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Introduction to the SRM Usability Project

The Supplier Relationship Management (SRM) Reporting Usability project was a collaboration involving shoppers and approvers from across the University, the BUworks Business Warehouse reporting team and the Sourcing & Procurement Office. The principal objectives of this effort were to:

- Simplify and streamline SRM reports;
- Improve ease of use;
- Improve consistency among report Variables, Characteristics and Key Figures; and
- Include many additional data elements requested by the user community

The result is a completely revamped set of reports that are easier to use and which provide a broad range of data that will enable report users to answer their questions regarding shopping carts, purchase orders, vendors, invoices and payments.

Complete details - including project background, the changes you will encounter, instructions for running and understanding each report, and training opportunities - are provided on the project Web Page at http://www.bu.edu/buworks/help-pages/bw-doc-lib/srm-usability-project/.
The Reports

Where are the Reports?

Reporting → Supplier Relationship Management (SRM) → SRM Distributed Reports

What Reports are Available?

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchasing Document Lifecycle (PDL)</td>
<td>View the status of a purchasing transaction from shopping cart creation through PO assignment, invoice receipt and payment.</td>
</tr>
<tr>
<td>BU Spend (BUS)</td>
<td>View invoiced transaction activity by vendor, PO vs non-PO purchases, payment amounts, clearing numbers and dates, item description, shopper, etc.</td>
</tr>
<tr>
<td></td>
<td>Important: only invoiced items are included, so the report is not useful for tracking the status of an order.</td>
</tr>
<tr>
<td>Shopping Cart Approval (SCA)</td>
<td>View the approvers and approval dates for all approved shopping carts as well as the status of any shopping carts awaiting approval. Report focus is on shopping carts rather than purchase orders and invoices.</td>
</tr>
<tr>
<td>Purchase Order Status (POS)</td>
<td>View PO-related data including processing status, items requested, shopper, order quantity and value. Report focus is on purchase orders rather than shopping carts and invoices.</td>
</tr>
<tr>
<td>Limit Order Status (LOS)</td>
<td>View all active Limit Orders for your Funds Center. Information available includes original set-up amount (and adjustments, if applicable), total spent to date, amount remaining to spend, and Limit Order end-date. Report provides info on SC and invoices related to limit orders.</td>
</tr>
</tbody>
</table>

What Kinds of Questions can be answered with Each Report?

<table>
<thead>
<tr>
<th>What do you want to view?</th>
<th>Use this BW report</th>
</tr>
</thead>
<tbody>
<tr>
<td>I want to view spend, invoice amounts, or vendor payments</td>
<td>BU Spend (BUS)</td>
</tr>
<tr>
<td>I want to view my shopping carts and POs and where they are in the Procure-to-Pay process</td>
<td>Purchasing Document Lifecycle (PDL)</td>
</tr>
<tr>
<td>I want to view the status of my Limit Orders (set-up amounts, invoice amounts, etc.)</td>
<td>Limit Order Status (LOS)</td>
</tr>
<tr>
<td>I want to view the approval status of my shopping cart(s)</td>
<td>Shopping Cart Approval (SCA)</td>
</tr>
<tr>
<td>I want to view my purchase orders’ status, contents, quantities and value</td>
<td>Purchase Order Status (POS)</td>
</tr>
</tbody>
</table>
Purchasing Document Lifecycle (PDL) Report

Description
View the status of a purchasing transaction from shopping cart creation through PO assignment to invoice receipt and payment.

Sample questions addressed via this report
- What are the PO numbers for all of my shopping carts?
- Which shopper(s) created these shopping carts?
- What were the contents of the shopping cart or the purchase order (if different)?
- Has an invoice been issued? When was it issued? What is the vendor’s invoice number?
- Has the vendor been paid? What are this vendor’s payment terms?

Running the report
The only required field is **Process Start Date**, the creation date of a shopping cart or purchase order, whichever is earlier. This field is initially set to the date range from the start of the current fiscal year through the latest data load (the evening prior to today’s date).

