



Executive Order 77: Reporting Guidance

This guidance is intended to assist procurement professionals with utilizing eVA reports and features to filter purchase order data for the Executive Order 77 Solid Waste Reduction Plan. Information and the template for the plan can be found on the [DEQ's website](#).

What if I am not familiar with eVA's Report & Resource Center?

If you would like an overview of the eVA Report & Resource Center, please check out this video:

Click here: [Report & Resource Center 101](#)

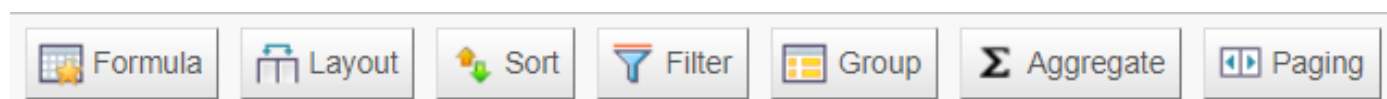
What report should I use?

While you may choose to use a variety of Spend Analysis reports in the eVA Report & Resource Center to conduct your research, we recommend using Report #208 - Order Line Item Details. This report will provide the necessary fields containing line item descriptions, quantity, and total cost to assist with calculations requested on the EO-77 Solid Waste Reduction Plan.

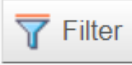


How do I filter the purchase order data on reports?

Reports can be filtered by keywords or Commodity Codes to find specific items purchased by using the Analysis Grid Toolbar. This toolbar is found at the top of certain reports. Please check out this tutorial to become familiar with the Analysis Grid toolbar functions:

Click here: [Analysis Grid Tutorial](#)



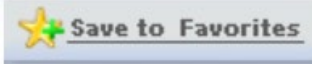
What steps do I follow to filter eVA reports by keywords in the Solid Waste Reduction Plan?

1. Login to the Report & Resource Center and generate report 208 for the date range you desire.
2. At the top of the report, click on the  button on the Analysis Grid Toolbar.
3. To filter by keywords, select the  drop-down menu to choose a column in the report. For example, you may use the "Item Description" column.
4. Chose an operator under the  drop-down menu. It is recommended when searching for keywords to use the "Contains" option so your results will include item descriptions that contain the keywords you are seeking.



Find more resources on the eVA Website
eva.virginia.gov

5. Enter the keyword you are searching for in the **Value** field. For example, you may choose to search for line item descriptions containing words like “garbage”, “plastic”, “straw”, “bottle”, “liner”, etc.

6. Click the **Add** button to apply the filter. (Note: applying filters may take a few moments to load.)
7. Create additional filters for as many keywords as you wish to search for. As filters are added, they will be listed at the bottom of the filter box. You have the option to **Replace** or **Remove** them with the buttons to the right.
8. As you add filters, pay special attention to the filter operators AND vs. OR. For results to include all records containing your keywords, you should use the “OR” operator. This option can be toggled to change from AND to OR by hovering over and clicking on the text.
9. Save your filters and report customizations!

Use the  button in the top right corner to save the customizations you added in the Analysis Grid Toolbar. This will allow you to save your progress and return to your report later. You can also run or schedule your report from the “My Favorites” menu.

Note: Saving your report with the same name will overwrite the current customizations on the “My Favorites” menu. You may choose to save your customizations under several versions by using naming conventions that are meaningful to you.

Reports		Documents
★ My Favorites  		
Nbr	Description	
208	Order Line Item Details - EO77 - V1	
208	Order Line Item Details - EO77 - V2	
219	eVA Summary Report	

What should I be aware of as I review the report data?

- Since all eVA Purchase Orders contain user-entered fields, a keyword search may not return a comprehensive list of every item purchased. Inconsistencies in data entry like special characters, misspellings, and other variations may not capture every related purchase.
- You may also choose to combine your searching efforts using Commodity Codes.

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