

APPO Reports Guide

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I. How do I access APPO Reports?

Accounts Payable/Purchase Order (APPO) reports are Business Objects reports and are available through BI launch pad. You can find BI launch pad login links at the following websites:

Department of Finance: <https://finance.vumc.org>

eBiz: <https://finance.vumc.org/ebiz/>

Direct link: <https://enterprisebiprod.app.vumc.org/BOE/BI>

Steps:

1. BI launch pad uses VUMC's single sign on system. If you are not already logged on, enter your VUNetID and ePassword.

Note: Make sure that the authentication is set to Windows AD.



SAP BusinessObjects
BI launch pad

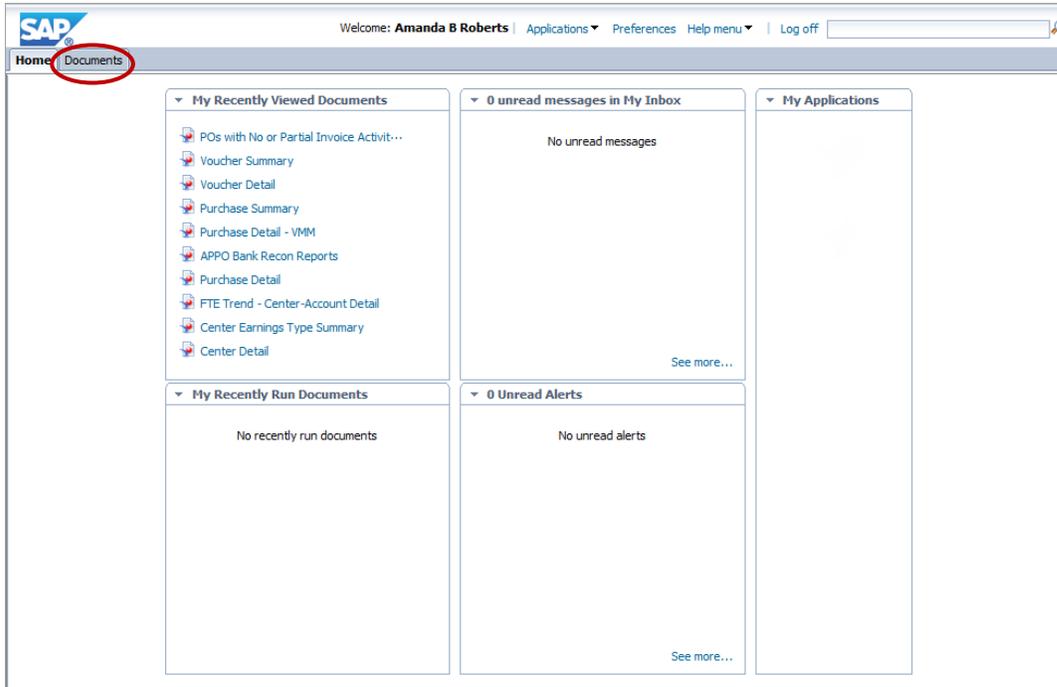
Enter your user information, and click "Log On".
If you are unsure of your account information, contact your system administrator.

User Name: robertab
Password: ●●●●●●
Authentication: Windows AD

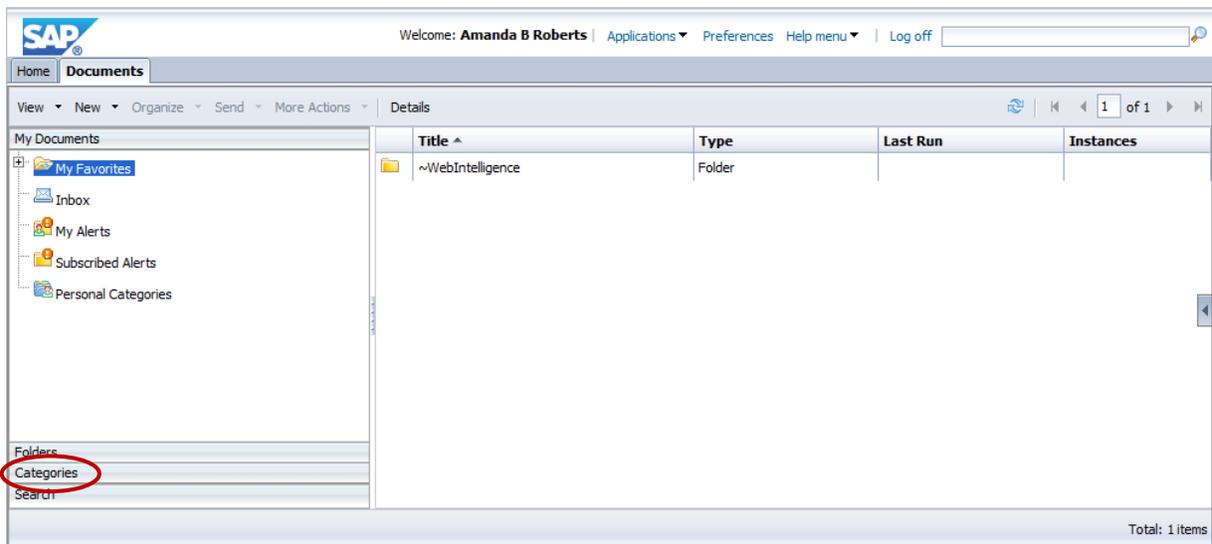
Log On

SAP Help

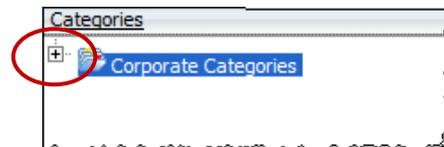
2. Select the **Documents** tab from the BI launch pad home page.



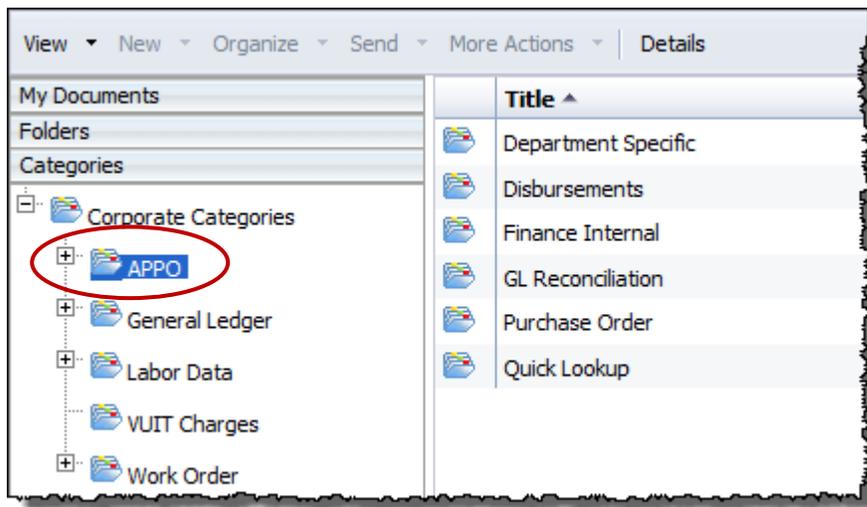
3. From the Document page, if **Categories** are not displayed, select the **Categories** tab at the bottom.



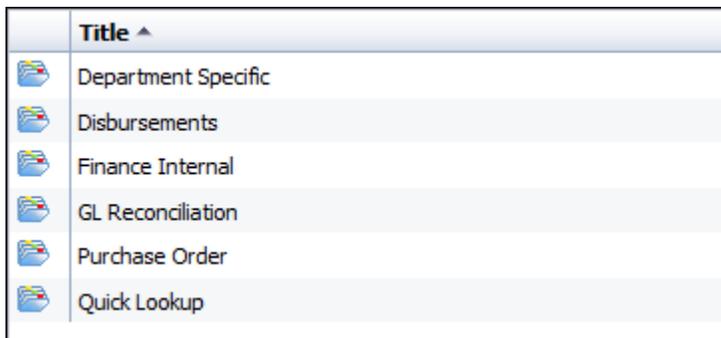
4. Expand the 'Corporate Categories' by clicking the '+' sign to the left of the folder.



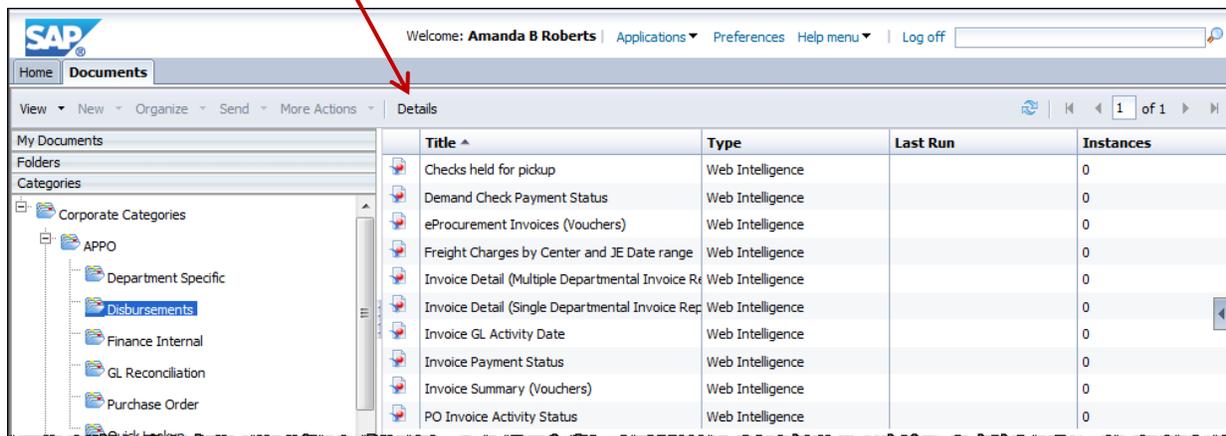
5. Select 'APPO' from the list of available universes.



6. The larger APPO folder includes subfolder categories including Disbursements and Purchase Order. Select the correct category based on what report information you need.



7. Once you have selected the subfolder, the list of available APPO reports will appear in the Documents window.



Purchase Detail Report

The **Purchase Detail Report** provides information about a purchase transaction through various points in its life cycle. This report can be used to answer the following questions:

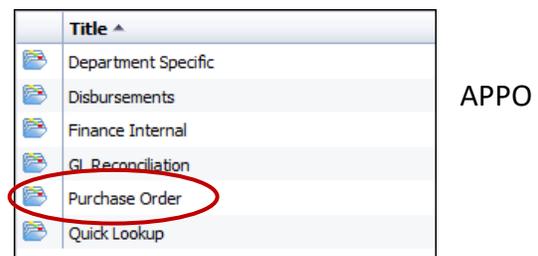
- How do I find the related Purchase Order (PO) for a requisition?
- How do I know if an Invoice has been received for a PO?
- How can I find out if an Invoice related to the PO or Requisition has been paid?

II. How do I find the related Purchase Order (PO) for a requisition?

If you have a departmental requisition (eProcurement Req, or historical A Req, C Req, etc.) and would like to check the Purchase Order submitted by the Procurement Department, run the **Purchase Detail** report.

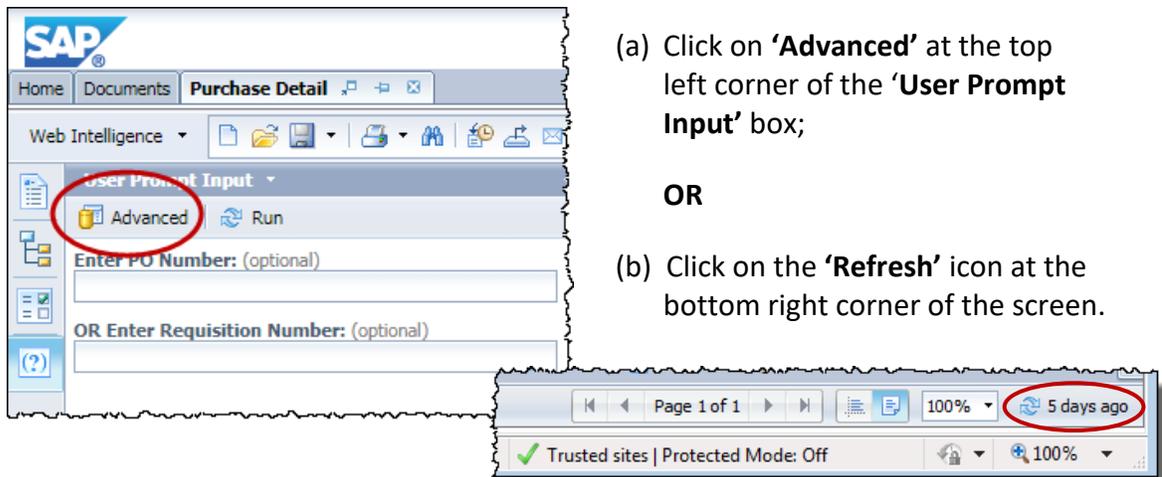
Steps:

1. Select the **'Purchase Order'** folder from the Corporate Category in BI launch pad.



2. Scroll down the alphabetical list of reports and double click **'Purchase Detail'** to run the report.

3. To display the Prompts when the report opens, either:



(a) Click on **'Advanced'** at the top left corner of the **'User Prompt Input'** box;

OR

(b) Click on the **'Refresh'** icon at the bottom right corner of the screen.