Sample Output
Key Figures

# Days PO – Invoice: (calculation) number of days between PO creation date and FI Doc Posting Date
Delta Quantity (PO -Inv): (calculation) difference in quantity between purchase order and corresponding invoice
Delta Value (PO -Inv): (calculation) difference in value between purchase order and corresponding invoice
Hdr Level Total Value: total amount for shopping cart (sum of all items in cart)

Invoice Quantity: when the Product Description characteristic is included in the display, Invoice Quantity indicates the number of items listed on the invoice

Invoiced Value: cost per item on an invoice
Invoiced Value (Credit): value of the credited amount as shown in the Credit Memo from the vendor
Invoiced Value (Debit): value of the order as shown in the invoice by the vendor

Purchase order Quantity: item quantity indicated on purchase order
Purchase order Value: the total value of the Purchase Order

Shopping Cart Quantity: indicates the number of units on the shopping cart
Shopping Cart Value: the total value of the shopping cart

Total Paid: indicates the total amount paid.

Tips & Tricks

- Report data is determined by Process Start Date, the creation date of a shopping cart or purchase order, whichever is earlier.
- If the free Characteristic SC Item Description is brought in:
  - The Shopping Cart Quantity Key Figure will display the quantity of each line
  - The Shopping Cart Value Key Figure will indicate the value of each line
- When the Product Description Characteristic is included in the display, the Invoice Quantity Key Figure indicates the number of items listed on the invoice
- If the Product Description Characteristic is not displayed, the Invoice Quantity Key Figure indicates the total count of items for that transaction or sum of transactions.
- If the Characteristic PO Item Description is displayed, the Purchase Order Value Key figure will show the line value of each item.
BU Spend (BUS) Report

Description
View invoiced transaction activity by vendor, PO vs non-PO purchases, payment amounts, clearing numbers and dates, item description, shopper, etc.

Important: only invoiced items are included, so the report is not useful for tracking the status of an order.

Sample questions addressed via this report
- Has a vendor been paid? If so, when and how much were they paid?
- Which vendors are we using?
- How much has our department spent via PO vs non-PO invoices?

Running the report
The only required field is Period/Fiscal Year, the posting date of an invoice. This field is initially set to the date range from the start of the current fiscal year through the latest data load (the evening prior to today’s date).

Note that Fiscal Year notation is used, unlike the other reports in the SRM Distributed folder.

Sample Output

Key Figures
With Purchase Order: Invoiced amount related to purchases made using purchase orders
Without Purchase Order: Invoiced amount related to purchases made using means other than purchase orders, e.g., disbursement request forms or travel business expense forms
Total Invoice Amount: Total invoice amount, by vendor, for purchases made via both PO and non-PO transactions
Delivery Costs: (element of Total Invoice Amount hierarchy) Cost associated with the delivery of an order
Invoice Amount: (element of Total Invoice Amount hierarchy) Cost per item on an invoice
Total Invoice Qty: The total count of items for that transaction or sum of transactions
Invoiced Quantity: (element of Invoiced Quantity hierarchy) When the Product Description characteristic is included in the display, Invoice Quantity indicates the number of items listed on the invoice. If Product
Description is not displayed, Invoice Quantity indicates the total count of items for that transaction or sum of transactions.

**Credit Memo Quantity:** (element of Invoiced Quantity hierarchy) Quantity of goods being processed with a credit memo.

**Total Paid:** Total amount paid to vendor for purchases made with or without a purchase order. Note that discounts are also part of the payment.

**Disc Amount:** Indicates the amount discounted due to negotiated prompt pay discounts by Sourcing & Procurement when applicable. Funds related to discounts are returned to the funds centers originating the purchases.

**Tips & Tricks**

- Report data is determined by **Period/Fiscal Year**, the posting date of an invoice.
- Only invoiced items are included, so the report is not useful for tracking the status of an order.
Shopping Cart Approval Status (SCA)

Description

View the approvers and approval dates for all approved shopping carts as well as the status of any shopping carts awaiting approval. Report focus is on shopping carts rather than purchase orders and invoices.

