

APPO Reports Guide

I.	How do I access APPO Reports? 1
Purch	ase Detail Report 4
II.	How do I find the related Purchase Order (PO) for a requisition? 4
III.	How do I know if an Invoice has been received for a PO?7
IV.	How can I find out if an Invoice related to the PO or Requisition has been paid?
Purch	ase Summary Report9
V.	What Purchase Orders (POs) were issued for my Center last week?
POs w	vith No or Partial Invoice Activity Report12
VI.	How do I find open POs in APPO for my Center? 12
Voucł	ner Summary Report 15
VII.	Which Invoices were received for my Center last week?
VIII.	Which of the Invoices received for my Center last week included freight charges? 18
IX.	How do I find Match Exceptions for my Center? 20
Vouch	ner Detail Report
X.	How can I check the status of a Demand Check?
XI.	How can I find out if an Invoice has been paid?27
Арреі	ndix

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:

 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.





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

SAP	Welcome: Amanda B	Roberts Applications Preferences Help menu	Log off
Home Documents			
• M	ly Recently Viewed Documents	▼ 0 unread messages in My Inbox	▼ My Applications
💭 F	POs with No or Partial Invoice Activit… Voucher Summary	No unread messages	
	Voucher Detail Purchase Summary		
9 F	Purchase Detail - VMM APPO Bank Recon Reports		
9 1 9 1 9 1	Purchase Detail FTE Trend - Center-Account Detail		
₩ 0 ₩ 0	Center Earnings Type Summary Center Detail	See more	
- M	ly Recently Run Documents	▼ 0 Unread Alerts	
	No recently run documents	No unread alerts	
		See more	

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

SAP	W	elcome: Amanda B Roberts Applications ▼	Preferences Help menu 🔻	Log off	
Home Documents					
View • New • Organize • Send • More Actions •	De	tails		it ⊂ 1	
My Documents		Title *	Туре	Last Run	Instances
🗎 📨 My Favorites		~WebIntelligence	Folder		
🖾 Inbox					
🔁 Subscribed Alerts					
Personal Categories					
					•
	1				
C-Idaa					
Categories					
Search					
					Total: 1 items

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





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

View - New - Organize - Send -	More	Actions 👻 Details
My Documents		Title 🔺
Folders	8	Department Specific
	8	Disbursements
Corporate Categories	8	Finance Internal
	8	GL Reconciliation
🛨 👺 General Ledger	8	Purchase Order
🛨 🖻 Labor Data	8	Quick Lookup
VUIT Charges		
🗄 🕾 Work Order		

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

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

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

SAR		W	elcome: Amanda B Roberts Applications -	Preferences Help menu ▼	Log off	\$
Home Documents		7				
View ▼ New ▼ Organize ▼ Send ▼ More Actions	*	Det	ails		₽ M	4 1 of 1 ▶ ▶
My Documents			Title *	Туре	Last Run	Instances
Folders	-	•	Checks held for pickup	Web Intelligence		0
Categories	-	.	Demand Check Payment Status	Web Intelligence		0
Corporate Categories		.	eProcurement Invoices (Vouchers)	Web Intelligence		0
APPO	-	.	Freight Charges by Center and JE Date range	Web Intelligence		0
🕾 Department Specific	-	.	Invoice Detail (Multiple Departmental Invoice Re	Web Intelligence		0
	e H	.	Invoice Detail (Single Departmental Invoice Rep	Web Intelligence		0
🖻 Finance Internal	1.	,	Invoice GL Activity Date	Web Intelligence		0
- Cl. Deservativitier	-	.	Invoice Payment Status	Web Intelligence		0
	-	.	Invoice Summary (Vouchers)	Web Intelligence		0
Purchase Order)	PO Invoice Activity Status	Web Intelligence		0

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.