- Click on the line 'Enter values for Req ID' to highlight it, then enter the requisition number when prompted for Req ID and click .

See Appendix for more information on using **Prompt Variants**.

Note: This report can also be run using the PO number.

Note: Use CAPITAL letters when entering data into the prompts.

- The **Purchase Detail** report will then be generated. The report will open on the first tab titled 'Transaction Summary.' The Purchase Order number is shown in the first column.

The **Type** field indicates the type of purchase (e.g., general, capital, sub-contract).

The **Requisition Audit** tab provides more information regarding the requisition.

PO Nbr	Req Id	PO Dt	Type	PO Status	PO Total	Check Cleared Date
5015188346	E001067149	09/24/2014	General	VU Force Complete	\$2,231.10	
08855048	PQ85486	09/24/2014	Matched	Paid		
08855048	PQ85486	09/24/2014	Matched	Paid		
08855048	PQ85486	09/24/2014	Matched	Paid		
08855048	PQ85486	09/24/2014	Matched	Paid		
08901855	QH66099	10/24/2014	Matched	Paid		

6. The second tab of the report titled 'PO Detail' displays the detailed PO information:

Vendor:
Computer Discount Warehouse Government
230 North Milwaukee Road
Vernon Hills, IL 60061
United States

PO Nbr	Req Id	PO Dt	PO Status	Buyer Name	Buyer Phone	Shipto Person Name	Shipto Dept Name	Shipto Room Nbr
5015188346	001067149	09/24/2014	Dispatched	Robble,Lisa	615-322-8617	Charlie Employee	Sample Dept	105

Line Nbr	Item Nbr	Item Description	Qty	UOM	Unit Price	Ext Amt	Dist	Center	Account	SLID	Account	Ext Amt
1	3154444	Lenovo ThinkPad Ultra Dock port replicator	1	EA	\$248.33	\$248.33	1	1234567890	74100			\$248.33
2	3448488	Lenovo ThinkPad T440 20B0 14 Core i7 4600U Windows 7 Pro 64 bit Wi	1	EA	\$1,618.88	\$1,618.88	1	1234567890	74100			\$1,618.88
3	1584675	StarTech com DisplayPort to DVI Video Converter	4	EA	\$16.72	\$66.88	1	1234567890	74100			\$66.88
4	2593981	SanDisk Cruzer Fit USB flash drive 16 GB	2	EA	\$15.25	\$30.50	1	1234567890	74100			\$30.50
5	2488416	Logitech Wireless Mouse M525	2	EA	\$30.00	\$60.00	1	1234567890	74100			\$60.00
6	2926397	HP LaserJet Pro 400 M401dne 299 60 savings 219 Ends 9 30	1	EA	\$206.51	\$206.51	1	1234567890	74100			\$206.51

Department Contact: Employee, Charlie 615-555-1234 c.employee@Vanderbilt.Edu

Center	Account	SLID	SLAC	Ext Amt
1234567890	74100			\$2,231.10
Total PO:				\$2,231.10

Note: Click this link to view the related internal comments report. Note that internal comments may not be distributed to vendors.

Internal comments are not authorized for distribution to vendor.

PO Comments

PO Number: 5015188346

PO Dt	09/24/2014	Buyer Name	Robble,Lisa
PO Type	General	Buyer Phone	615-322-8617
PO Origin	eProcurement System	Shipto Name	Charlie Employee
PO Status	Dispatched	Shipto Dept Name	Sample Dept
PO Payment Terms	45N	Shipto Room Nbr	105
PO Hold Status	N	PO Total	\$2,231.10
Match Rule	Quantity/Price: 1.) The unit price of the invoice line entered against this PO line must not exceed the tolerances. 2.) The cumulative invoice quantities entered against this line of the PO must not exceed tolerances. 3.) The PO is not on Payment Hold.		
PO Comment	Department Contact: Employee, Charlie 615-555-1234 c.employee@Vanderbilt.Edu		
PO Comment Internal			

III. How do I know if an Invoice has been received for a PO?

The **Purchase Detail** report also provides invoice information for a specific Purchase Order. Please refer to **Steps 1-4** in **Section II** above for guidance on running this report. You must have either the requisition number or the PO number for the purchase to generate the report.

Steps:

1. When the report is generated, it will open to the **'Transaction Summary'** tab. This tab lists the Vouchers received to date related to the PO.

Vendor:
Computer Discount Warehouse Government
230 North Milwaukee Road
Vernon Hills, IL 60061
United States

PO Nbr	Req Id	PO Dt	Type	PO Status	PO Total	Voucher Id	Invoice Id	Invoice Dt	Match Status	Payment Status	Check Cleared Date
5015188346	E001067149	09/24/2014	General	Dispatched	\$2,231.10	08855048	PQ85486	09/24/2014	Matched	Paid	
						08855048	PQ85486	09/24/2014	Matched	Paid	
						08855048	PQ85486	09/24/2014	Matched	Paid	
						08855048	PQ85486	09/24/2014	Matched	Paid	
						08855048	PQ85486	09/24/2014	Matched	Paid	
						08901855	QH66099	10/24/2014	Matched	Paid	

2. The **'PO Invoice Activity'** tab provides additional PO and voucher information first in summary and then in detail by PO line number.

The **'PMM Receiving Data'** tab provides information on PMM orders received through central receiving.

Summary

PO Nbr	Vendor Name	Req Id	PO Dt	PO Total	PO Status	PO Type
5015188346	Computer Discount Warehouse Government	E001067149	09/24/2014	\$2,231.10	Dispatched	General

Voucher Id	Invoice Id	Invoice Dt	Match Status	Invoice Total	Merchandise Amt	Discount	Freight	Tax	Payment Status	Scheduled to Pay
08855048	PQ85486	09/24/2014	Matched	\$611.69	\$611.69	\$0.00	\$0.00	\$0.00	Paid	11/06/2014
08901855	QH66099	10/24/2014	Matched	\$1,618.88	\$1,618.88	\$0.00	\$0.00	\$0.00	Paid	12/05/2014

Detail

PO Line Nbr	PO Line Cancel Status	Item Nbr	Item Description	PO Quantity	PO UOM	PO Unit Price	PO Extended Amt
1	Active	3154444	Lenovo ThinkPad Ultra Dock port replicator	1	EA	\$248.33	\$248.33

Voucher Match Status	Voucher Item Description	Voucher Quantity	Voucher UOM	Voucher Unit Price	Voucher Extended Amt	Payment Status
Matched	LVO TP ULTRA DOCK 170W	1	EA	\$248.33	\$248.33	Paid

The **'Voucher Detail'** tab also provides additional detailed voucher information.

IV. How can I find out if an Invoice related to the PO or Requisition has been paid?

The **Purchase Detail** report also provides payment information for the voucher(s) related to a specified purchase transaction. Please refer to **Steps 1-4** in **Section II** above for guidance on running this report.

Note: You must have either the requisition number or the PO number for the purchase to generate the **Purchase Detail** report. If you have only the Voucher ID number or Vendor Invoice number, please run the **Voucher Detail** report as outlined in **Section X** below.

Steps:

1. When the report is generated, it will open to the **'Transaction Summary'** tab. This tab lists the Vouchers related to the PO along with the payment status and check cleared date.

Vendor:
Computer Discount Warehouse Government
230 North Milwaukee Road
Vernon Hills, IL 60061
United States

PO Nbr	Req Id	PO Dt	Type	PO Status	PO Total	Voucher Id	Invoice Id	Invoice Dt	Match Status	Payment Status	Check Cleared Date
5015188346	E001067149	09/24/2014	General	Dispatched	\$2,231.10	08855048	PQ85486	09/24/2014	Matched	Paid	
						08855048	PQ85486	09/24/2014	Matched	Paid	
						08855048	PQ85486	09/24/2014	Matched	Paid	
						08855048	PQ85486	09/24/2014	Matched	Paid	
						08855048	PQ85486	09/24/2014	Matched	Paid	
						08901855	QH66099	10/24/2014	Matched	Paid	

2. Additional detail about the payment(s), such as the check number, check amount, and date cleared can be found on the **'Payment Status'** tab.

Voucher Number: 08901855

Scheduled Payment	Scheduled to Pay	Bank Account Key	Check Date	Check Number	Check Total	Payment Status	Check Cleared Date*	Payment Method
1	12/05/2014	MELL	12/04/2014	0000108455	\$8,052.01	Paid		EFT

* The Check Cleared Date is updated once a month, normally during the first 10 days of the month. If a paid invoice does not list a Check Cleared Date, it may still have cleared the bank. To determine current status of any uncleared checks, please contact Disbursements Services at disbursement@list.vanderbilt.edu.

Scheduled Payment: 1

Payee Name1	Computer Discount Warehouse Government
Payee Name2	
Payment Address 1	75 Remittance Drive
Payment Address 2	Suite 1515
Payment Address 3	
Payment Address 4	

Note: Payment Method **EFT** (Electronic Payments) will show no Check Cleared Date

Note: use the arrows to scroll through all pages (one page per voucher)

Purchase Summary Report

The **Purchase Summary** report provides a list of the purchase orders issued for a Center over a specified period of time. This report can be used to answer the question:

- *What Purchase Orders (POs) were issued for my Center last week?*

V. What Purchase Orders (POs) were issued for my Center last week?

Steps:

1. Select the '**Purchase Order**' folder from the Corporate Category in BI launch pad.

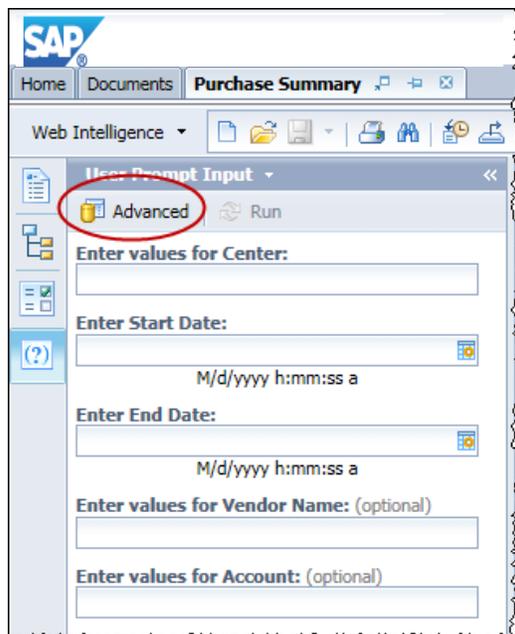
Title ^
Department Specific
Disbursements
Finance Internal
GL Reconciliation
Purchase Order
Quick Lookup

APPO



2. To run the report, double click '**Purchase Summary**' from the list of Purchase Order reports.

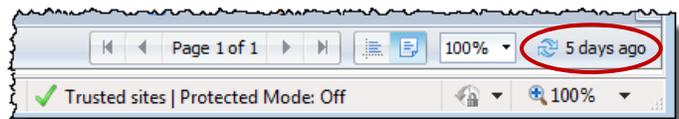
3. To display the Prompts when the report opens, either:



- (a) Click on '**Advanced**' at the top left corner of the '**User Prompt Input**' box;

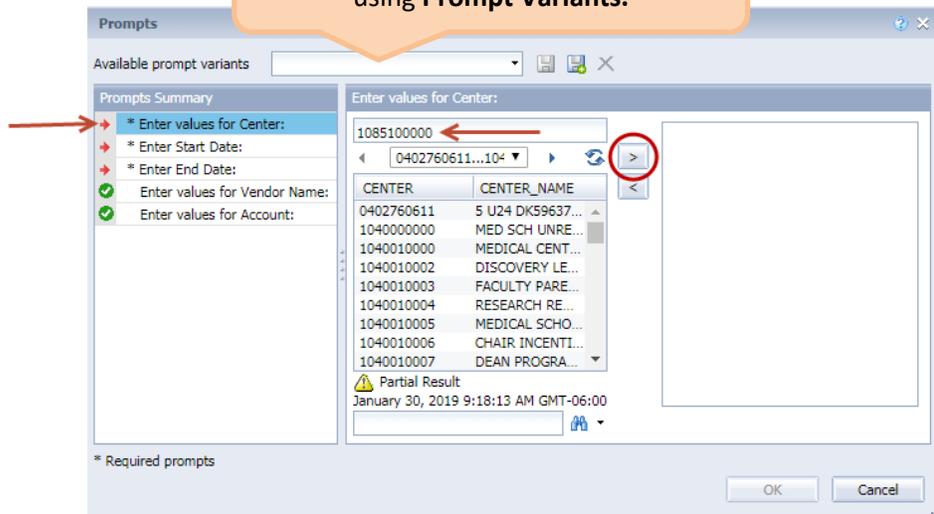
OR

- (b) Click on the '**Refresh**' icon at the bottom right corner of the screen.

