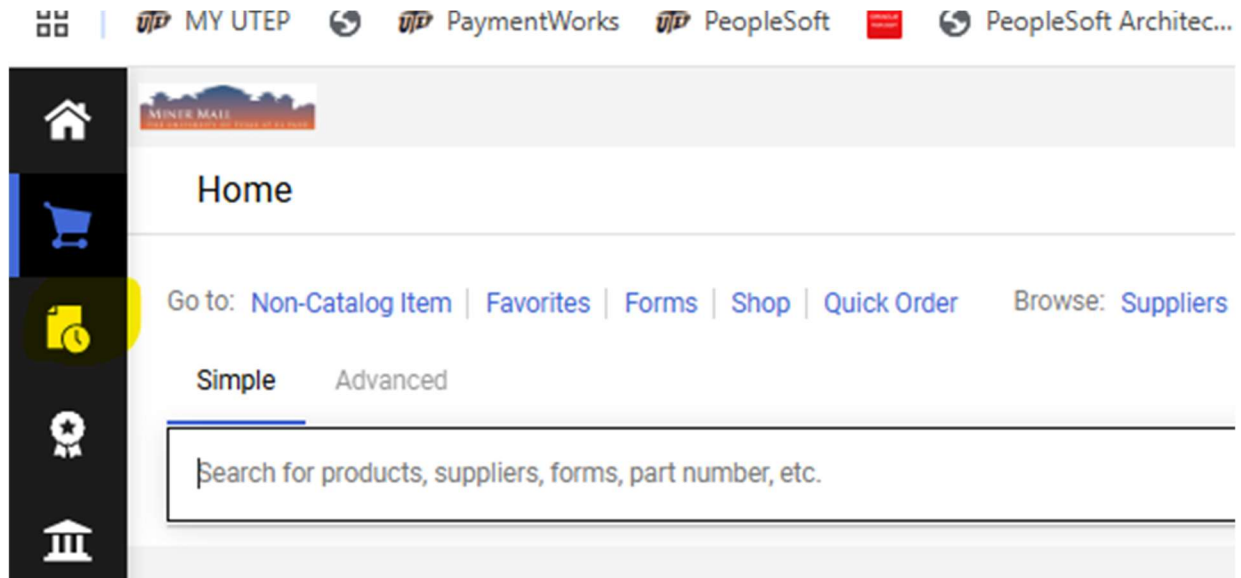


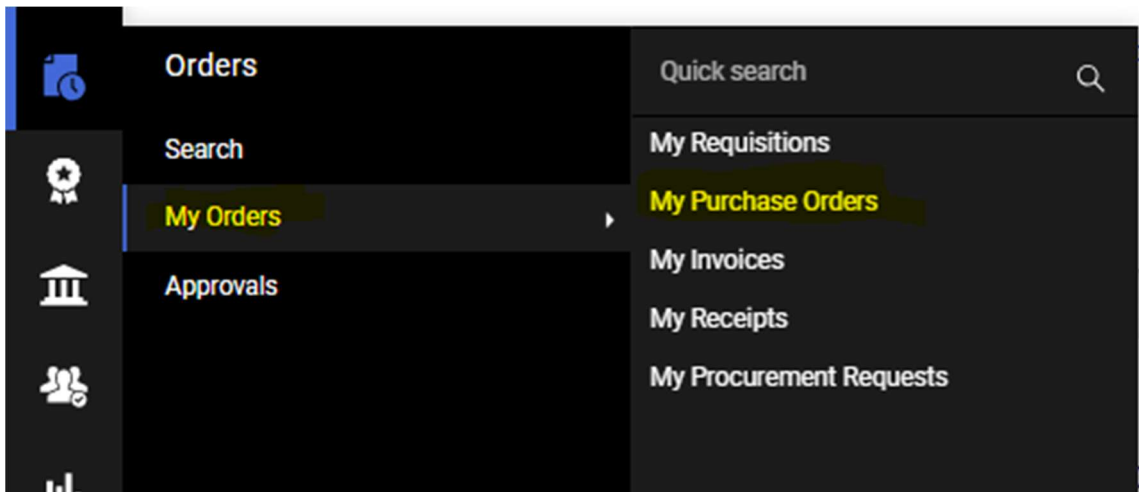
REFERENCE GUIDE: HOW TO CREATE A REPORT IN MINER MALL ù