ſ	9	PO Comments	
ł	.	PO Summary	
ł	1	Purchase Detail	

- 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:

Home Documents Purchase Detail , P + R Web Intelligence • C C C C C C C C C C C C C C C C C C	 (a) Click on 'Advanced' at the top left corner of the 'User Prompt Input' box;
Advanced & Run	OR
Enter PO Number: (optional) Content Requisition Number: (optional) Content Requisition Number: (optional)	(b) Click on the 'Refresh' icon at the bottom right corner of the screen.
	Image 1 of 1 Image 1



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



5. 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.

SAP										Welcom	e: Diana E Ormsby
Home D	ocuments Purchase Detail 🖉 😐	8									
Web Int	telligence 🝷 📄 🧀 🚔 🦷	· M 🌮 🚢	⊠ • ⊨⊃	œ . ₽ • [省 Track 🝷 Ţ Di	ill 🔻 🍞 Filter	Bar III Freeze				
<u> </u>											
E:				Т	ransactior	Summa	ary			01/2	Last Refreshed: 9/2019 07:53:19 AM
				_							
	Vendor:	The Tv	ne field	d indicate	es the tvi	he of ni	irchase				
	Computer Discount W 230 North Milwaukee	(o	g gon	oral can	ital cub	contra	-+)				i
	Vernon Hills, IL 60061	(e	.g., gen	ierai, cap	iital, sub-	Contrac		ion A	udit ' t	ab	
	United States					pro	ovides n	nore inf	ormatio	on	
	\frown					re	garding	the rec	uisitio	n.	Check
	PO Nbr Req Id	PO Dt	Туре	Status	PO Total				aloreioi		Date
				VU Force		08855048	PQ85486	09/24/2014	Matched	Paid	
	5015188346 E001067149	09/24/2014	General	Complete	\$2,231.10	08855048	PQ85486	09/24/2014	Matched	Paid	
	\smile					08855048	PQ85486	09/24/2014	Matched	Paid	
						08855048	PQ85486	09/24/2014	Matched	Paid	4
						08855048	PQ85486	09/24/2014	Matched	Paid	
						08901855	QH66099	10/24/2014	Matched	Paid	
	Transaction Summary	PO Detail	🗎 Vouche	er Detail 🛛 🗎	Payment Status	🗎 Requi	sition Audit	PO Invoid	e Activity	PMM Rece	eiving Data

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

	ume										102020				
tell	igeno	ce 🔹 📋 📂		5 5 • 66 8	• ≝ ⊠ ▪	50		 Karack 	🔹 🐺 Drill 🤹	r 🌾 Filt	ter Bar 📰 F	reeze 🔻 🔨 🗎 🤇	Dutline		
Γ	Ver Co 230 Ver Un	ndor: mputer Discou 0 North Milwau rnon Hills, IL 60 ited States	nt Wareh kee Roac 061	nouse Goverr 1	ıment										
	РО	Nbr Req	Id	PO Dt	PO Status	Buyer	Name	Bu	yer Phone	Shipto	Person Nam	Shipto D	ept Name	•	Shipto Room Nbr
	501	15188346 E00 ⁻	1067149	09/24/2014	Dispatched	Robble	e,Lisa	615	5-322-8617	Charlie	Employee	Sample D	ept		105
	Lin Nbr	e r Item Nbr	Item De	escription		Qty	иом	Unit Price	Ext Amt	Dist	Center	Account	SLID	Account	Ext Amt
	1	3154444	Lenovo replicat	ThinkPad Ultra [tor	Dock port	1	EA	\$248.33	\$248.33	1	123456789	0 74100			\$248.33
	2	2 3448488	Lenovo Core i7 bit Wi	ThinkPad T440 : 4600U Window	20B8 14 rs 7 Pro 64	1	EA	\$1,618.88	\$1,618.88	1	123456789	0 74100			\$1,618.88
	3	3 1584675	StarTeo Video 0	ch com DisplayPo Converter	ort to DVI	4	EA	\$16.72	\$00.88	1	123456789	0 74100			\$66.88
	4	2593981	SanDis drive 1	ik Cruzer Fit US 16 GB	B flash	2	EA	\$15.25	\$30.50	1	123456789	0 74100			\$30.50
	5	5 2488416	Logited	h Wireless Mous	e M525	2	EA	\$30.00	\$60.00	1	123456789	D 74100			\$60.00
	6	3 2926397	HP Las 299 80	serJet Pro 400 M4 savings 219 Er	101dne nds 9 30	1	EA	\$206.51	\$206.51	1	123456789	0 74100			\$206.51
	De	partment Contact: Er	mployee, C	harlie 615-555-1	234 c.employee@	2)Vanderbi	it.Edu			Cen	ter /	ccount S	ilid si	LAC	Ext Amt
			_							1234	4567890 7	4100			\$2,231.10