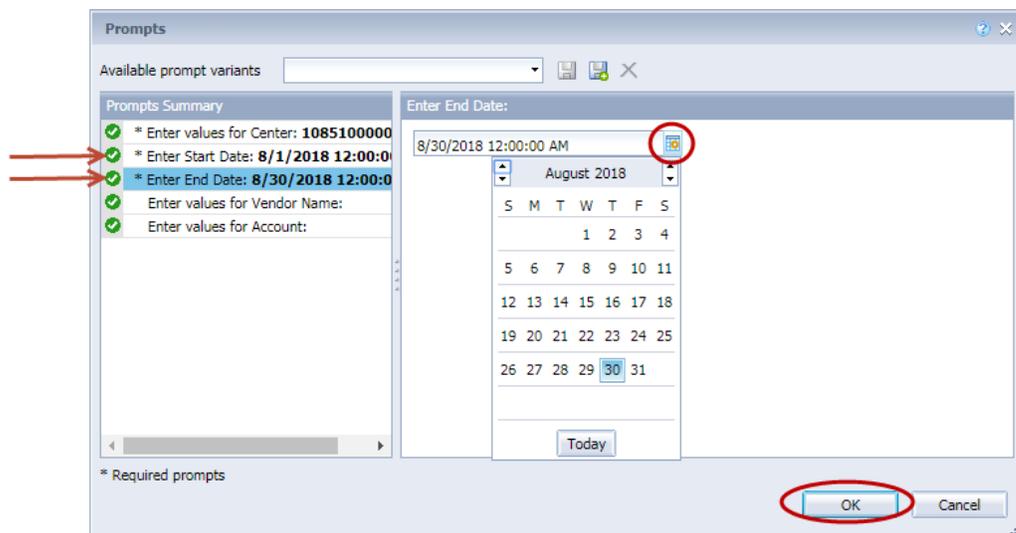


- Click on the **'Enter values for Center'** prompt to choose the Center on which you'd like to report, then click the right arrow to add the Center to the list. If desired, you can repeat this process to add multiple Centers to the list.

See Appendix for more information on using Prompt Variants.



- To enter the Start and End Dates, click the appropriate date prompt and then click the calendar icon. Select each date, and then click **OK** to generate the report.



- The **'PO Summary'** tab of the report provides a listing of the Purchase Orders entered into the APPO system during the specified time period. As of 7/11/2015, the **Business Unit** displays as either 'VANDY' for VU or 'VMC' for VUMC transactions.

The **Type** field indicates the type of purchase (e.g., general, capital, sub-contract).

Note: You can also view additional detail regarding a specific transaction by clicking on the blue PO number to hyperlink to the **Purchase Detail** report for that transaction.

Account	Vendor Name	Bus. Unit	PO Nbr	Req Id	PO Date	Type	PO Status	PO Dispatch Date	PO Match Status	PO Payment Terms	PO Hold Status	Buyer Name	PO Distribution Amt
63650	Connections Courier Service Inc	VANDY	5010151188	0000091117	07/01/2009	Blanket	VU Force Complete	06/30/2009	Fully Matched	45N	N	Goodman,Andrew	\$57,719.20
70100	Kronos Incorporated	VANDY	5010151193	A618436	07/01/2009	Service/Maintenance	VU Force Complete	07/01/2009	Fully Matched	45N	N	Anderson,Dolores	\$47,060.00
70100	Kronos Incorporated	VANDY	5010151193	A618436	07/01/2009	Service/Maintenance	VU Force Complete	07/01/2009	Fully Matched	45N	N	Anderson,Dolores	\$41,600.00
71210	Iron Mount	VANDY	5010151193	A618436	07/01/2009	Service/Maintenance	VU Force Complete	07/01/2009	Fully Matched	45N	N	Goodman,Andrew	\$35,000.00
63650	Connection Service Inc	VANDY	5010151188	0000091117	07/01/2009	Blanket	VU Force Complete	06/30/2009	Fully Matched	45N	N	Goodman,Andrew	\$16,149.32
74100	Dell Market	VANDY	5010151193	A618436	07/01/2009	Service/Maintenance	VU Force Complete	07/01/2009	Fully Matched	45N	N	Anderson,Dolores	\$603.99
60040	Guy Brown	VANDY	5010151193	A618436	07/01/2009	Service/Maintenance	VU Force Complete	07/01/2009	Fully Matched	45N	N	Kinney,Edward	\$1,214.59

- The second tab of the report titled **'PO Detail'** displays the detailed PO information for each Purchase Order that was entered during the specified period and is listed on the PO Summary tab. Each Purchase Order is listed on an individual page.

Vendor:
Dell Marketing L P
One Dell Way
Round Rock, TX 78682-0325
United States

PO Nbr	Req Id	PO Dt	PO Status	Buyer Name	Buyer Phone	Shipto Person Name	Shipto Dept Name	Shipto Room Nbr
5010153558	E000298446	07/02/2009	VU Force Complete	Anderson,Dolores	615-322-8617	JeffLoeb	Department of Finance	Suite 700

Line Nbr	Item Nbr	Item Description	Qty	UOM	Unit Price	Ext Amt	Dist	Center	Account	SLID	Account	Ext Amt
1	495637788	Intel Atom Processor Z330, 1.8GHz, 533MHz PSB, 512K L2 Cache (224-1795)	1	EA	\$603.99	\$603.99	1	1085100000	74100			\$603.99

Department Contact: Loeb,Jeff 322-1162 jeff.loeb@Vanderbilt.Edu

Center	Account	SLID	SLAC	Ext Amt
1085100000	74100			\$603.99
Total PO:				\$603.99

Note: use the arrows to scroll through all pages

POs with No or Partial Invoice Activity Report

The **POs with No or Partial Invoice Activity Report** provides a list of the purchase orders issued for a Center over a specified period of time but that remain open due to a balance remaining on the PO (i.e., “open POs”). A Center can use this amount to ensure its budget is sufficient to pay for any related invoices for an open PO when they come in.

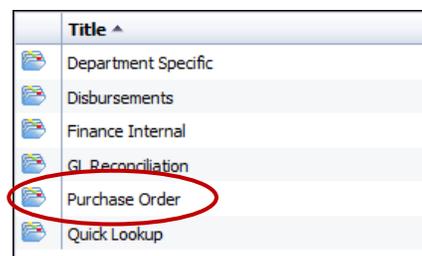
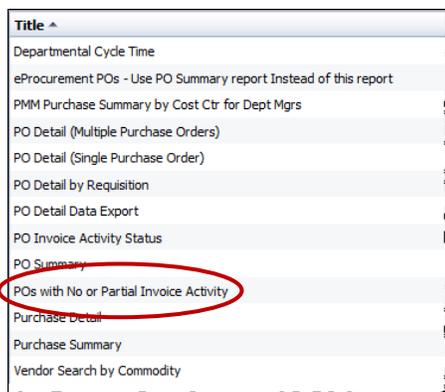
This report can be used to answer the following question:

- How do I find open POs in APPO for my Center?

VI. How do I find open POs in APPO for my Center?

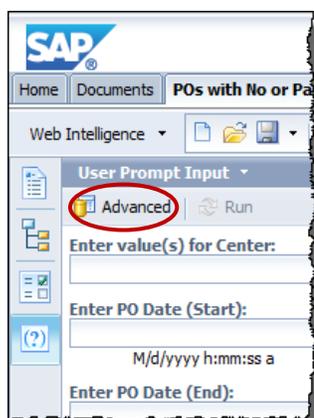
Steps:

1. Select the ‘Purchase Order’ folder from the APPO Corporate Category in BI launch pad.



2. Scroll down the alphabetical list of reports and double click ‘POs with No or Partial Invoice Activity’ to run the report.

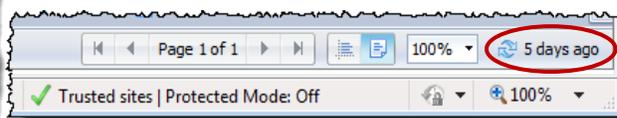
3. To display the Prompts when the report opens,



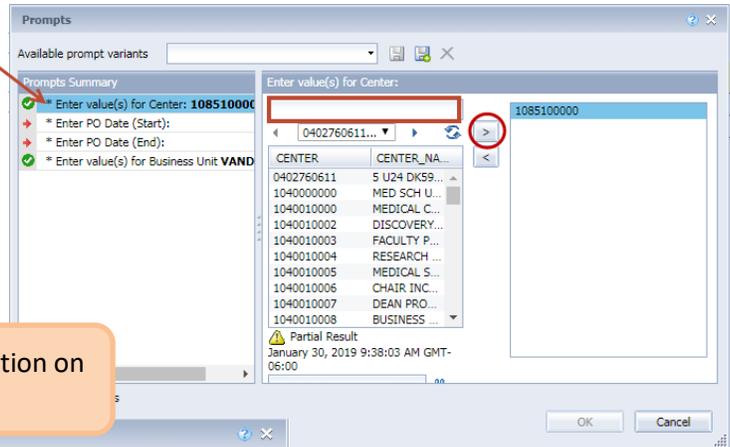
- (a) Click on ‘Advanced’ at the top left corner of the ‘User Prompt Input’ box;

OR

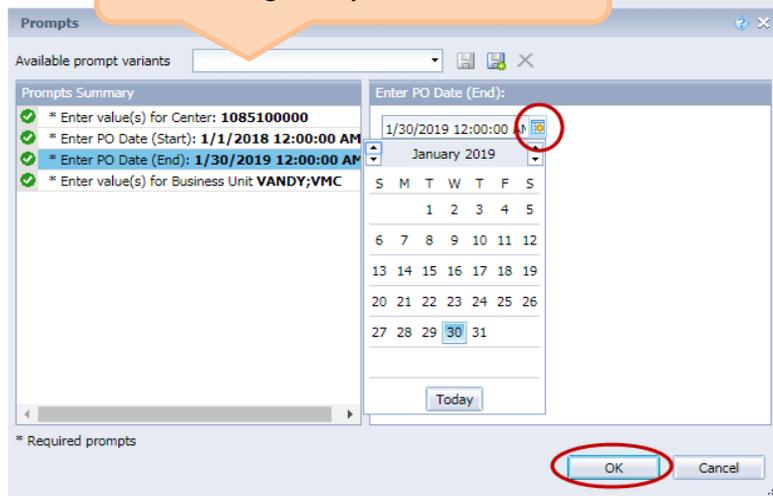
- (b) Click on the ‘Refresh’ icon at the bottom right corner of the screen.



- Click on the **'Enter value(s) for Center'** prompt to choose the Center on which you'd like to report, then click the right arrow to add the Center to the list. If desired, you can repeat this process to add multiple Centers to the list.



