September 21, 2026

eMARS Newsletter

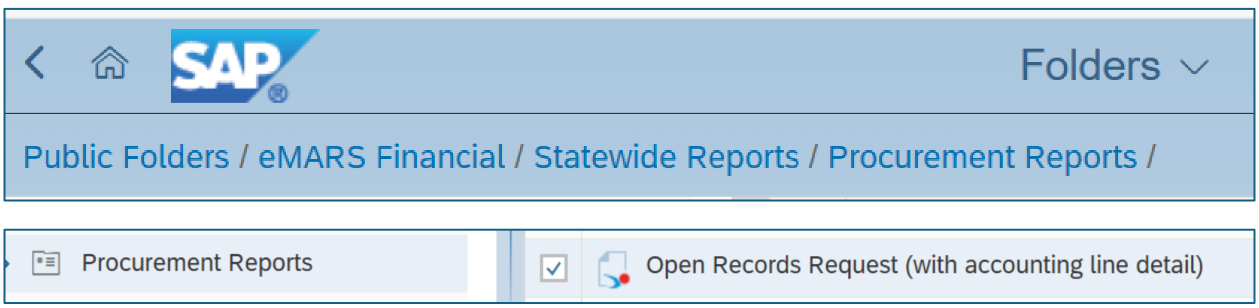
Issue 5

New Statewide Procurement Report is now available

Statewide Procurement report is now available to assist agencies in fulfilling Open Records Requests.

The Office of Statewide Accounting Services has added a new statewide report within the procurement reporting suite to assist agencies in responding to Open Records Requests (ORR).

The report, “Open Records Request (with accounting line detail),” is now available in the Statewide Report folders under the Procurement Reports sub-folder. This report is designed to help agencies efficiently gather procurement-related payment information when responding to public information requests.



Report Overview

Charge Dept	Date	Payment Doc ID	Contract Doc Reference	Vendor Legal Name	Document Description	Commodity Doc Description	Function	Function Name	Sub-Function	Total Order Quantity by Commodity Line	Unit Price	Amount

The report retrieves Payment Request (PR) transactions based on a prompted document start date and end date. Agencies may also refine the results using several optional filters, including:

- Cabinet
- Charge Department
- Function
- Sub-Function
- Ending Document Date

The report primarily sources data from the commodity line of the transaction, providing helpful contextual details such as:

- Commodity description fields
- Vendor information
- PRC transaction codes and posting date
- Contract reference (when applicable)
- Quantity ordered
- Item cost
- Cost allocation

In addition, the report includes a limited set of accounting line details specific to the Function Code family.

Understanding the Accounting Details

Due to the structure of transactions within eMARS, quantity ordered and item cost are not allocated across accounting line values. These values appear only as totals by commodity line.

However, actual line-item costs are distributed across the accounting line objects for Department, Function, and Sub-Function, allowing agencies to better analyze how expenditures are categorized for reporting purposes.

Built-In Filtering

An in-report filter for (charged) Department Code is available within the report header. Users can activate the filter tile to select department codes using a dropdown menu, enabling additional refinement of report results.

Report Tabs

The report includes two tabs:

1. Transactions Tab – Displays the detailed Payment Request transaction data.
2. Report Details Tab – Provides additional information about how the query is constructed and a summary of the filter values selected when the report was generated.

Export Recommendations

Due to the report's formatting, PDF export is recommended to ensure the cleanest presentation of data when sharing results externally.

While exporting to Excel is available, the formatting may not translate as neatly into a traditional row-and-column spreadsheet format.

If users have any questions or need further assistance, please contact the [Customer Resource Center (CRC).](#)