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

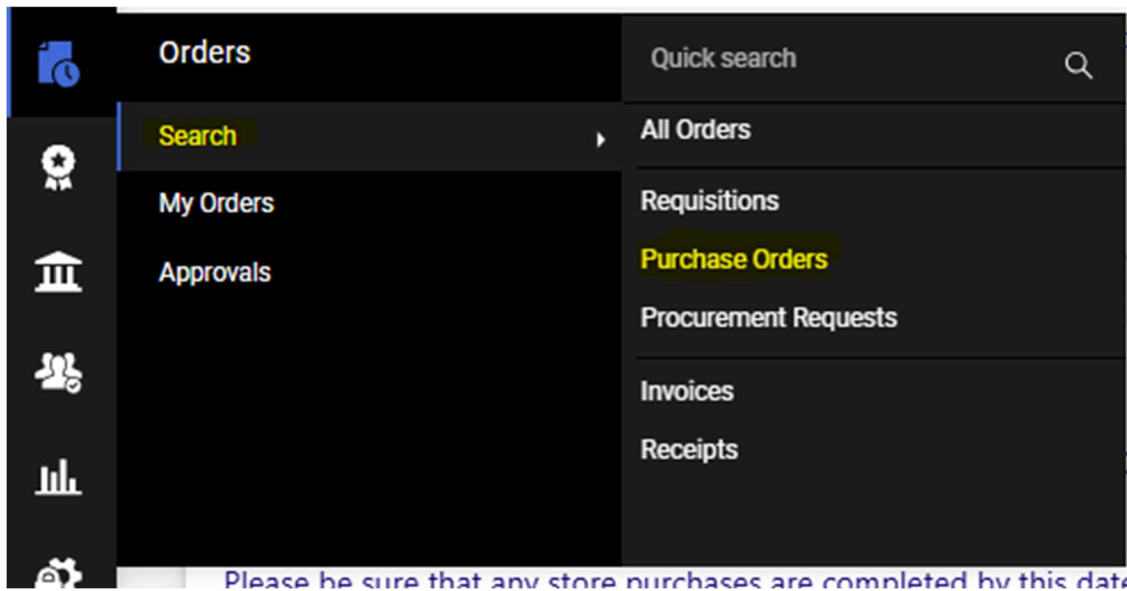


2. Purchase orders can be searched in two different ways.
 - a. If you create POs, you can select **My Orders** and then **Purchase Orders**