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

Г

Internal comments a	re not authorized for distribution to vendor.	PO Co	<u>mments</u>	ŝ
PO Number:	5015188346			4
PO Dt	09/24/2014		Buyer Name	Robi
РО Туре	General		Buyer Phone	615-
PO Origin	eProcurement System		Shipto Name	Char
PO Status	Dispatched		Shipto Dept Name	Sam
PO Payment Terms	45N		Shipto Room Nbr	105
PO Hold Status	N		PO Total	\$2,2
Match Rule	Quantity/Price: 1.) The unit price of the invoice line tolerances. 2.) The cumulative invoice quantities e tolerances. 3.) The PO is not on Payment Hold.	entered against tr entered against this	nis PO line must not exce s line of the PO must not	ed the
PO Comment	Department Contact: Employee, Charlie 615-555-12	234 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.

					Ţ	ransactior	n Summa	ıry			07/2	Last Refreshe 7/2015 09:16:47 Al
	Vendor: Computer Di 230 North Mi Vernon Hills United State	iscount Wareh ilwaukee Road , IL 60061 s	ouse Govern	ment								
	PO Nbr	Req Id	PO Dt	Туре	PO Status	PO Total	Voucher Id	Invoice Id	Invoice Dt	Match	Payment Status	Check Cleared Date
										Status		Duto
	5015188346	E001067149	09/24/2014	General	Dispatched	\$2,231.10	08855048	PQ85486	09/24/2014	Matched	Paid	Butt
	5015188346	E001067149	09/24/2014	General	Dispatched	\$2,231.10	08855048 08855048	PQ85486 PQ85486	09/24/2014	Matched Matched	Paid	
	5015188346	E001067149	09/24/2014	General	Dispatched	\$2,231.10	08855048 08855048 08855048	PQ85486 PQ85486 PQ85486	09/24/2014 09/24/2014 09/24/2014	Matched Matched Matched	Paid Paid Paid	
	5015188346	E001067149	09/24/2014	General	Dispatched	\$2,231.10	08855048 08855048 08855048 08855048	PQ85486 PQ85486 PQ85486 PQ85486	09/24/2014 09/24/2014 09/24/2014 09/24/2014	Matched Matched Matched Matched	Paid Paid Paid Paid	
	5015188346	E001067149	09/24/2014	General	Dispatched	\$2,231.10	08855048 08855048 08855048 08855048 08855048	PQ85486 PQ85486 PQ85486 PQ85486 PQ85486	09/24/2014 09/24/2014 09/24/2014 09/24/2014 09/24/2014	Matched Matched Matched Matched Matched	Paid Paid Paid Paid Paid Paid	
	5015188346	E001067149	09/24/2014	General	Dispatched	\$2,231.10	08855048 08855048 08855048 08855048 08855048 08855048 08855048	PQ85486 PQ85486 PQ85486 PQ85486 PQ85486 QH66099	09/24/2014 09/24/2014 09/24/2014 09/24/2014 09/24/2014 10/24/2014	Matched Matched Matched Matched Matched Matched	Paid Paid Paid Paid Paid Paid Paid	
<	5015188346	E001067149	09/24/2014	General	Dispatched	\$2,231.10	08855048 08855048 08855048 08855048 08855048 08855048 08855048	PQ85486 PQ85486 PQ85486 PQ85486 PQ85486 PQ85486 QH66099	09/24/2014 09/24/2014 09/24/2014 09/24/2014 09/24/2014 10/24/2014	Matched Matched Matched Matched Matched Matched	Paid Paid Paid Paid Paid Paid Paid	