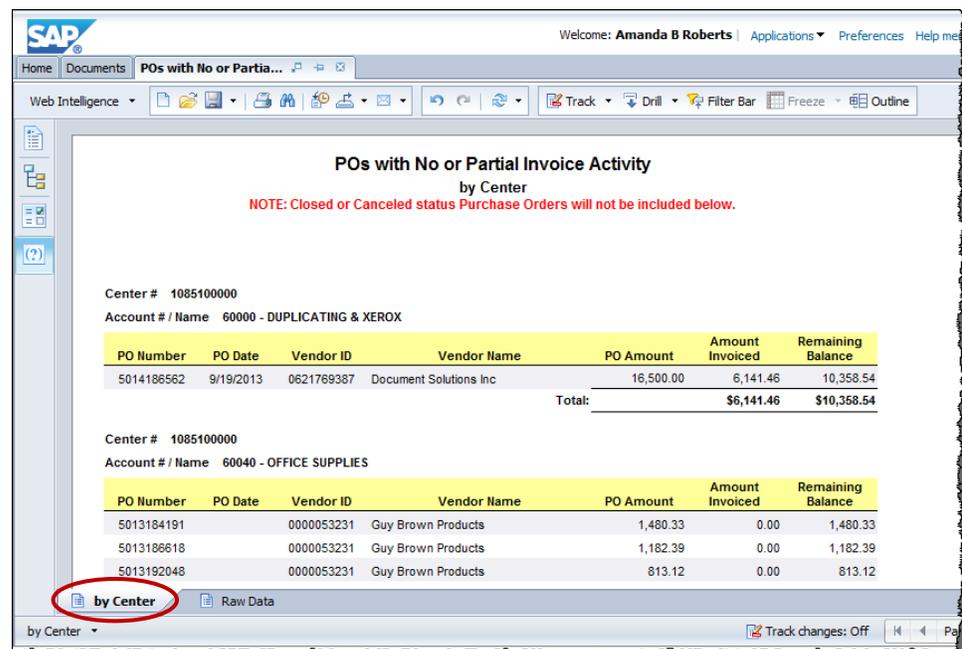
See Appendix for more information on using **Prompt Variants**.



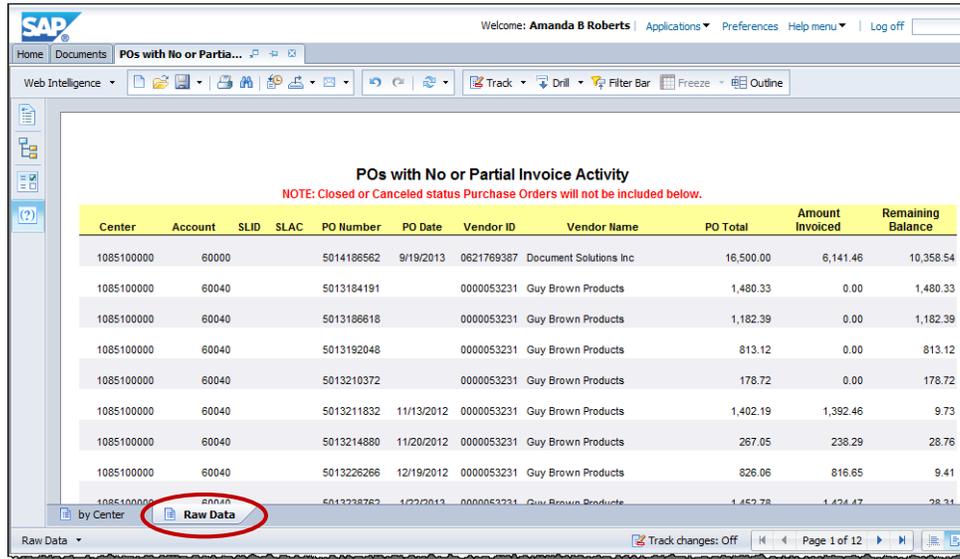
- To enter the Start and End PO Dates, click the appropriate date prompt and then click the calendar icon below. Then click **OK** to generate the report.

- The **POs with No or Partial Invoice Activity** report will be displayed.

The report will open on the first tab titled **'by Center,'** which groups the open POs during the selected date range by Center and account number.



- The second tab titled **'Raw Data'** lists each Purchase Order without the account totals. The grand total of all open POs issued during the selected dates can be viewed on the last page of the report.



POs with No or Partial Invoice Activity
NOTE: Closed or Canceled status Purchase Orders will not be included below.

Center	Account	SLID	SLAC	PO Number	PO Date	Vendor ID	Vendor Name	PO Total	Amount Invoiced	Remaining Balance
1085100000	60000			5014186562	9/19/2013	0621769387	Document Solutions Inc	16,500.00	6,141.46	10,358.54
1085100000	60040			5013184191		0000053231	Guy Brown Products	1,480.33	0.00	1,480.33
1085100000	60040			5013186618		0000053231	Guy Brown Products	1,182.39	0.00	1,182.39
1085100000	60040			5013192048		0000053231	Guy Brown Products	813.12	0.00	813.12
1085100000	60040			5013210372		0000053231	Guy Brown Products	178.72	0.00	178.72
1085100000	60040			5013211832	11/13/2012	0000053231	Guy Brown Products	1,402.19	1,392.46	9.73
1085100000	60040			5013214880	11/20/2012	0000053231	Guy Brown Products	267.05	238.29	28.76
1085100000	60040			5013226266	12/19/2012	0000053231	Guy Brown Products	826.06	816.65	9.41
1085100000	60040			5013238762	1/23/2013	0000053231	Guy Brown Products	1,452.78	1,424.47	28.31

- Open POs may be closed if it is determined that no additional goods or services that were ordered will be received and require payment.

To request an open PO be closed, email Procurement at:

vumcencumbranceremoval@vumc.org.

Voucher Summary Report

The **Voucher Summary** report provides a listing of the invoices received for a Center over a specified period of time. Additional optional prompts can be used to find detail such as freight charges and match exceptions. As such, this report can be used to answer the questions:

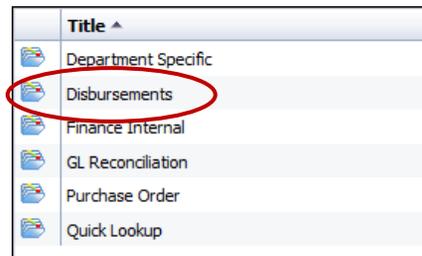
- Which Invoices were received for my Center last week?
- Which of the Invoices received for my Center last week included freight charges?
- How do I find Match Exceptions for my Center?

VII. Which Invoices were received for my Center last week?

You can specify a period of time that you would like to view all invoices that were entered for a Center (or Centers) and run the **'Voucher Summary'** report to see the full listing a review voucher details.

Steps:

1. Select the **'Disbursements'** folder from the Corporate Category in BI launch pad.

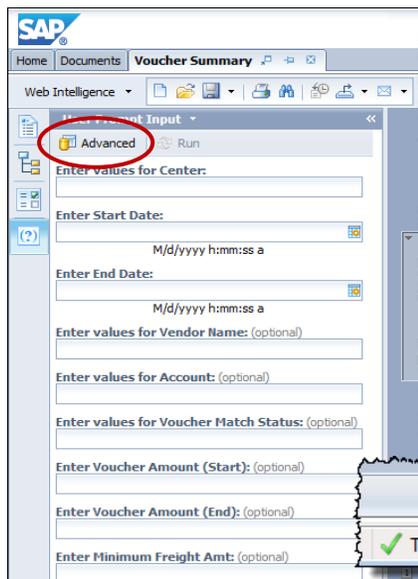


APPO



2. To run the report, double click **'Voucher Summary'** from the list of Disbursement Reports.

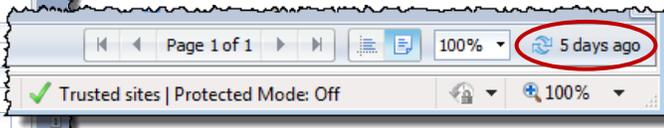
3. To display the Prompts when the report opens, either:



- (a) Click on **'Advanced'** at the top left corner of the **'User Prompt Input'** box;

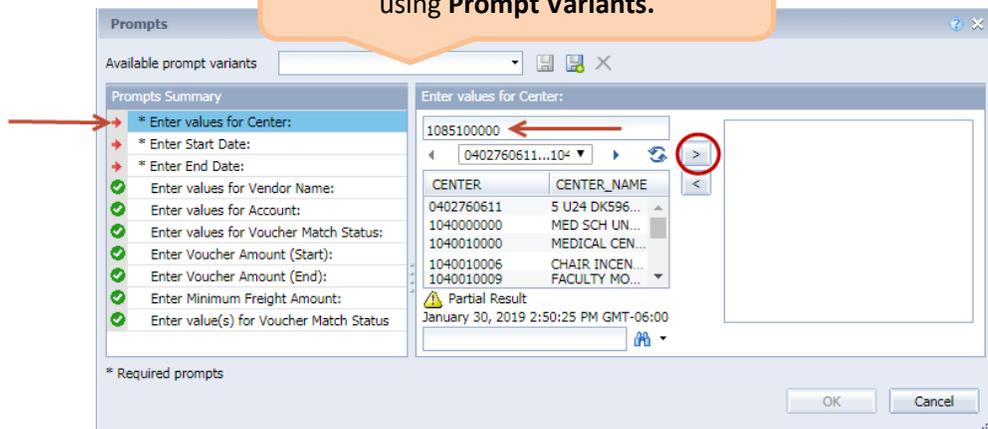
OR

- (b) Click on the **'Refresh'** icon at the bottom right corner of the screen.

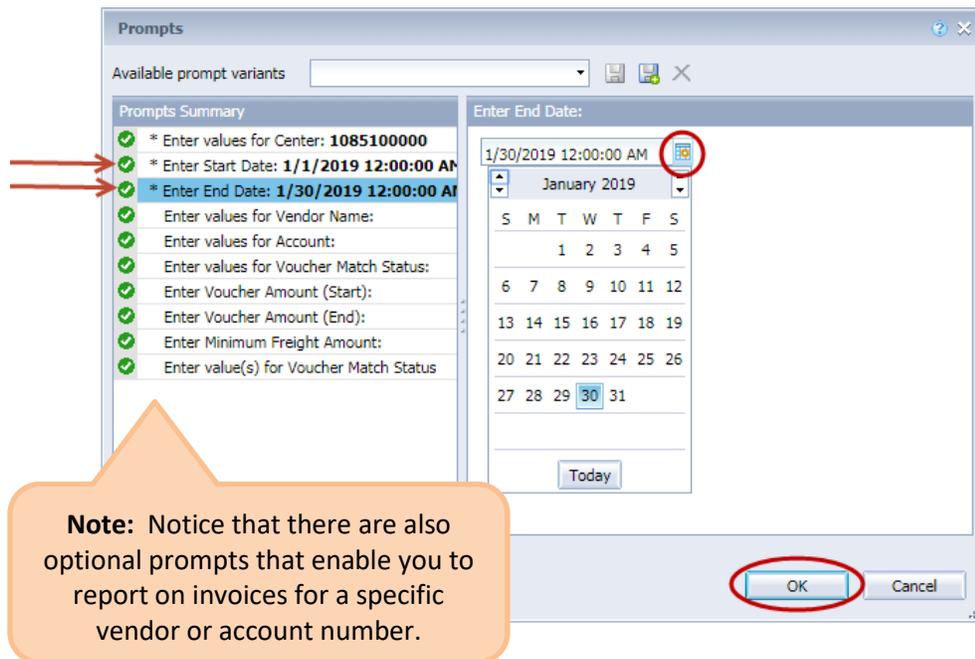


- Click on the **'Enter values for Center'** prompt to enter the Center on which you'd like to report and click the right arrow. You can choose multiple Centers by typing additional Center numbers and clicking the right arrow.

See Appendix for more information on using **Prompt Variants**.



- To enter the Start and End Invoice Entry Dates, click the appropriate date prompt and then click the calendar icon below to select the date. Then click **OK** to generate the report.



6. The resulting report includes two tabs. The first is the **'Voucher Summary'** tab that shows a summary list of all invoices entered during the specified period. The report also includes check requests, if any. Use the forward and back arrows to view each page. As of 7/11/2015, the **Business Unit** displays as either 'VANDY' for VU or 'VMC' for VUMC transactions.