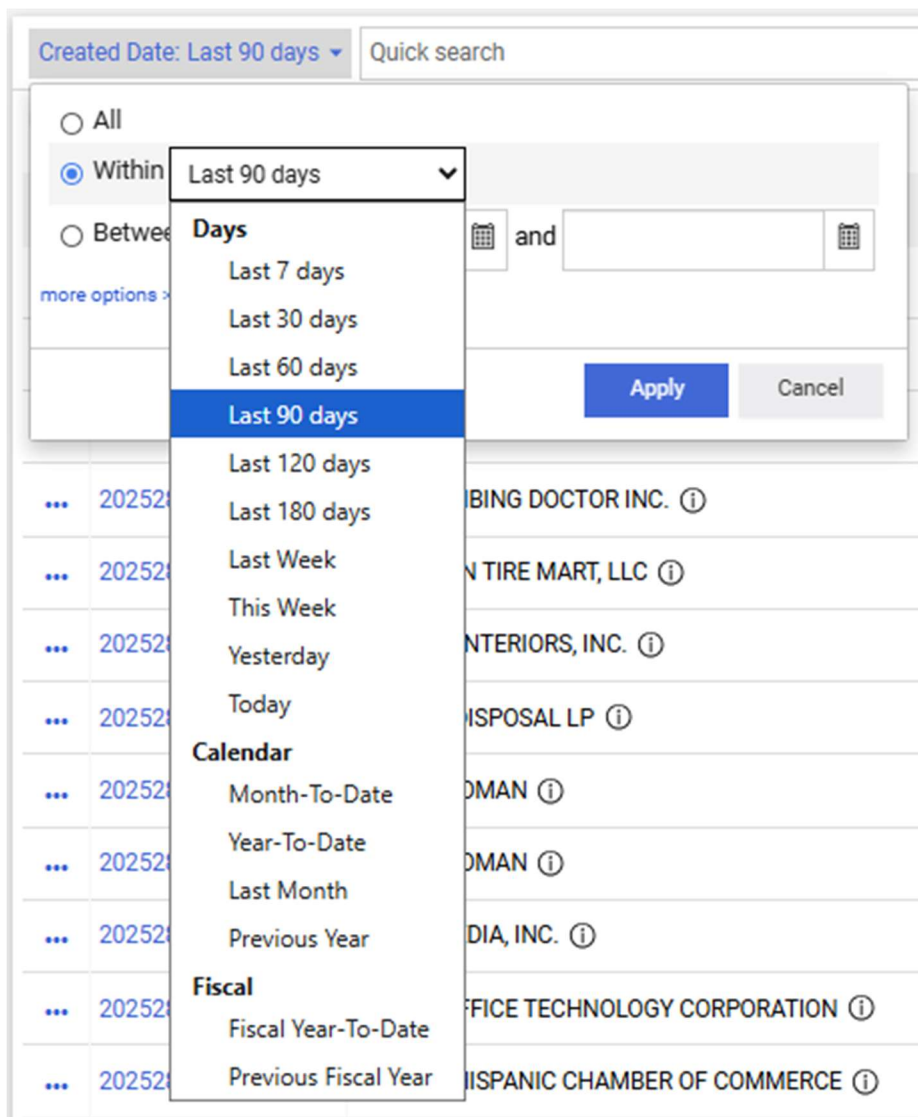


- b. To search for all POs created, select **Search** and **Purchase Orders** ù

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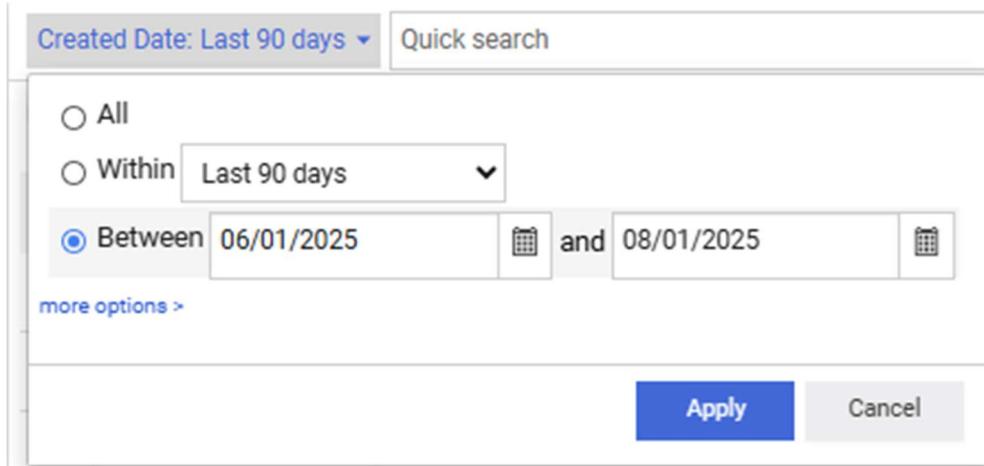


3. To determine the **Date Range** of the POs shown, click on **Created Date** and select the desired range.



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



Created Date: Last 90 days ▾ Quick search

All

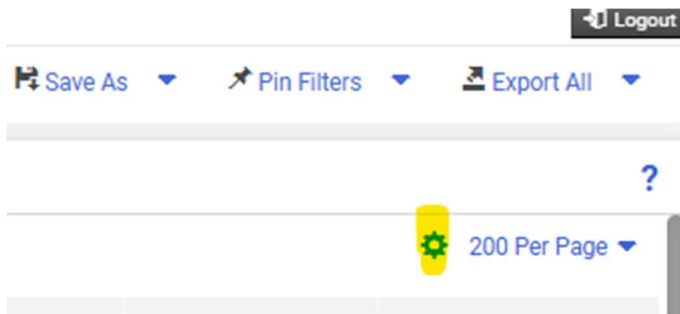
Within Last 90 days ▾

Between 06/01/2025 and 08/01/2025

[more options >](#)

