

**SRM Reporting User's Guide
Version 1.1**

February 14, 2015



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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

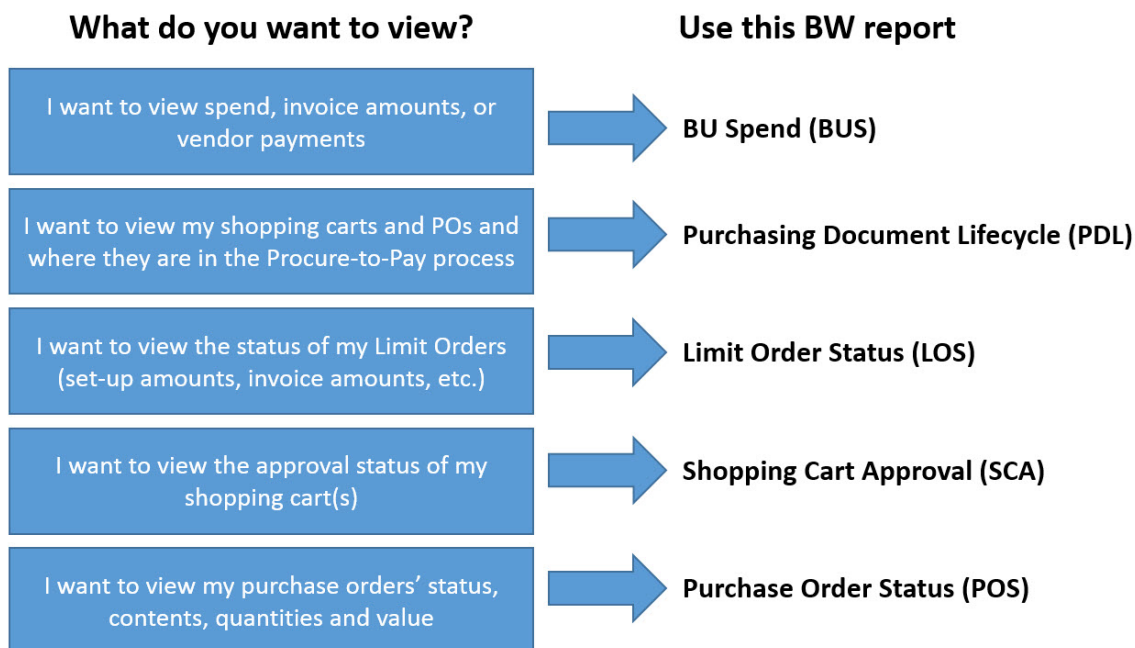
Where are the Reports?

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

What Reports are Available?

Report Name	Description
Purchasing Document Lifecycle (PDL)	View the status of a purchasing transaction from shopping cart creation through PO assignment, invoice receipt and payment.
BU Spend (BUS)	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.
Shopping Cart Approval (SCA)	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.
Purchase Order Status (POS)	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.
Limit Order Status (LOS)	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.

What Kinds of Questions can be answered with Each Report?



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).

General Variables		
Variable [Ⓢ]	Current Selection	Description
• Process Start Date	07/01/2015 - 02/07/2016	07/01/2015 - 02/07/2016
SC #		
PO #		
FI Doc # (SAP Invoice #)		
Funds Center		
Asset Sub-Number		
Internal Order		
WBS Element		
SC Parked Indicator		
PO Parked Indicator		
PO Cancelled Indicator		

OK Check

Sample Output

PDL, process start date 01/01/2016 -02/05/2016

Variable Screen Open Save As... Display As Table Info Print Version Export to Microsoft Excel Export to PDF Filter Settings

Columns	SC # [Ⓢ]	SC Name [Ⓢ]	PO # [Ⓢ]	PO Name [Ⓢ]	Vendor Invoice # [Ⓢ]	FI Doc # (SAP Invoice) [Ⓢ]	• Shopping Cart Value [Ⓢ]	• Shopping Cart Quantity [Ⓢ]
• Key Figures	1000450570	Scenario 7	#	#	#	#	24.19	1.00 EA
• SC #	1000450574	Scenario 10	8500238881	Local Purchase Order1 BUWVN513 01/27/201	#	#	24.19	1.00 EA
• SC Name	1000450573	Scenario 9	8500238895	Scenario 9	#	#	2,245.00	1.00 EA
• PO #	1000450572	Scenario 8	#	#	#	#	949.00	1.00 EA
• PO Name	1000450571	Scenario 7	8500238878	Scenario 7	#	#	24.19	1.00 EA
• Vendor Invoice #	1000450559	Scenario 6	8500238875	Scenario 6	SRM UX 12	5110278697	48.38	2.00 EA
• FI Doc # (SAP Invoice)	1000450558	Scenario 5	8500238874	Scenario 5	SRM UX 11	5110278696	24.19	1.00 EA
• Free characteristics	1000450557	Scenario 4	8500238873	Scenario 4	#	#	24.19	1.00 EA
• Asset Sub-Number	1000450556	Scenario 3	#	#	#	#	0.00	0.00
• Buyer	1000450555	Scenario 2	8500238872	Scenario 2	SRM UX 10	5110278695	84.16	*
• Campus	1000450554	Scenario 1	8500238871	Scenario 1	#	#	239.00	1.00 EA
• Clearing #	Overall Result						3,686.49	*
• Clearing date								