Sample questions addressed via this report

- What is the processing status of all the shopping carts for my group?
- Are any of my shopping carts still awaiting approval?
- Who created this shopping cart?
- Who approved this shopping cart?

Running the report

The only required field is SC Creation Date, the date on which a shopping cart was created. This field is initially set to the date range from the start of the current fiscal year through the latest data load (the evening prior to today's date).

Sample Output

### Key Figures

- **Shopping Cart Value**: the total value of the shopping cart
- **Number of Approval Steps**: number of steps involved in approval process for a shopping cart
- **#Days Open Awaiting Approval**: the number of steps involved in approval process for a shopping cart

Tips & Tricks

- Report data is determined by SC Creation Date, the date on which a shopping cart was created.
- In the case of involvement by multiple approvers, the SC Approver Characteristic will indicate the Logon IDs of the employees involved. The final, and sometimes only, step in the approval process is system approval, indicated by WF-BATCH.
Purchase Order Status (POS) Report

Description: view PO-related data including processing status, items requested, shopper, order quantity and value. Report focus is on purchase orders rather than shopping carts and invoices.

This report provides detail information related to purchase orders. It does not contain shopping cart or invoice information.

Sample questions addressed via this report
- What is the processing status of all the purchase orders for my group?
- What were the contents of my PO (item description, quantity and value)?
- Is my order subject to fire code certification?

Running the report

The only required field is **PO Creation Date**, the date on which a purchase order was created. This field is initially set to the date range from the start of the current fiscal year through the latest data load (the evening prior to today’s date).

### Sample Output

#### Key Figures
- **Purchase Order Value**: total value of the Purchase Order
- **Purchase Order Quantity**: item quantity indicated on purchase order

#### Tips & Tricks
- Report data is determined by **PO Creation Date**, the date on which a purchase order was created.
- Initial report display shows the processing status of each PO included.
- If **PO Item Description** free Characteristic is brought in, the **Purchase Order Value** Key Figure will show the line value of each item.
- Use the free Characteristic **Reason Code** to see the reason for any change to your PO.
- Use the free Characteristic **Fire Code** to identify objects subject to fire code certification.
Limit Order Status (LOS) Report

Description
View all active Limit Orders for your Funds Center. Information available includes original set-up amount (and adjustments, if applicable), total spent to date, amount remaining to spend, and Limit Order end-date. Report provides info on SC and invoices related to limit orders.

Sample questions addressed via this report
- How much do I have left to spend?
- What is the end-date for this Limit Order?
- For which vendor was this Limit Order established?
- What was the total amount encumbered for this Limit Order?
- How much has our department spent to date against this Limit Order?

Running the report
The only required field is PO Creation Date, the date the Limit Order was created. This field is initially set to the date range from the start of the current fiscal year through the latest data load (the evening prior to today’s date).

Sample Output

Key Figures
Limit Order Total Amount: (shown only on subtotal line) Original set-up amount plus/minus any adjustments since creation date
Limit Order Invoiced Amount: Amount for each invoice charged against a limit order
Limit Order Remaining Amount: (calculation; shown only on subtotal line) Limit Order Total Amount - Limit Order Invoiced Amount
Spent: (calculation; shown only on subtotal line) Limit Order Invoiced Amount as a percentage of the Limit Order Total Amount

Tips & Tricks
- Report data is determined by PO Creation Date, the date the Limit Order was created.
- Initial report display includes detailed invoice information as well as a summary, by purchase order.
The default display for Shopper is last name. To see the entire Shopper name, change display property to Long Text.

Additional Resources

The most recent version of each of the following tables is available on the [SRM Usability Project Web page](#):

- Table of Characteristics and Key Figures plus definitions
- Table showing Frequently Asked Questions and reports recommended to answer those questions