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

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

Web Intel	igence •		n 19 🕹 🖻	I • (≊ á	🛛 🔹 🥵 Track 🔹	😨 Drill 🔹 🏆 Filte	er Bar 📗 Freeze	e ⊤ <mark>€⊟ Outline</mark>]	C	entral r
	Summary				<u>PO Inv</u>	voice Activi	<u>ty</u>			01/29	Last Refreshed 2019 07:53:19 AM
	PO Nbr	Vendor Name		Reg Id	PO Dt P	PO Total	PO Status	РО Туре			
	5015188346	Computer Disco Government	unt Warehouse	E00106714	9 09/24/2014	\$2,231.10	Dispatched	General			
	Voucher Id	Invoice Id	Invoice Dt	Match Status	Invoice Total	Merchandise Amt	Discount	Freight	Тах	Payment Status	Scheduled to Pay
	08855048	PQ85486	09/24/2014	Matched	\$611.69	9 \$611.6	9 \$0.00	\$0.00	\$0.0	00 Paid	11/06/2014
	08901855	QH66099	10/24/2014	Matched	\$1,618.88	\$1,618.8	8 \$0.00	\$0.00	\$0.0	00 Paid	12/05/2014
	Detail	-									
	PO Line Nbr	PO Line Cancel Status	s Item Nbr	Item Descri	otion			PO Quantity	PO P UOM P	O Unit rice	PO Extended Amt
	1	Active	3154444	Lenovo Thin	kPad Ultra Dock por	t replicator		1	EA	\$248.33	\$248.3
			Vo Ma	ucher tch Status	/oucher Item Descri	ption	Voucher V Quantity U	oucher Vou OM Uni	ıcher t Price	Voucher Extended Amt	Payment Status
Vouche	er Detai	il' tab als	O Ma	tched L	VO TP ULTRA DOCI	K 170W	1 E	A	\$248.33	\$248.33	Paid
ides ad	ditiona	l detaile	d 🖵	Voucher Detail	📄 Payment Statu	is 📄 Requisi	ition Audit	PO Invoice	e Activity	PMM Rece	iving Data
oucher	inform	ation.			~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		~ ~	· · · · · · · · · · · · · · · · · · ·	·····

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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.

eb Inte	Vendor: Computer D 230 North M Vernon Hills Livied State	iscount Wareh Iwaukee Road , IL 60061	nuse Govern	ment	<u> </u>	ransactior	n Summa	i Freeze	→ <u>te</u> Outline		07/2	Last Refreshe
	PO Nbr	s Req Id	PO Dt	Туре	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	
	Transaction Su	mmary 🔋	PO Detail	🗎 Voucher	Detail 🗎	III Payment Status	🖹 Requis	ition Audit	PO Invoice	Activity	PMM Recei	iving Data

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.

Home D Web Int	ocuments Pure	chase Detail 🔎 🗅 🧭 🔛 🕶 ८	* 2 3 A 49 a	Roberts Applicatio	Note: Payment Method EFT (Electronic Payment will show no Check					
	Voucher I	Number: 089	01855		Payment	<u>t Status</u>		07	VIII SI	eared Date
(?)	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	
	Scheduled F	eared Date is update k. To determine cur Payment: 1	ed once a month, non rent status of any un	maily during the first cleared checks, pleas	10 days of the month. 1 e contact Disbursemen	f a paid involoe does no its Services at disbursen	Ist a Check Cleared I eent@list.vanderbilt.ed	Noto u	e the arrow	(s to
	Payee Name	1	Computer Discount	Warehouse Gover	mment			Note. us		
	Payment Add	dress 1 7 dress 2 S	75 Remittance Driv Suite 1515	e				(one page	ge per vouc	her)
	Payment Add	dress 3								

Last updated: 1/29/2019

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 🔺	
8	Department Specific	
8	Disbursements	
8	Finance Internal	
	GL Reconciliation	
	Purchase Order	
8	Quick Lookup	

ſ	- <u>-</u>	PO Comments
Ş	-	Purchase Summary
ł		Purchase Detail
ί		

- 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.