Last Date Update: 02/07/2016 15:54:51

• Purchase order Value [Ⓢ]	• Purchase order Quantity [Ⓢ]	• Invoiced Value [Ⓢ]	• Invoice Quantity [Ⓢ]	• Total Paid [Ⓢ]	• # Days PO - Invoice [Ⓢ]	• Delta Value [Ⓢ] (PO - Inv)	• Delta Quantity [Ⓢ] (PO - Inv)	• Hdr Level Total Value [Ⓢ]
		\$		\$				\$
0.00	0.00				0	0.00	0	0.00
\$ 24.19	1.00 EA				0	\$ 24.19	1 EA	24.19
\$ 2,245.00	1.00 EA				0	\$ 2,245.00	1 EA	2,245.00
0.00	0.00				0	0.00	0	0.00
\$ 24.19	1.00 EA				0	\$ 24.19	1 EA	24.19
\$ 48.38	2.00 EA	24.19	1 EA		1	\$ 24.19	1 EA	48.38
\$ 24.19	1.00 EA	24.19	1 EA	24.19	1	\$ 0.00	0 EA	24.19
\$ 12.09	1.00 EA				0	\$ 12.09	1 EA	24.19
0.00	0.00				0	0.00	0	0.00
\$ 84.16	*	84.16	*		1	\$ 0.00	*	84.16
\$ 239.00	1.00 EA				0	\$ 239.00	1 EA	239.00
\$ 2,701.20	*	132.54	*	24.19	-735.991	\$ 2,568.66	*	2,245.00

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.

General Variables			
Variable**	Current Selection		Description
* Period/Fiscal Year	001/2016 - 008/2016	<input type="checkbox"/>	001/2016 - 008/2016
Vendor		<input type="checkbox"/>	
Vendor - FI doc		<input type="checkbox"/>	
FI Doc # (SAP Invoice #)		<input type="checkbox"/>	
Document Type		<input type="checkbox"/>	
Vendor Invoice #		<input type="checkbox"/>	
PO #		<input type="checkbox"/>	
Funds Center		<input type="checkbox"/>	
Asset Sub-Number		<input type="checkbox"/>	
Internal Order		<input type="checkbox"/>	
WBS Element		<input type="checkbox"/>	
Product Category		<input type="checkbox"/>	
Posting Key		<input type="checkbox"/>	
Unit		<input type="checkbox"/>	

OK Check

Sample Output

BUS for period 001/2016-008/2016, run date 02/08/2016

Variable Screen Open Save As Display As Table Info Print Version Export to Microsoft Excel Export to PDF Filter Settings

Columns	ARAVO Vendor ID a	Vendor a	Type of Business a	With Purchase Order **	Without Purchase Order **	Total Invoice Amount	Total Paid**	Disc. Amount**	Total Invoice Qty
				\$	\$	\$	\$	\$	
Key Figures	9648917	9648917	MAINTENANCE, REPAIR & OPERATIN	33,655.82		33,655.82	33,655.82	0.00	5.00 EA
ARAVO Vendor ID	9648535	9648535	INFORMATION TECHNOLOGY SUPPLIE	25,104.00		25,104.00	25,104.00	0.00	43.00 EA
Vendor	9648568	9648568	BUILDING DESIGN, ARCHITECTURAL	25,495.60		25,495.60	25,495.60	0.00	0.00
Type of Business	9648584	9648584	MAINTENANCE, REPAIR & OPERATIN	1,289.25		1,289.25	1,289.25	0.00	0.00
Free characteristics	10108577	10108577	INFORMATION TECHNOLOGY SUPPLIE	785.00		785.00	785.00	0.00	1.00 YR
AP Clerk Name	10568926	10568926	LAB SUPPLIES & SERVICES	3,558.56		3,558.56	3,558.56	0.00	20.00 EA
Asset	10568930	10568930	LAB SUPPLIES & SERVICES	6,385.40		6,385.40	6,385.40	0.00	2.00 EA
Asset Sub-Number									
Base Date									
Overall Result				96,273.63		96,273.63	96,273.63	0.00	

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).