Note: Clicking on the blue Voucher ID Number, PO Number, or Payment Status takes you to the related Voucher Detail report.

7. The **'Voucher Detail'** tab shows each detailed invoice entered during the specified period. Use the forward and back arrows to view each invoice.

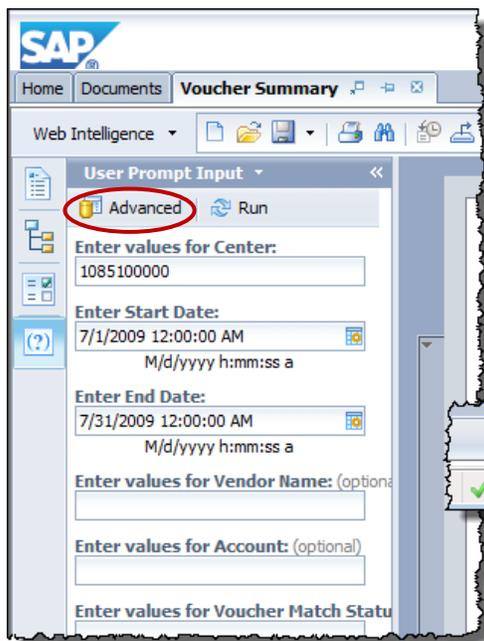
VIII. Which of the Invoices received for my Center last week included freight charges?

The **Voucher Summary** report can also be used to determine which invoices for a given Center (or Centers) included freight charges. Please refer to **Steps 1-5** in **Section VII** above for guidance on running the **'Voucher Summary'** report.

Using the **'Minimum Freight Amount'** prompt within the **Voucher Summary** report will filter all vouchers with a freight amount above the minimum selected in the report.

Steps:

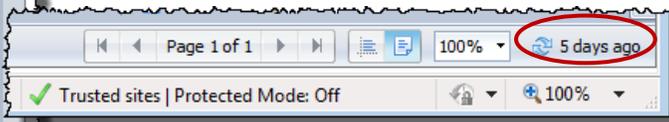
1. To display the Prompts, either:



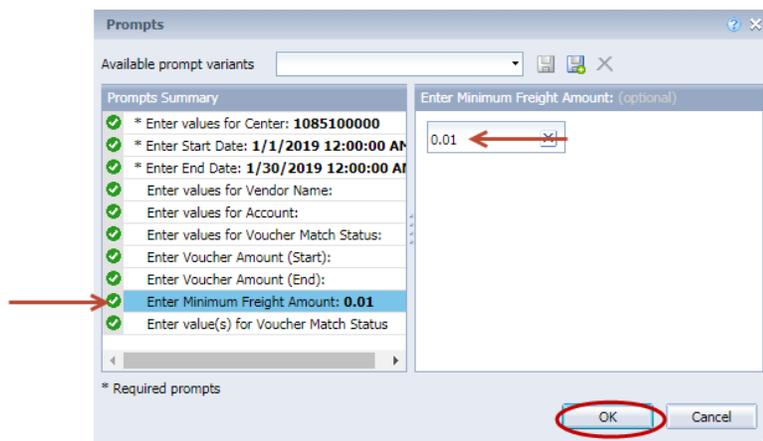
- (a) Click on **'Advanced'** at the top left corner of the **User Prompt Input** box;

OR

- (b) Click on the **'Refresh'** icon at the bottom right corner of the screen.



2. If not already populated, enter the Center, Start Date, and End Date per **Steps 1-5** in **Section VII**. Then click on the **'Enter Minimum Freight Amount'** prompt and then enter in the minimum amount of freight you would like to review and click .



- The resulting report will display the **'Voucher Summary'** tab. However, the report will only display the vouchers with freight amounts greater than the specified minimum.

Center: 1085100000

Account	Vendor Name	Voucher Amount	Freight Amount	Voucher Id	Invoice Id	Check Request #	Invoice Dt	PO Nbr	Match Status	Entry Dt	Accounting Dt	Payment Status	Check Cleared Date
60070	Computer Discount Warehouse Government	\$420.62	\$10.62	05683392	PMR5395	None	06/30/2009	5009256487	Matched	07/06/2009	06/30/2009	Paid	08/17/2009
74100	Computer Discount Warehouse Government	\$310.14	\$11.91	05704670	PPV6346	None	07/13/2009	5010155784	Matched	07/21/2009	07/21/2009	Paid	08/31/2009
74100	Computer Discount Warehouse Government	\$130.53	\$10.57	05706628	PPZ2753	None	07/14/2009	5009234132	Matched	07/21/2009	07/21/2009	Paid	08/31/2009
Sum:		\$861.29	\$33.10										

Voucher Summary | Voucher Detail

Page 1 of 1

- The **'Voucher Detail'** tab will display the detailed vouchers with freight amounts greater than the specified minimum (i.e. , the only vouchers listed on the **'Voucher Summary'** tab). One voucher is listed per page – use the arrows to scroll through all pages.

Center: 1085100000

Voucher Id	Invoice Id	Vendor Name	Invoice Dt	Entry Dt	GL Date	PO Nbr	Req Id	Payment Terms	Scheduled to Pay	Match Status
05683392	PMR5395	Computer Discount Warehouse Government	06/30/2009	07/06/2009	06/30/2009	5009256487	E000297467	Net 45	08/14/2009	Matched

Line Nbr	Qty	UOM	Item Description	Unit Price	Extended Amt	Center	Account	SLID	SLAC	Merchandise Amt
1	1	EA	Crystal Reports XI Professiona	\$410.00	\$410.00	1085100000	60070			\$410.00

Discount Amt	\$0.00	Center	Account	SLID	SLAC	Extended Amt
Freight Amt	\$10.62	1085100000	60070			\$410.00
Tax Amt	\$0.00				Total:	\$410.00
Invoice Total	\$420.62					

Voucher Summary | Voucher Detail

Page 1 of 3

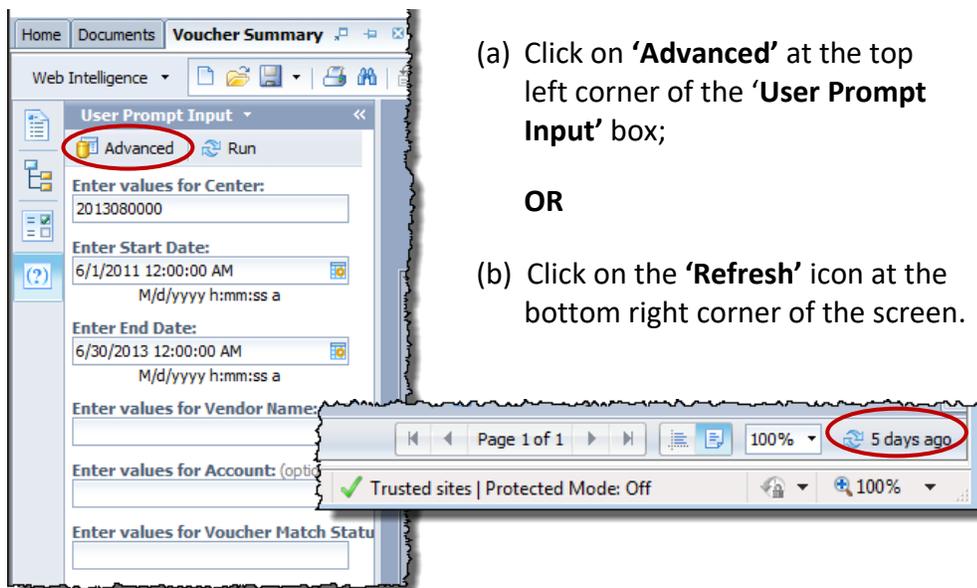
IX. How do I find Match Exceptions for my Center?

The **'Voucher Match Status'** prompt within the **Voucher Summary** report can be used to determine which invoices for a given Center (or Centers) have match exceptions. These are transactions that require departmental review due to a discrepancy between the Purchase Order and the Invoice.

From the **Voucher Summary** report, you can hyperlink to see detailed Invoice and Purchase Order data in the **Voucher Detail** report. Please refer to **Steps 1-5** in **Section VII** above for guidance on running the **'Voucher Summary'** report.

Steps:

- To display the Prompts, either:

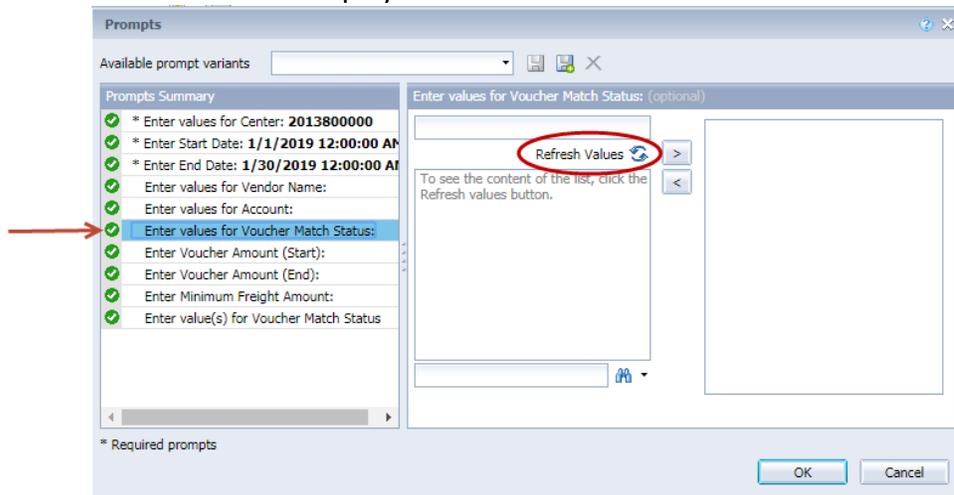


- Click on **'Advanced'** at the top left corner of the **'User Prompt Input'** box;

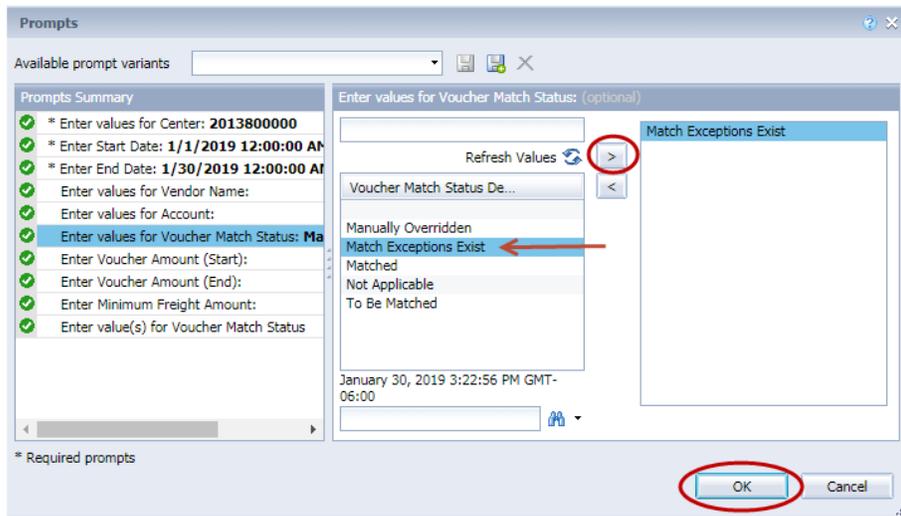
OR

- Click on the **'Refresh'** icon at the bottom right corner of the screen.