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{	H	•	Page 1 of 1	•			Ð	100% -	🤁 5 day	s ago	>
ξ	Trustee	d site	s Protected	Mod	e: Off				a 100%	•	3

4. 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 Ap	ppendix for more information on using Prompt Variants.	
Prompts		° '	3 × ()
Available prompt varia	nts	• 🛛 🛃 ×	
Prompts Summary		Enter values for Center:	
	r Center:	1095100000	
* Enter Start Date	e:		
* Enter End Date	:	4 0402760611104 ▼	
Enter values for	r Vendor Name:	CENTER CENTER_NAME	
Enter values for	r Account:	0402760611 5 U24 DK59637 🔺	
		1040000000 MED SCH UNRE	
		1040010000 MEDICAL CENT	
		1040010002 DISCOVERY LE	
		1040010003 FACULTY PARE	
		1040010004 RESEARCH RE	
		1040010005 MEDICAL SCHO	
		1040010006 CHAIR INCENTI	
		Deating Dearsting Dea	
		A Partial Result	
		January 50, 2019 5.18.13 AM GMT-08.00	
		(Pù •	
* Required prompts			
Required prompts			OK Cancel

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

Prompts	
Available prompt variants	• 🔛 🔛 🗙
Prompts Summary	Enter End Date:
 * Enter values for Center: 1085100000 * Enter Start Date: 8/1/2018 12:00:0 	8/30/2018 12:00:00 AM
* Enter End Date: 8/30/2018 12:00:0	✓ August 2018
Enter values for Vendor Name:	S M T W T F S
Enter values for Account:	1 2 3 4
	5 6 7 8 9 10 11
*	12 13 14 15 16 17 18
	19 20 21 22 23 24 25
	26 27 28 29 30 31
•	Today
* Required prompts	
	ОКОС

6. 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.

SAP									Welco	me: Diana E Orr	msby Applica	tions - Prefer	ences Help	menu▼ Log off	
Home Docum	ents Purchas	e Summary 🔎	40												
Web Intelliger	nce 🔹 📄 😡	ء (e.;	The T y t g., gene	ype cype eral,	field ir of pur capita	ndicate: Tchase I, sub-c	s the ontrad	ct).	^{ze} - € Outlin Summar	е У	-	_	_		Reading • D Last Refr 07/22/2015 10:41:
(?)	Center:	108510000	00							РО		РО	РО		РО
	Account	Vendor Name	•	Bus. Unit	PO Nbr	Req Id	PO Date	Туре	PO Status	Dispatch Date	PO Match Status	Payment Terms	Hold Status	Buyer Name	Distribution Amt
	63650	Connections C Service Inc	Courier	VANDY	<u>5010151188</u>	0000091117	07/01/2009	Blanket	VU Force Complete	06/30/2009	Fully Matched	45N	N	Goodman,Andrew	\$57,719.20
	70100	Kronos Incorp	orated	VANDY	<u>5010151193</u>	A618436	07/01/2009	Service/ Maintenance	VU Force Complete	07/01/2009	Fully Matched	45N	N	Anderson, Dolores	\$47,060.00
	70100	Kronos Incorp	orated	VANDY		148	07/01/2009	Service/ Maintenance	VU Force Complete	07/01/2009	Fully Matched	45N	N	Anderson, Dolores	\$41,600.00
	71210	Iron Mounta											N	Goodman,Andrew	\$35,000.00
	63650	Connection Service Inc	No	ote:	YOU Ca	an also	view a	Iddition	ial deta	all rega	irding	a	N	Goodman,Andrew	\$16,149.32
	74100	Dell Market	spec	link	to tho	Durch:		the on t	ne blu	e PO h	umpel	tion	V	Anderson, Dolores	\$603.99
	60040	Guy Brown	nyper	IIIK	to the	Fulcha	ase De	tan rep		that t	ansac	tion.	N	Kinney,Edward	\$1,214.59
P() Summary	PO Deta	ail 🖻 Requ	isition Aud	t 🖻 PM	IM Receiving Data									

