

## Departmental Purchasing, Payment, and Demand Check Reports

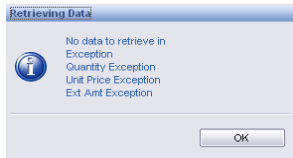
### Reqs, POs, Invoices, Vouchers, Checks: What's the Difference?

The procurement and disbursement process involves five items: the order requisition ("req"), the purchase order ("PO"), the invoice, the voucher, and the check.

To procure goods or services for Vanderbilt, you first submit an order requisition. This step can take place in eProcurement, or through some other means such as:

- A Requisition (General)
- C Requisition (Capital Equipment)
- S Requisition (Consultants)

Upon approval, Procurement sends a PO to the vendor thereby committing Vanderbilt to the purchase. The vendor sends the goods or services to you and sends an invoice to PDS (Procurement & Disbursement Services) requesting payment. Disbursement processes the invoice which creates a voucher to pay. A check is produced from the voucher on or after the scheduled pay date. The AP/PO reports provide you with details from these forms to help you manage your department's budget and purchasing.



**IMPORTANT:** When generating some reports, you will receive a message saying, "No data to retrieve in..." followed by other text, usually referring to match exceptions. **THIS IS NOT AN ERROR MESSAGE.** This message appears because the reports are looking for extra information, such as match exceptions, that does not exist (which is a good thing for you!). Therefore, if you receive this message, click OK, and view the report as usual because the data is complete.

Report Name	Report Description
Demand Check Payment Status	Provides detail regarding the payment status of a particular check or payment request including scheduled payment date, actual payment date, check number and when the check cleared Vanderbilt's bank account.
eProcurement Invoices (Vouchers)	For eProcurement POs only, this report provides detailed information regarding what was billed on the vendor's invoice(s) based on the user selected center(s) and date range.
eProcurement POs	Provides a summary presentation of only eProcurement Purchase Orders for the specified center(s) and date range. Options exist to further refine the answer by account, vendor, eProcurement role and invoice exception status. From the base report you can drill down to see a copy of specific PO(s). Separate tabs exist that present the data sorted and subtotaled by center, account, vendor, eProcurement Creator or eProcurement Executor.
eProcurement Reqs Approved by Creator	For eProcurement POs only, this report for the center(s) and date range selected allow you to identify requisitions that were both submitted and approved by the same individual.
Invoice Detail (Multiple Departmental Invoice Report, DIR)	Provides detailed information regarding what was billed on the vendor's invoice(s) based on the user selected center(s) and date range.
Invoice Detail (Single Departmental Invoice Report, DIR)	Provides detailed information regarding what was billed on the vendor's invoice(s) based on the user selected center(s) and date range.
Invoice GL Activity Date	Provides a view that allows you to determine when a particular item was charged to a GL center based on invoice number, voucher number, check request number or Purchase Order number. Tabs in report are by Entry Type, by Voucher Number, by Center, by Account.
Invoice Payment Status	Provides detail regarding the payment status of a particular invoice including scheduled payment date, actual payment date, check number and when the check cleared Vanderbilt's bank account.
Invoice Summary (Vouchers)	Provides a summary presentation of all invoice activity for the specified center(s) and date range. Options exist to further refine the answer by account, vendor, eProcurement role and invoice(s). Separate tabs exist that present the data sorted and subtotaled by center, account, vendor, origin, eProcurement Creator or eProcurement Executor.
My Creators who are Executors	This report provides a list of individuals who have both the eProcurement Creator role and an eProcurement Executor role on a center in your purview.
PO Detail (Multiple Purchase Orders)	Provides detailed Purchase Order data based on the user selected center(s) and date range.
PO Detail (Single Purchase Order)	Provides detailed Purchase Order data based on a specific PO requested.
PO Detail by Requisition	Provides detailed Purchase Order data based on the specific requisition number requested.
PO Invoice Activity Status	Provides invoice activity by Purchase Order line to assist in identifying any lines that are either incomplete (only partially billed) or which currently have an exception status invoice. Layout of data allows for easy exception resolution.
PO Item Activity Summary	Provides detail information regarding items purchased. Separate tabs exist that present the data sorted and subtotaled by vendor, catalog number, origin and commodity code. Report is design to facilitate both budgeting and contract analysis.
PO Item Detail	Provides detail information regarding items purchased. Separate tabs exist that present the data sorted and subtotaled by vendor, catalog number, ownership status, origin and commodity code. Report is designed to facilitate both budgeting and contract analysis.
PO Summary	Provides detailed copy of Purchase Order(s) based on the user selected center(s), vendor and Purchase Order date range. Additionally, you can view a single Purchase Order by specifying the Purchase Order number. This report provides the equivalent to the Departmental Purchase Order copy.
POs with No or Partial Invoice Activity	Provides summary presentation of Purchase Order transactions with either no invoice activity or partial invoice activity for the specified center(s) and Purchase Order date range.
Spend Analysis by Account & Center	Provides condensed summary information regarding Purchase Order transactions for the selected center(s) and invoice entry date range.
Spend Analysis by Supplier (departmental)	Provides summary information regarding invoice transactions for the selected center(s) and invoice entry date range. Separate tabs exist that present the data sorted and subtotaled by vendor, center and ownership.
Spend Summary by Department	Provides summary information regarding Purchase Order information for the selected center(s) and date range. Includes summary and percentage analysis by vendor, origin, catalog number, commodity code and ownership status.
Unpaid Stipends	Provides detail for stipends to be paid at a later date by Medical Demand Check and Disbursement Services.
Vendor Search by Commodity	Provides a listing of vendors by commodity sold. Report includes vendor ownership classification; as well as, vendor address and other contact information.

*Note: Reports listed in gray are in development and coming soon.*

### Reports for Central Office Use Only

Report Name	Report Description
1099 Detail Data	Provides both summary and detailed information regarding 1009 reportable transactions for the vendor and date range selected.
Buyer PO Transaction Analysis	Provides summary presentation of PO transactions for the specified buyer(s) and date range. Four separate presentations: 1.) Buyer, 2.) Vendor, 3.) PO Origin and 4.) Commodity Code.
PO Processing Metrics	Provides both summary and detailed presentation of data regarding average order processing time. Detailed data is segregated by origin.
PO Invoice Activity Status with Receiving	Provides invoice activity by Purchase Order line to assist in identifying any lines that are either incomplete (only partially billed) or which currently have an exception status invoice. Layout of data allows for easy exception resolution.
Price Audit Documentation	Provides detail on price audits performed by a Purchasing Agent during a specified time frame.
Price Audit Documentation (Univ. Ctrl)	Provides detail on price audits performed by University Central Purchasing Agents during a specified time frame.
RASMAS by Item Description	Provides detail on items purchased matching the partial item description of a recalled product
RASMAS by Item ID	Provides detail on items purchased matching the partial item number of a recalled product
Spend Analysis by Supplier (corporate)	Provides summary information regarding invoice transactions for the selected center (or center range) and invoice entry date range. Separate tabs exist that present the data sorted and subtotaled by vendor, center and ownership.
Vouchers on POs over \$50,000	Provides a list of invoices entered against purchase orders with a total of \$50,000 or more during a selected time frame.

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