Apply Cancel

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



- a. ùYou can add as many columns as needed, but to find POs that have not been received, select the following columns:
- ù**Invoice Status** - will show if PO has been invoiced yet.
 - ù**Receipt Status** - will show if PO has been received in system
 - ù**AP Status** – will show is Open, Soft Closed or Closed status
 - ù**Prepared by** – will show who created the PO
5. ùSort 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 ×

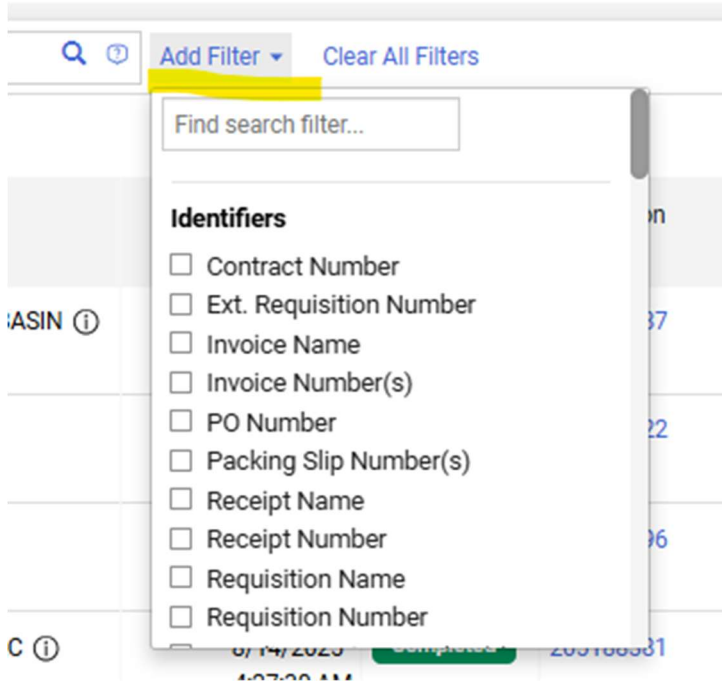
Type to Filter Available Columns... Pin Columns as my defaults

| | |
|---|---|
| <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 | |

Apply Cancel

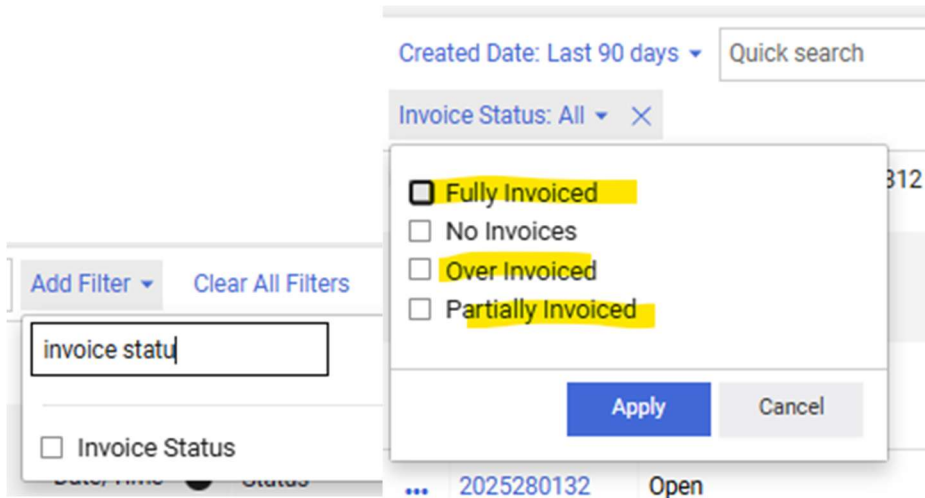
6. To start Filtering the POs, click on “**Add Filter**” and search for the needed columns you want to filter.