 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.

SA	2										Wel	lcome: Amanda	a Bradfo	rd Robert	s Ap	oplications •	Prefe	erences H	lelp Menu	Log Off
Home	Docume	nts	PO Summa	ry 🖓 🕀 I	3															
Web	Intelligen	ce 🔻	🗋 🧭 🕻	🗒 🔹 📇	M 🖄	∍ 🛃 • 🖂 •	• • •	2 •	🕑 Tra	ick 👻 🔽 🛙	Drill 🔻	🏹 Filter Bar	€E Outli	ne						
										PC	D De	<u>etail</u>						(La: 07/17/2013	st Refres hed: 07:38:25 AM
(?)			Vendor: Dell Mark One Dell Round Ro United St	keting L P Way ock, TX 78 ates	682-032	5														
			PO Nbr	Regl	d	PO Dt	PO Status	Buyer	Name		Buy	er Phone	Shipto	PersonNa	me	Shipto D	eptNam	ne	Ship	to Room Nbr
			50101535	58 E0002	298446	07/02/2009	VU Force Complete	Ander	son,Dol	ores	615-	-322-8617	JeffLoe	b		Departm	entofFi	nance	Suite	700
			Line Nbr Ite	m Nbr	ltem D	escription		Qty	иом	Unit Price		Ext Am t	Dist	Center		Account	SLID	Accou	int B	t Am t
	-		1 49	5637788	Ins pirot Proces 533MH (224-1)	n 1210, Intel Ator s or Z 530, 1.6GH z FSB, 512K L2 0 755	m Iz, Cache	1	EA	\$80	3.99	\$603.99	1	1085100	000	74100				\$603.99
			Department	t Contact: Loe	b,Jeff 32	2-1162 jeff.loeb	@Vanderbilt.Edu						Cen	ter	Acco	unt S	SLID	SLAC	Ext A	mt
			See intern	el comments	٦								108	5100000	7410	0				\$603.99
	12		See merry		-	_		_					Tota	I PO:						\$603.99
PO De	etail +) Sum	mary (PO Deta		Requisitio	n Audit	PMM	Receivin	g Data	lot	e: use oll thro	the ugh	arro\ all p	ws age	to es	2		Page 2	of 10 🕨 📕

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.

Fitle A	
Departmental Cycle Time	
Procurement POs - Use PO Summary report Instead of this report	
PMM Purchase Summary by Cost Ctr for Dept Mgrs	
PO Detail (Multiple Purchase Orders)	
O Detail (Single Purchase Order)	
20 Detail by Requisition	
20 Detail Data Export	
O Invoice Activity Status	
PO Summary	
Os with No or Partial Invoice Activity	
Purchase Detail	
Purchase Summary	
/endor Search by Commodity	

	Title 🔺
8	Department Specific
8	Disbursements
2	Finance Internal
8	GL Reconciliation
	Purchase Order
8	Quick Lookup

- 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,



2.