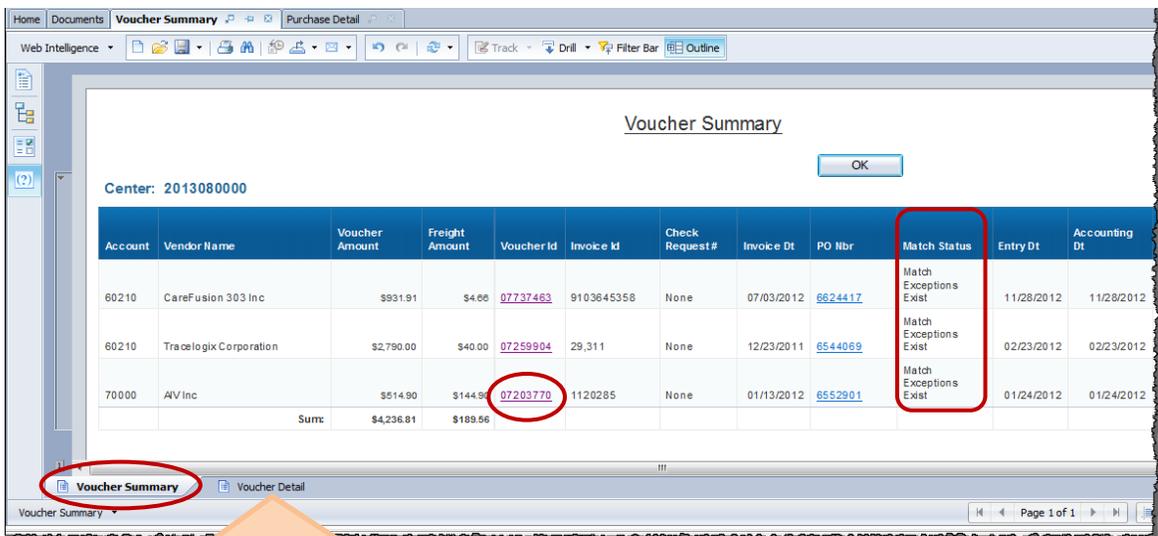
- If not already populated, enter the Center, Start Date, and End Date per **Steps 1-5** in **Section VII**. Then click on the **'Enter values for Voucher Match Status'** prompt, and click on  to display the list of values.



- When the list is displayed, click on **'Match Exceptions Exist'** and then click the right arrow to add it to the list. Then click  to create the report.



- The resulting report will have two tabs. The first displays the **'Voucher Summary'** tab. The report will only list the vouchers with a match status of **'Match Exceptions Exist.'** Click on one of the Voucher ID numbers to hyperlink to the related **Voucher Detail** report.

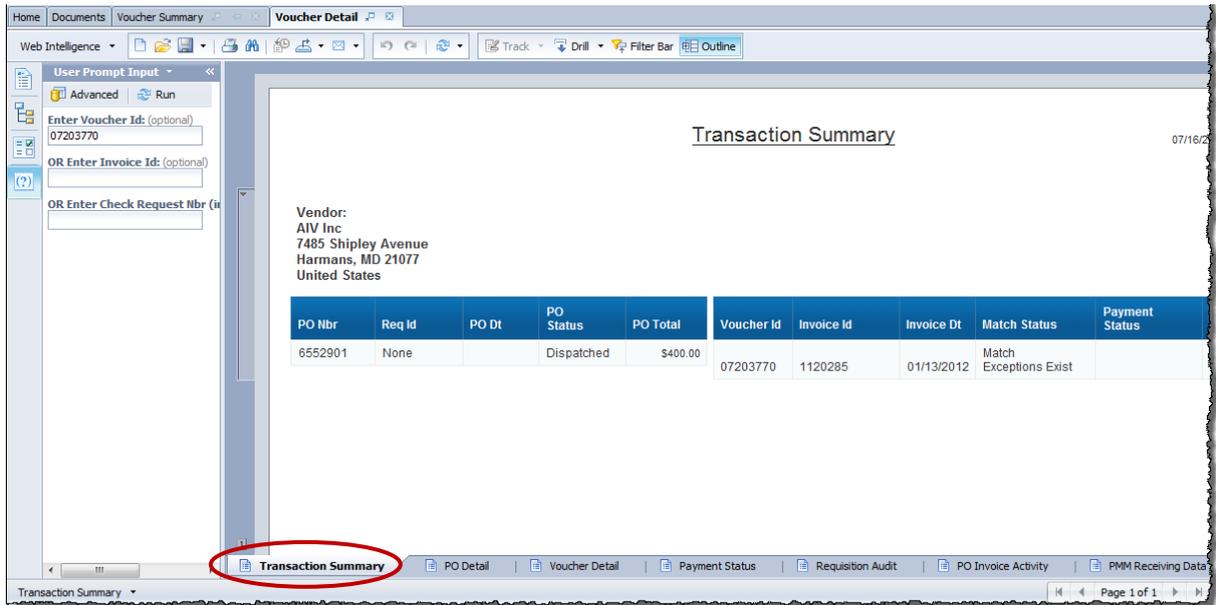


The screenshot shows a 'Voucher Summary' report with a table of vouchers. The 'Match Status' column is circled in red. The 'Voucher Summary' tab is selected at the bottom.

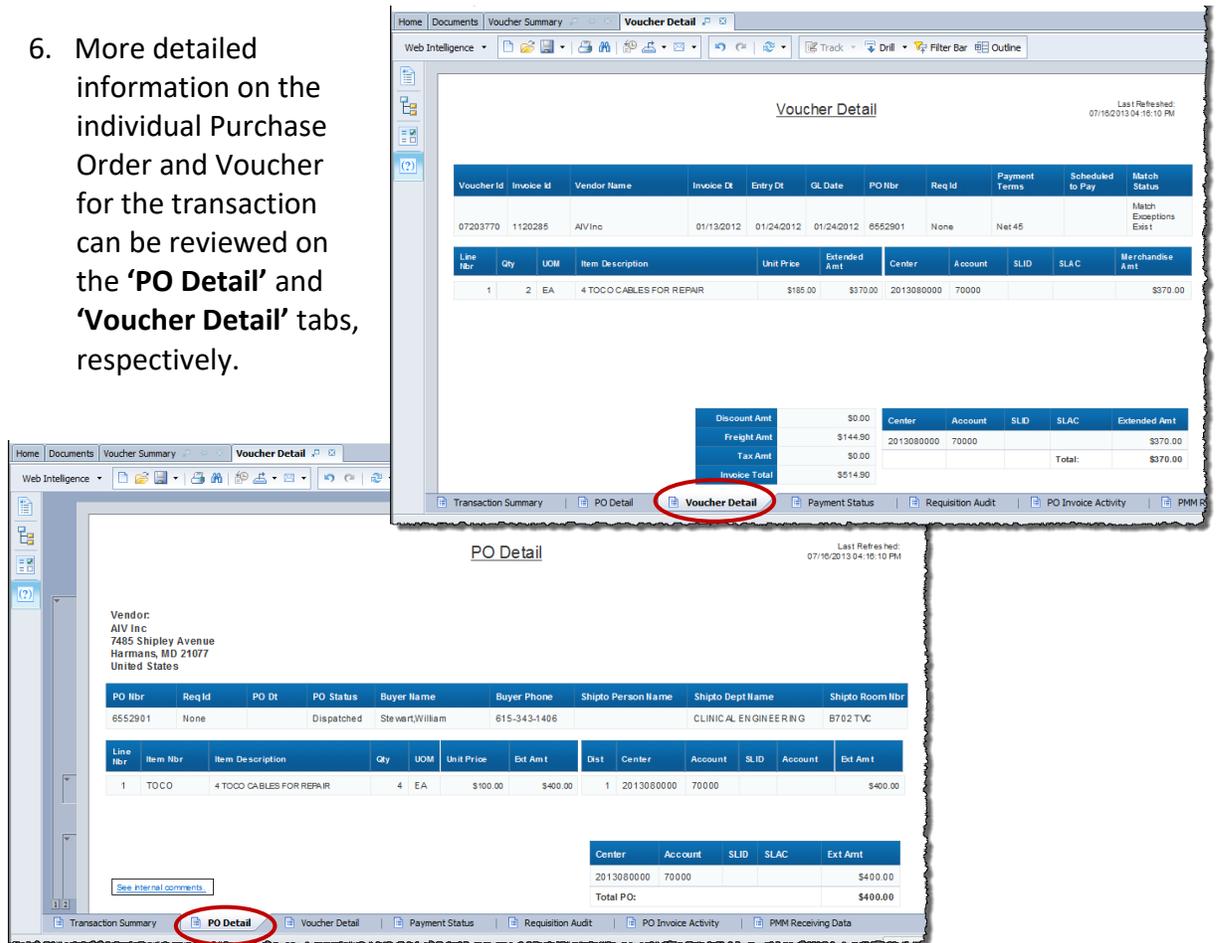
Account	Vendor Name	Voucher Amount	Freight Amount	Voucher Id	Invoice Id	Check Request #	Invoice Dt	PO Nbr	Match Status	Entry Dt	Accounting Dt
60210	CareFusion 303 Inc	\$931.91	\$4.06	07737463	9103645358	None	07/03/2012	6624417	Match Exceptions Exist	11/28/2012	11/28/2012
60210	Tracelogix Corporation	\$2,790.00	\$40.00	07259904	29,311	None	12/23/2011	6544069	Match Exceptions Exist	02/23/2012	02/23/2012
70000	AVV Inc	\$514.90	\$144.00	07203770	1120285	None	01/13/2012	6552901	Match Exceptions Exist	01/24/2012	01/24/2012
Sum:		\$4,236.81	\$189.56								

Note: The second tab, titled **'Voucher Detail'** displays the detailed vouchers that have match exceptions (i.e., the only vouchers listed on the **'Voucher Summary'** tab). One voucher is listed per page – use the arrows to scroll through all pages.

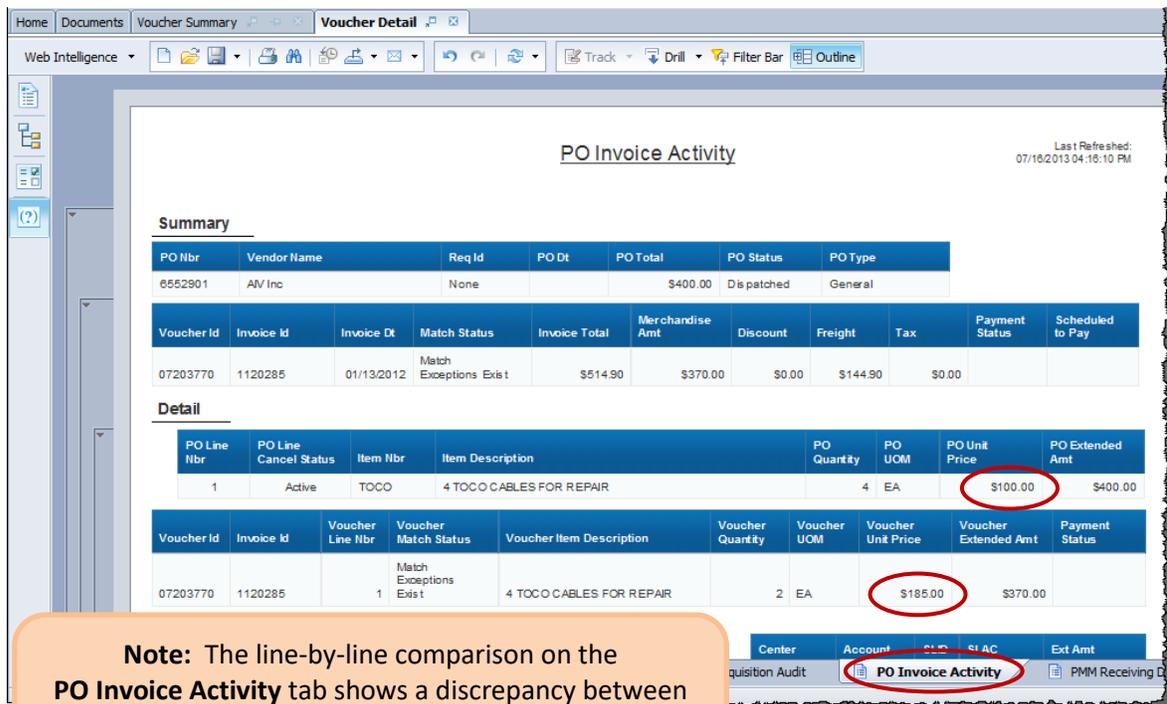
- The **Voucher Detail** report will open on the **'Transaction Summary'** tab that shows summary-level information.



- More detailed information on the individual Purchase Order and Voucher for the transaction can be reviewed on the **'PO Detail'** and **'Voucher Detail'** tabs, respectively.



- To review further PO and Invoice detail on a PO line basis, click on the **'PO Invoice Activity'** tab.