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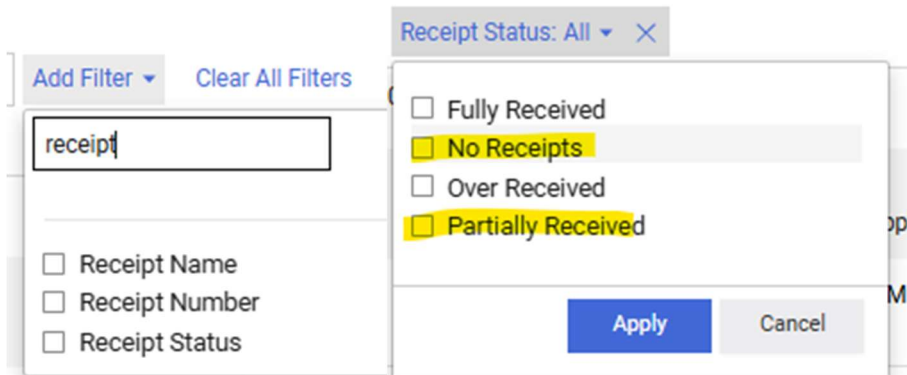


a. Add the following filters

i. **Invoice Status**

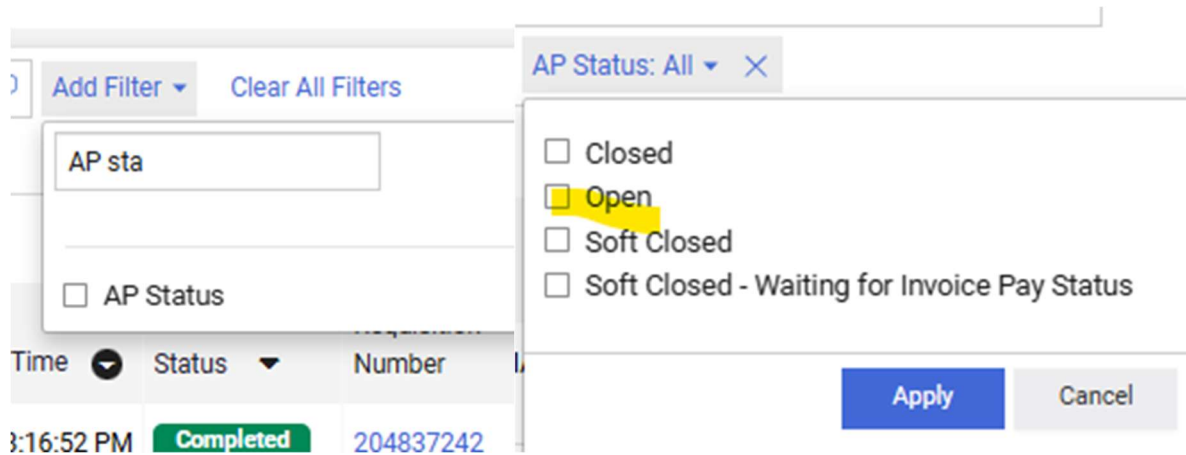


ii. **Receipt Status**

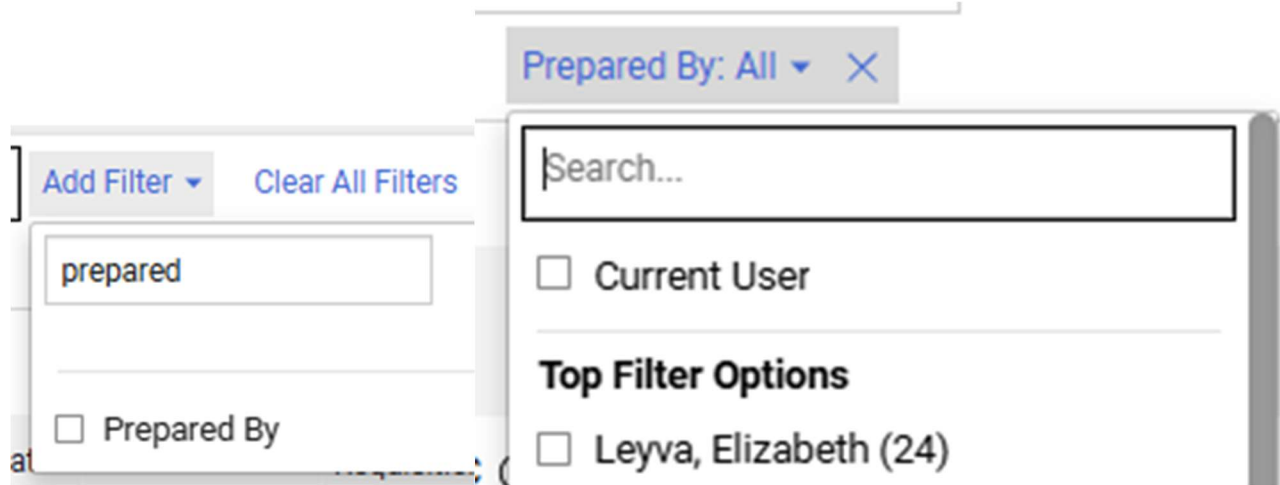


iii. **AP Status**

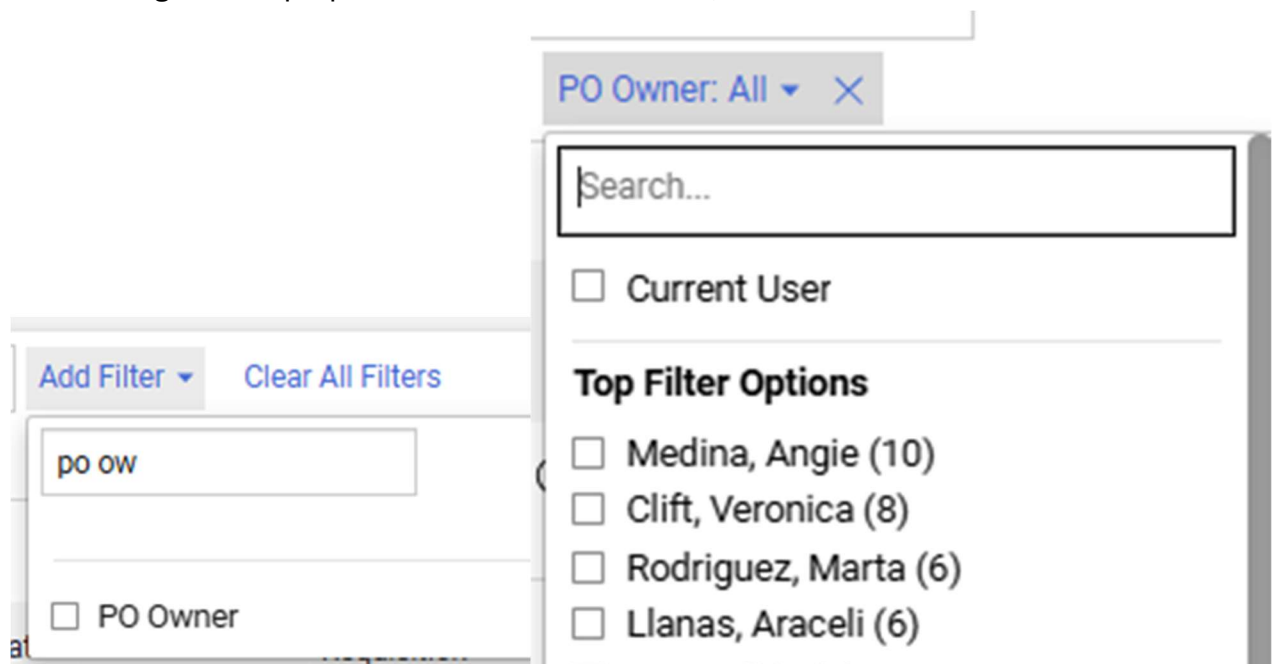
REFERENCE GUIDE: HOW TO CREATE A REPORT IN MINER MALL ù



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



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



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 [X]

Step 1: Details

Nickname ★ POs not Received

> Add Description

Step 2: Select Folder Destination Add New

Personal

- My Pending
- Vendors
- Vendors
- Weekly Reports

Shared

| Save As | Pin Filters |
|--------------------------|-------------------|
| 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**. ù

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Export Purchase Orders

Export Request Options (Step 1 of 1)

Title ★ POs not received
84 characters remaining

Type Screen Layout

Format Excel

Submit

Supplier Matched

Total Amount

328.97 USD

329.90 USD

2,531.80 USD

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

Success
Successfully created the export request. You can view the status and retrieve the file at [Manage Search Exports](#)

Manage Exports

Export Requests | Export Schedules | Export Templates

Click to Filter Refresh this Page

| 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 5:14:19 PM | 8/8/2025 5:14:25 PM | 8/15/2025 | Total Records: 835 | Delete |