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.

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

Once your criterion has been selected, click 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

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

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.

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.

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 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.

<table>
<thead>
<tr>
<th>Status</th>
<th>PO #</th>
<th>Supplier Name</th>
<th>Creation Date</th>
<th>PO Total</th>
<th>Currency</th>
<th>PR ID</th>
<th>Requisitioner</th>
<th>Supplier Status</th>
<th>Settlement Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete</td>
<td>2014067365</td>
<td>NICHOLS CONSULTING ENGINEERS</td>
<td>1/8/2014 12:37</td>
<td>72000 USD</td>
<td>343516809</td>
<td>Jimenez, Monica</td>
<td>No Matches</td>
<td>No Matches</td>
<td></td>
</tr>
<tr>
<td>Complete</td>
<td>2013040629</td>
<td>ALAMO COMMUNITY COLLEGE DIST</td>
<td>6/22/2013 14:32</td>
<td>0 USD</td>
<td>41949388</td>
<td>Rosales,Erika</td>
<td>With Cancelled Items</td>
<td>Cancelled</td>
<td>No Matches</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Workflow Invoice No</th>
<th>Supplier Invoice Number</th>
<th>Supplier Name</th>
<th>PO No</th>
<th>Invoice Date</th>
<th>Invoice Due Date</th>
<th>Invoice Disc</th>
<th>Invoice Source</th>
<th>Invoice Type</th>
<th>Invoice Total</th>
<th>Invoice Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete 2014MN987079</td>
<td>29477 PARALLEL SOLUTION</td>
<td>2014067355</td>
<td>1/15/2014</td>
<td>2/14/2014</td>
<td>Manual Invoice</td>
<td>0000 Payable</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Complete 2014MN986826</td>
<td>14-0000 BORDERPLEX 201</td>
<td>2014081536</td>
<td>1/1/2014</td>
<td>1/16/2014</td>
<td>Manual Invoice</td>
<td>787.5 Paid</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Complete 2014MN986825</td>
<td>14-0001 BORDERPLEX 201</td>
<td>2014081053</td>
<td>1/1/2014</td>
<td>1/16/2014</td>
<td>Manual Invoice</td>
<td>1376.81 Paid</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.