PO Invoice Activity Last Refreshed: 07/16/2013 04:16:10 PM

Summary

PO Nbr	Vendor Name	Req Id	PO Dt	PO Total	PO Status	PO Type
6552901	AV Inc	None		\$400.00	Dispatched	General

Voucher Id	Invoice Id	Invoice Dt	Match Status	Invoice Total	Merchandise Amt	Discount	Freight	Tax	Payment Status	Scheduled to Pay
07203770	1120285	01/13/2012	Match Exceptions Exist	\$514.90	\$370.00	\$0.00	\$144.90	\$0.00		

Detail

PO Line Nbr	PO Line Cancel Status	Item Nbr	Item Description	PO Quantity	PO UOM	PO Unit Price	PO Extended Amt
1	Active	TOCO	4 TOCO CABLES FOR REPAIR	4	EA	\$100.00	\$400.00

Voucher Id	Invoice Id	Voucher Line Nbr	Voucher Match Status	Voucher Item Description	Voucher Quantity	Voucher UOM	Voucher Unit Price	Voucher Extended Amt	Payment Status
07203770	1120285	1	Match Exceptions Exist	4 TOCO CABLES FOR REPAIR	2	EA	\$185.00	\$370.00	

Center	Account	SLAC	Ext Amt
Acquisition Audit		PO Invoice Activity	PMM Receiving D

Note: The line-by-line comparison on the **PO Invoice Activity** tab shows a discrepancy between the unit price per the PO and the unit price per the Invoice, which represents a match exception.

Voucher Detail Report

The **Voucher Detail** report provides information about a transaction through various points in its life cycle using the Voucher ID number, Invoice number (i.e., vendor invoice), or Demand Check reference number. This report provides the same report information as the **Purchase Detail** report discussed above and can also be run in order to view additional detail about the voucher and PO activity.

This report can be used to answer the following questions:

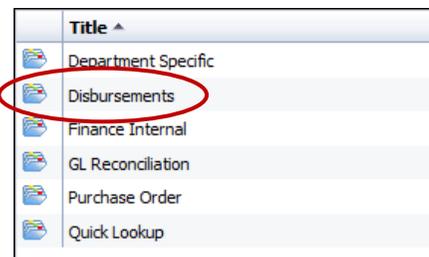
- How can I check the status of a Demand Check?
- How can I find out if an invoice has been paid?

X. How can I check the status of a Demand Check?

The **Voucher Detail** report will provide payment information for a specific check request. To generate this report you must have the reference number found on the demand check form.

Steps:

1. Select the '**Disbursements**' folder from the Corporate Category in BI launch pad.

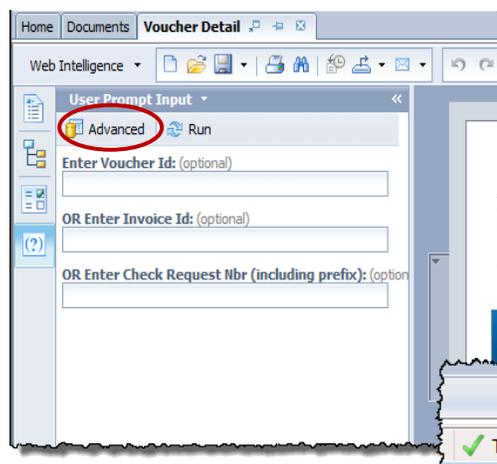


APPO



2. To run the report, double click '**Voucher Detail**' from the list of Disbursement reports.

3. To display the Prompts when the report opens, either:



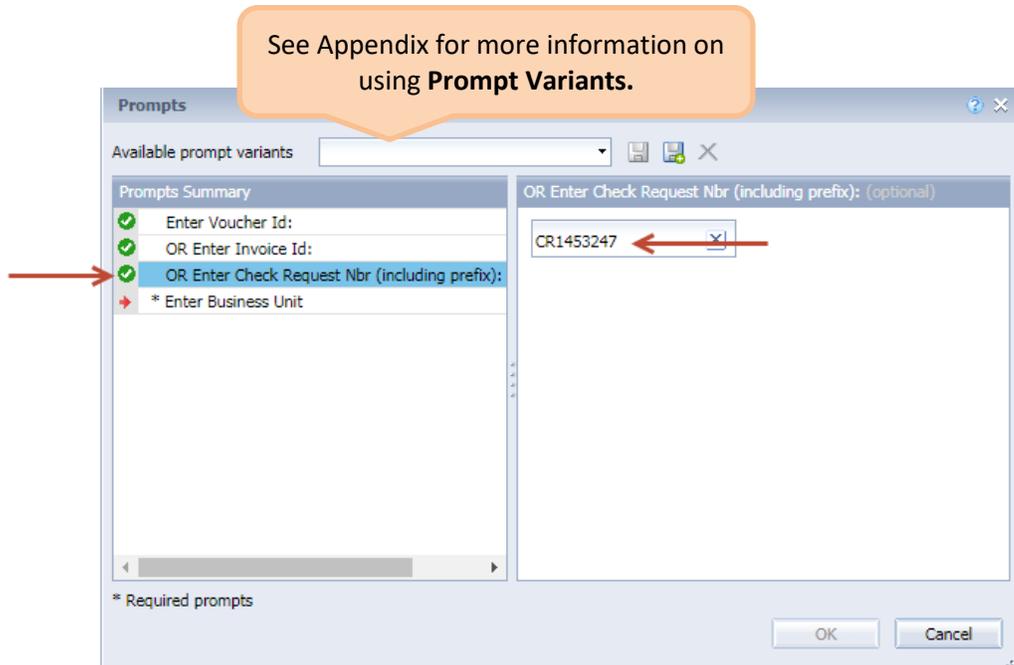
- (a) Click on '**Advanced**' at the top left corner of the '**User Prompt Input**' box;

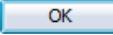
OR

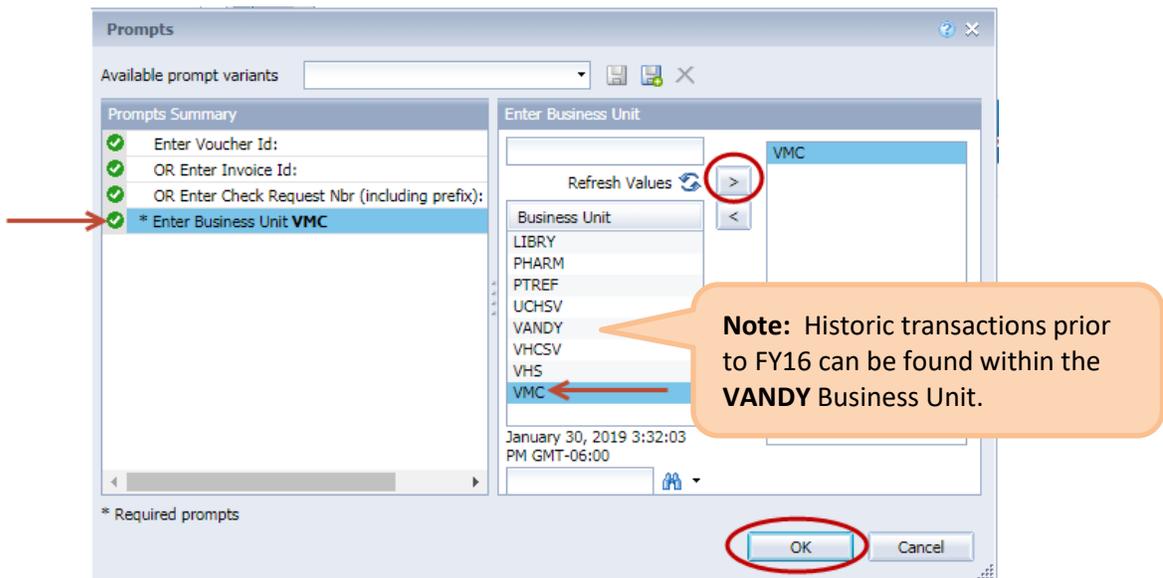
- (b) Click on the '**Refresh**' icon at the bottom right corner of the screen.

4. Select the **'Enter Check Request Number'** prompt.

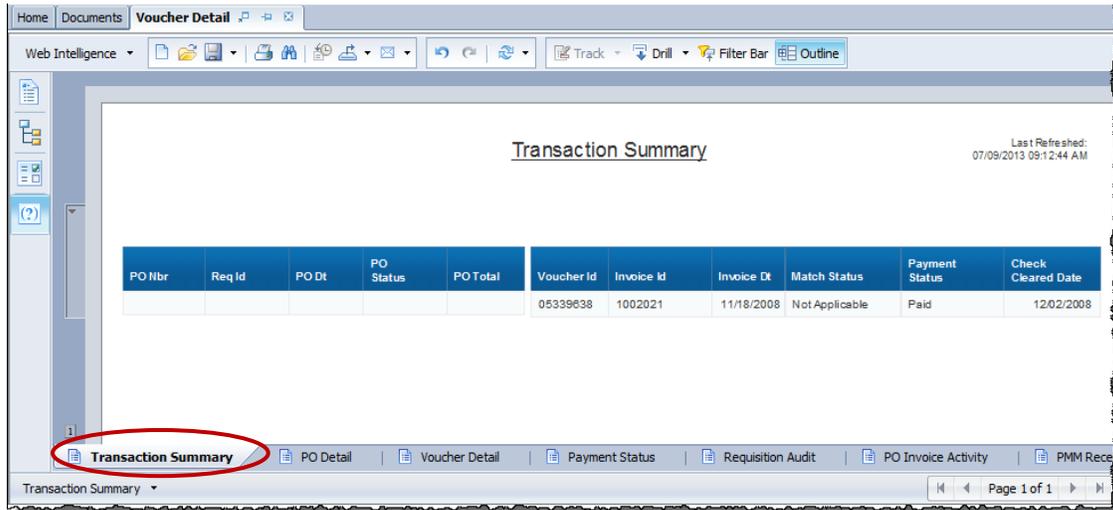
Then enter the Check Request number (found on the upper right hand corner of the check request form) preceded by the (capitalized) prefix **'CR'**.



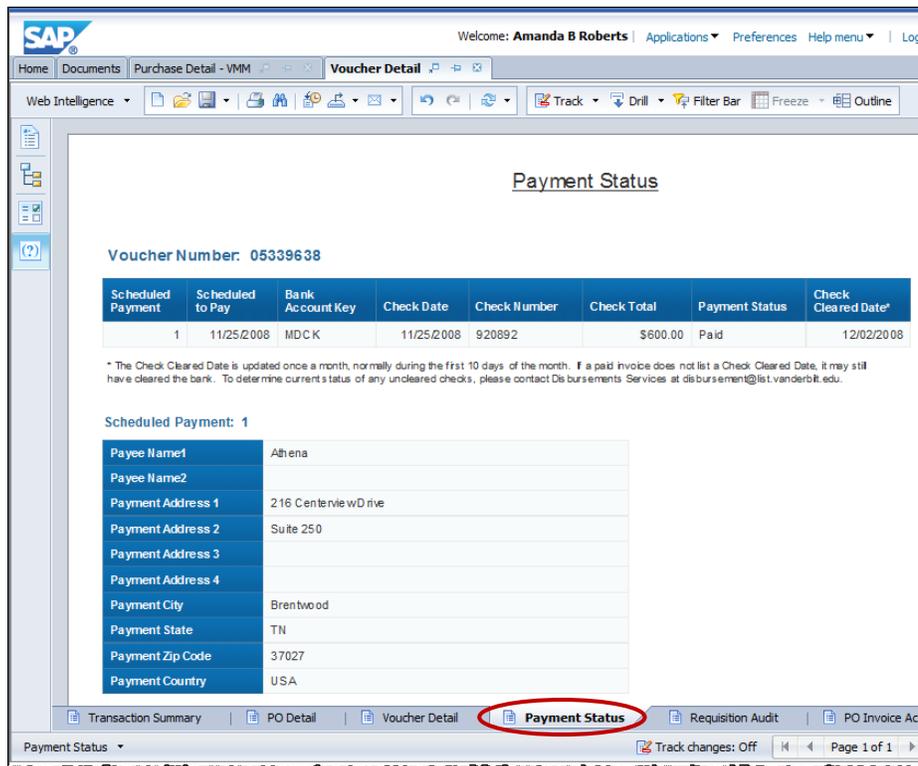
5. Click **'*Enter Business Unit'** and select **'VMC'** from the list. Then click  to generate the report:



6. Once the report is generated, it will open on the first tab titled **‘Transaction Summary.’**



7. Additional detail about the payment, such as the check number, check amount, and date cleared can be found by clicking on the **‘Payment Status’** tab.



