Step-by-Step Instructions for Running a Query

1. Log in to Ohio Buys. From the Main Menu Navigation Bar, click **Analytics** and then select **Browse Queries** from the drop-down menu.

The Browse Queries page provides a list of available queries. These queries offer specific and structured data of interest from Ohio Buys.

   a) You can either scroll through the list of queries, enter your desired search terms in the Keywords field, or refine your search results with the available filters (e.g., Created By, Category, Status). If you used the available search functionalities, click **Search** to view your results.

   ![](image1)

   b) Whether you used the search and filter functions or scrolled through the available analysis reports, click the **Excel** icon associated with the query you want to run (e.g., the 5 Day Receipt Report).

2. If parameters are available, a subsequent pop-up appears after you click the Excel icon. Select the respective parameters (e.g., Agency), click **Extract**, and then click the **X** icon.

   ▲ Mandatory parameters will have a Red Asterisk.

   ![](image2)

   ▲ You can also view the query results as a pdf by clicking **Extract PDF**.

4. Your query will download to your computer. Find and open the query on your computer.
The following pages provide a brief description for the primary queries identified for use in Ohio|Buys.

<table>
<thead>
<tr>
<th>Query</th>
<th>Query Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency # of Waivers Granted vs Denied</td>
<td>Displays a list of all grants/denials of waivers. Can be filtered by business unit, dates, fiscal year, etc.</td>
</tr>
<tr>
<td>STS Quarterly Report</td>
<td>Displays a list of all orders regardless of dollar amount, including Pcard transactions. This is used to create the STS Controlling Board's Quarterly Report</td>
</tr>
<tr>
<td>Contracts that have been reported on but have not yet paid</td>
<td>Displays contracts which have reported revenue share but have not yet been paid</td>
</tr>
<tr>
<td>Percentage of spend open market vs. MBE</td>
<td>Displays the percentage of an agency's spend between open market and MBE. Can be filtered by agency and date range</td>
</tr>
<tr>
<td>DAS Blanket Report</td>
<td>Displays the PRs that hit an agency's IT or Non-IT Blanket R&amp;P. When running this query, a Business Unit must be selected</td>
</tr>
<tr>
<td>Solicitation Inquiries &gt; spanning all solicitations</td>
<td>Displays all inquiries and responses associated with solicitations. This query includes columns noting whether the inquiry was publicly posted as well the associated SRC number</td>
</tr>
<tr>
<td>EOD Vendor Utilization (run by an individual agency and across agencies)</td>
<td>Displays the number of purchase requisitions with MBE items per agency</td>
</tr>
<tr>
<td>PO Versioning</td>
<td>Displays the details of all POs based on the defined search criteria. Search criteria includes budget date range, organization, Supplier, contract, etc.</td>
</tr>
<tr>
<td>OBM Purchase Requisitions Report</td>
<td>Displays the length of time it is taking OBM to review and approve purchase requisitions</td>
</tr>
<tr>
<td>Collaboration Functionality within Organizations</td>
<td>Displays all PRs and their associated organization(s)</td>
</tr>
</tbody>
</table>
# How to Run a Query

The following pages provide a brief description for the primary queries identified for use in Ohio|Buys.

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<tr>
<td><strong>Purchase Requisitions Requisite Procurement Agencies Waivers Granted/Denied</strong></td>
<td>Displays a list of Requisite Procurement Agencies approved or denied waivers for purchase requisitions</td>
</tr>
<tr>
<td><strong>Request to Purchase Requisite Procurement Agencies Waivers Granted/Denied</strong></td>
<td>Displays a list of Requisite Procurement Agencies approved or denied waivers for Request to Purchase</td>
</tr>
<tr>
<td><strong>Agency Requisitions</strong></td>
<td>Displays a list of an agency's purchase requisitions alongside their corresponding status, workflow position, budget date, and if the purchase is a Pcard purchase</td>
</tr>
<tr>
<td><strong>Printable Supplier List Document</strong></td>
<td>Displays a list of all Suppliers associated with a particular sourcing project</td>
</tr>
<tr>
<td><strong>Subcontractors on the Contract</strong></td>
<td>Displays a list of all subcontractors listed on a contract as well as the name of the associated contract</td>
</tr>
<tr>
<td><strong>Pricing Accuracy</strong></td>
<td>Displays the accuracy of prices based on order versus invoice prices. This query can be filtered by date ranges and business unit</td>
</tr>
<tr>
<td><strong>Contract Supplier No Catalog</strong></td>
<td>Displays a list of all contracts where there is no associated pricelist</td>
</tr>
<tr>
<td><strong>Agency User Roles</strong></td>
<td>Displays a list of users and their roles in Ohio</td>
</tr>
<tr>
<td><strong>Supplier Contacts by Commodity</strong></td>
<td>Displays a list of all Supplier contacts associated with suppliers that have listed that commodity code on their profile. Displays supplier contact email, first/last name, OAKS ID, and company name</td>
</tr>
<tr>
<td><strong>Supplier Contacts by Contract</strong></td>
<td>Displays a list of supplier contacts for each contract that include contact first/last name, contact email, contact role(s), State Contract number, contract status, name of supplier holding contract, contract effective date, original end date, current end date, contract responsible, and contract responsible supervisor</td>
</tr>
</tbody>
</table>

If you have questions or need additional assistance, please contact Ohio Shared Services Contact Center via email (OBM.SharedServices@OBM.ohio.gov) or phone (877-644-6771).