General Variables			
Variable**	Current Selection		Description
* SC Creation Date	07/01/2015 - 02/08/2016	<input type="checkbox"/>	07/01/2015 - 02/08/2016
SC #		<input type="checkbox"/>	
SC Approval Status		<input type="checkbox"/>	
SC Parked Indicator		<input type="checkbox"/>	
Asset Sub-Number		<input type="checkbox"/>	
Internal Order		<input type="checkbox"/>	
WBS Element		<input type="checkbox"/>	

OK Check

Sample Output

SC Approval Status for SC created on 01/01/2016 - 02/05/2016

Variable Screen Open Save As... Display As Table Info Print Version Export to Microsoft Excel Export to PDF Filter Settings

Columns	SC #	SC Name	SC Vendor	SC Approval Date	SC Approver	Shopping Cart Value**	Number of Approval Steps**	#Days Open Awaiting Approval**
Key Figures						\$		
Rows	1000450554		10000647 Apple Inc.	01/27/2016	WF-BATCH	239.00		
SC #						239.00	1	0
SC Name								
SC Vendor	1000450555		10000004 The Baker Company	01/27/2016	WF-BATCH	84.16		
SC Approval Date						84.16	1	0
SC Approver	1000450573		10000004 The Baker Company	01/28/2016		2,245.00		
Free characteristics						2,245.00		
SC Approval Status					WF-BATCH	2,245.00		
SC Creation Date						2,245.00	3	1
SC Parked Indicator								
	Overall Result					2,568.16	5	0

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).

General Variables		
Variable ^{SP}	Current Selection	Description
* PO Creation Date	07/01/2015 - 02/08/2016	07/01/2015 - 02/08/2016
PO #		
PO Processing Status		
Funds center		
Asset sub Number		
Cost Center		
Internal Order		
WBS Element		
PO Parked Indicator		
PO Cancelled Indicator		
PO Closed Indicator		

OK Check

Sample Output

PO Status for PO created on 07/01/2015 - 02/04/2016

Variable Screen Open Save As... Display As: Table Info Print Version Export to Microsoft Excel Export to PDF Filter Settings

PO Processing Status	PO Vendor	PO #**	PO Name	PO Creation Date	Purchase Order Value	Purchase Order Quantity
					\$	
Ordered	10000004 The Baker Company	8500238881	Local Purchase Order1 BUW/TN513 01/27/201	01/27/2016	24.19	1.00 EA
		8500238878		01/27/2016	24.19	1.00 EA
		8500238875		01/27/2016	48.38	2.00 EA
		8500238874		01/27/2016	24.19	1.00 EA
		8500238873		01/27/2016	24.19	1.00 EA
		8500238872		01/27/2016	84.16	*
	10000647 Apple Inc.	8500238871		01/27/2016	239.00	1.00 EA
Overall Result					468.30	*

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).

General Variables			
Variable**	Current Selection		Description
* PO Creation Date	07/01/2015 - 02/08/2016	<input type="checkbox"/>	07/01/2015 - 02/08/2016
PO #		<input type="checkbox"/>	
PO Limit End Date		<input type="checkbox"/>	
PO Limit Start Date		<input type="checkbox"/>	
PO Processing Status		<input type="checkbox"/>	
Asset Sub-Number		<input type="checkbox"/>	
Funds Center		<input type="checkbox"/>	
WBS Element		<input type="checkbox"/>	
Internal Order		<input type="checkbox"/>	

OK Check

Sample Output

Limit Order Status for LO created 07/01/2015 - 12/31/2015

Variable Screen Open Save As... Display As Table Info Print Version Export to Microsoft Excel Export to PDF Filter Settings

Columns	PO#	PO Vendor	PO Limit End Date	SAP Invoice #	Vendor Invoice #	Limit Order Total Amount	Limit Order Invoiced Amount	Limit Order Remaining Amount	Spent**
Rows						\$	\$	\$	%
• Key Figures	8600015039		06/30/2016	5110278291	15F0047036231		248.70		
• PO#	Result					1,000.00	248.70	751.30	25
• PO Vendor	8600015063		06/30/2016	5110277719	58907		24,767.00		
• PO Limit End Date				5110278261	59302		239.06		
• SAP Invoice #				5110278262	59301		203.66		
• Vendor Invoice #				5110278264	58985		6,500.00		
• Free characteristics	Result					80,000.00	31,709.72	48,290.28	40
• Funds Center	8600015069		06/30/2016	5110278185	0076852		322.65		
• PO Date				5110278188	0077189		51.97		
• PO Limit Start Date				5110278190	0077111		85.05		
• PO Name	Result					459.67	459.67	0.00	100
• PO Processing Status									

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