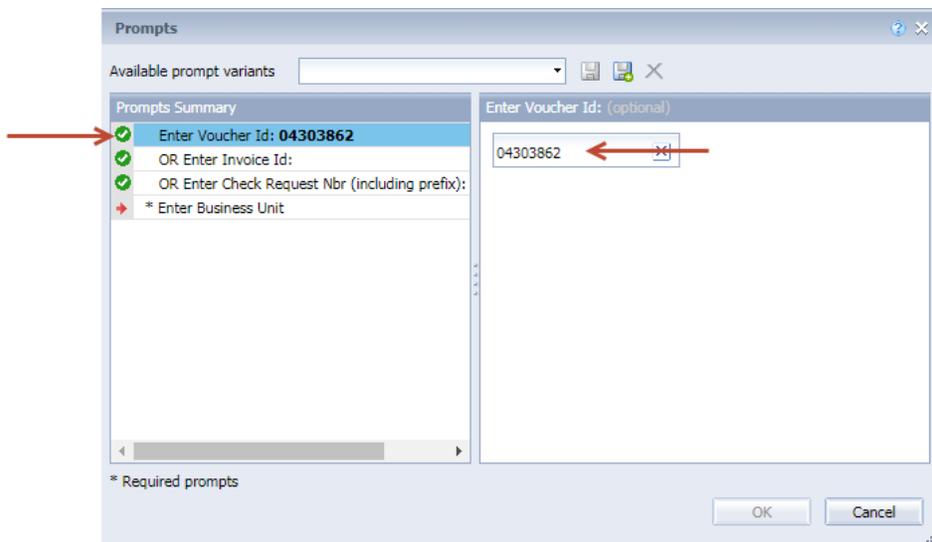
XI. How can I find out if an Invoice has been paid?

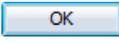
The **Voucher Detail** report also provides payment information for the voucher(s) related to a specified purchase transaction. Please refer to **Steps 1-3** in **Section V** above for guidance on opening this report.

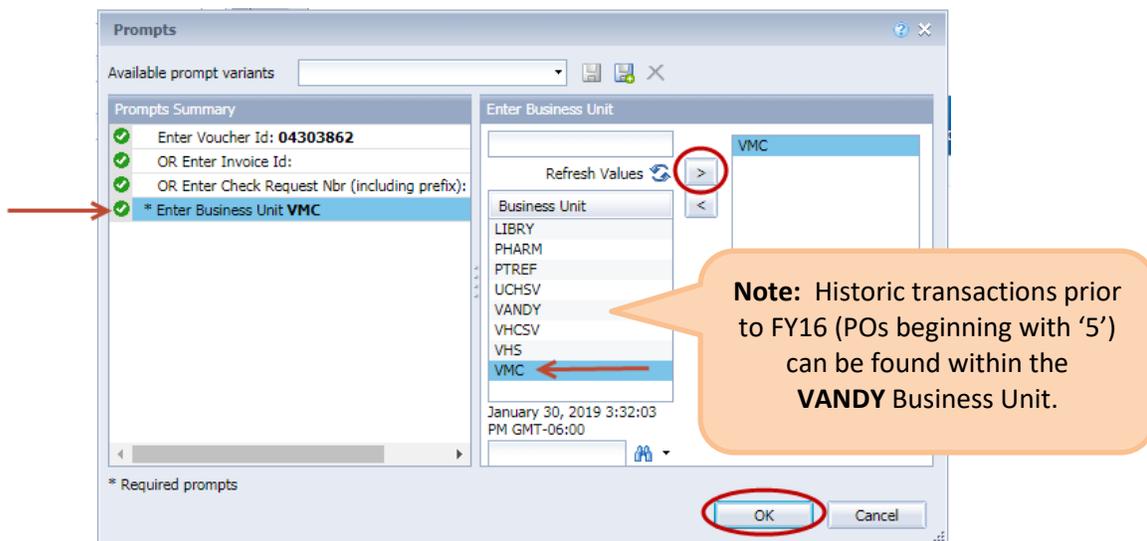
Note: You must have either a Voucher ID number, Vendor Invoice number, or Check Request number to generate the **Voucher Detail** report. If you have only PO number or Requisition number, please run the **Purchase Detail** report as outlined in **Sections II-IV** above to retrieve the needed information.

Steps:

1. Select the **'Voucher ID'** prompt. Enter the Voucher ID number.

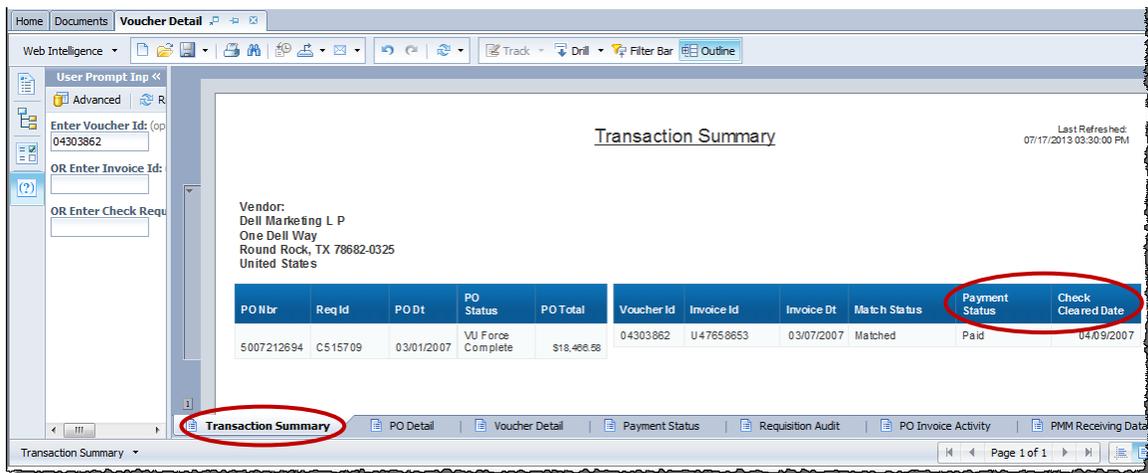


2. Click **'*Enter Business Unit'** and select **'VMC'** from the list. Then click  to generate the report:

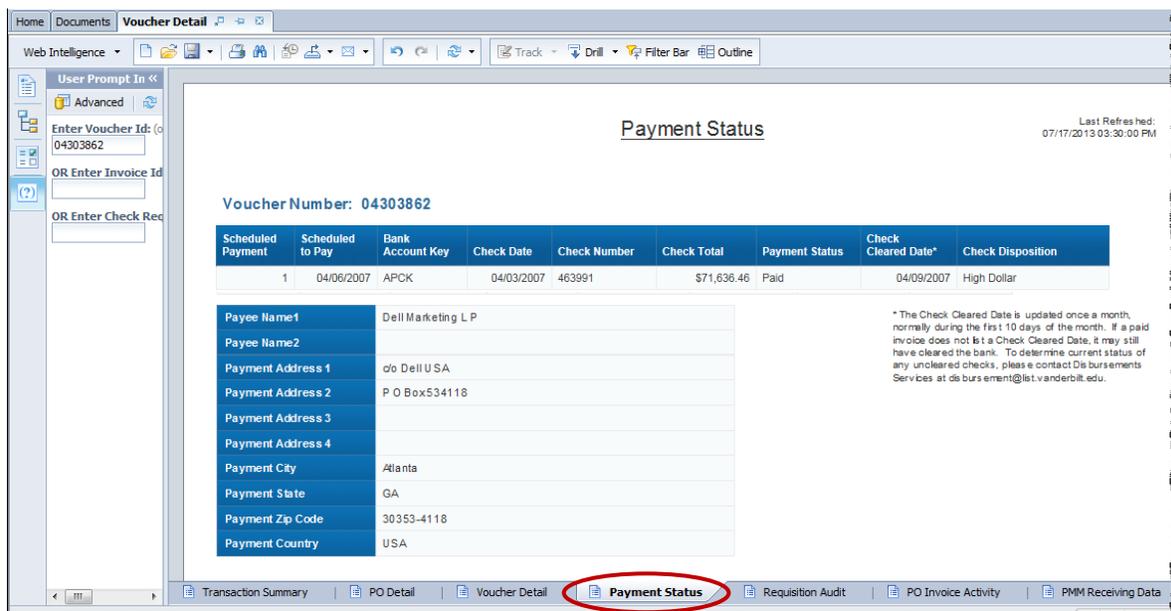


Note: Historic transactions prior to FY16 (POs beginning with '5') can be found within the **VANDY** Business Unit.

- When the report is generated, it will open to the **'Transaction Summary'** tab. This tab lists the Vouchers related to the PO along with the payment status and check cleared date.



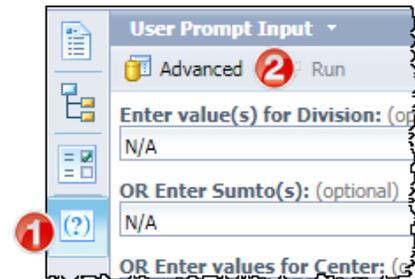
- Additional detail about the payment(s), such as the check number, check amount, and date cleared can be found on the **'Payment Status'** tab.



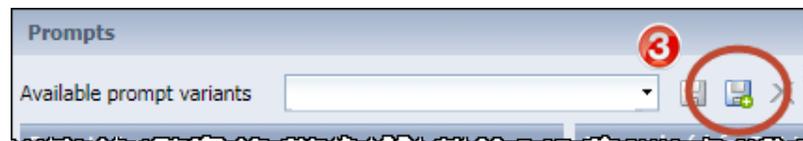
Appendix: Using Prompt Variants

Users have the ability to save prompts using the Prompt Variant feature from the Advanced Prompt Box. These Prompt Variants are specific to the user and the document you are running.

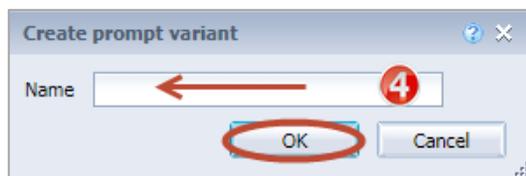
1. To access the Advanced Prompt Box, go to the **User Prompt Input** panel.
2. Click **Advanced** at the top of the panel or any of the refresh icons on the page .



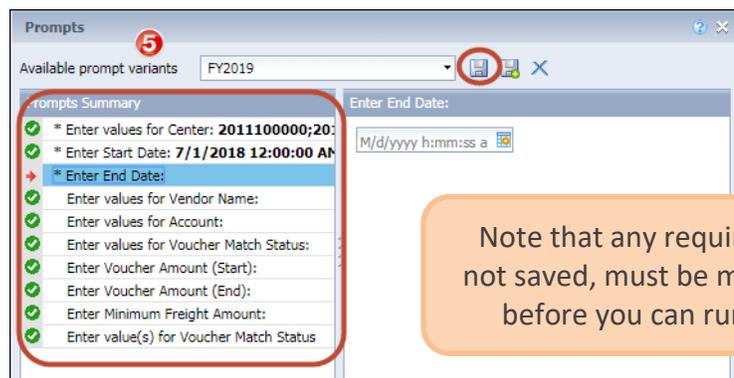
3. To create a new Prompt Variant, click the **Create Prompt Variant**  icon.



4. At the **Create Prompt Variant** window, enter a Name for your prompt and click OK. Note this name will be saved in the Prompt Variant drop-down selection.

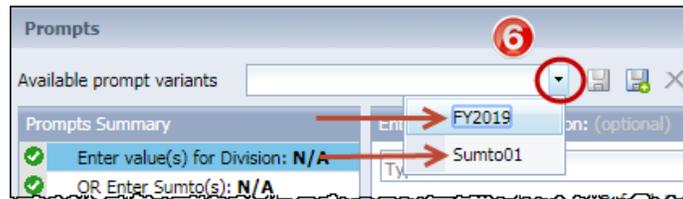


5. Set any of the prompts you wish to set and click **Save** .



Note that any required (*) prompts not saved, must be manually updated before you can run your report.

6. To run the report anytime using the saved prompts, click the drop-down menu for **Available Prompt Variants**. Complete any required prompts as necessary before running your report.



Note that Prompt Variants are specific to User and Document and will therefore only appear when that document is accessed and/or run by the user who created the prompt variant.