Financial Foundations: II



6. 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	Home Doc Web Intelli	uments POs with I gence • • • • • • • • • • • • • • • • • • •	10 or Partia		• ⊠ • S ॡ ॡ • C s with No or Partial Inv by Center anceled status Purchase Ord	Welcom	e: Amanda B Ro	below.	tions ▼ Preferenc	tline
selected date		Account # / Nam	e 60000-D	UPLICATING &	XEROX			Amount	Remaining	
range by		PO Number	PO Date	Vendor ID	Vendor Name		PO Amount	Invoiced	Balance]
Contor and		5014186562	9/19/2013	0621769387	Document Solutions Inc	Total:	16,500.00	6,141.46 \$6.141.46	10,358.54 \$10,358.54	í g
account		Center # 10851 Account # / Nam	100000 e 60040 - O	FFICE SUPPLIE	S				,	
number.		PO Number	PO Date	Vendor ID	Vendor Name		PO Amount	Amount Invoiced	Remaining Balance	
		5013184191		0000053231	Guy Brown Products		1,480.33	0.00	1,480.33	1
		5013186618		0000053231	Guy Brown Products		1,182.39	0.00	1,182.39	
		5013192048	_	0000053231	Guy Brown Products		813.12	0.00	813.12	
		by Center	🖹 Raw Data							
	by Center	*						🔀 Trac	k changes: Off	H A Pa

7. 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.

S	P							Welcome	: Amanda B Roberts	Applications 🔻	Preferences	Help menu 👻 丨	Log off
Home	Do	cuments POs with	No or Partia	<i>P</i>	+ 8								
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₽													
						POs	with No o	or Partial I	nvoice Activity				1
= -					NOTE	: Closed or Car	iceled statu	s Purchase (Orders will not be incl	uded below.]
(?)		Center	Account	SLID	SLAC	PO Number	PO Date	Vendor ID	Vendor Name	e Pi	D 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	Raw Data			5013238762	1/22/2013	0000053231	Guy Brown Producte		1 452 78	1 424 47	28.31
Raw	Data	*								Z Track changes	: Off 🛛 🕅	Page 1 of 12	• • • E

8. 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.



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{ 🚽	Voucher Detail
	Voucher Summary

- To run the report, double click 'Voucher Summary' from the list of Disbursement Reports.
- 3. To display the Prompts when the report opens, either:

SAP	
Home Documents Voucher Summary 🖓 🕂 🛛	
Web Intelligence 🔹 📄 😂 🔚 🔹 🏭 👫 🍄 📥 🔹 💌 🔹	
Advanced & Run	(a) Click on 'Advanced' at the top
Enter values for Center:	left corner of the 'User Prompt
Enter Start Date:	Input' box;
M/d/yyyy h:mm:ss a	
Enter End Date:	OR
M/d/yyyy h:mm:ss a Enter values for Vendor Name: (optional)	
	(b) Click on the 'Refresh' icon at the
	bottom right corner of the screen.
Enter values for Voucher Match Status: (optional)	
Enter Voucher Amount (Start): (optional)	
Enter Voucher Amount (End): (optional)	Image 1 of 1 Image 1
Enter Minimum Freight Amt: (optional)	rusted sites Protected Mode: Off 🛛 🖓 👻 🍕 100% 💌 🔡

4. 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.

ailable prompt variants	Pro	mpts	us		ig Floinp	t variari	ιз.		
Center values for Center: Enter values for Center: * Enter start Date: 1085100000 * Enter find Date: CENTER Enter values for Vendor Name: 0402760611104 V Enter values for Vendor Name: CENTER_CENTER_NAME Enter values for Voucher Match Status: 104000000 Enter Voucher Amount (Start): 1040010006 Enter Voucher Amount (End): 1040010006	Avail	able prompt variants		_	•	🛛 🛃 🗙			
* Enter values for Center: 1085100000 * Enter Start Date: * Enter Start Date: * Enter find Date: Enter values for Vendor Name: CENTER_NAME Enter values for Vendor Name: 0402760611 Enter values for Vendor Name: 0402760611 Enter values for Voucher Match Status: 104000000 Enter values for Voucher Match Status: 1040010000 Enter Voucher Amount (Start): 1040010006 Enter Voucher Amount (End): 1040010006	Pro	mpts Summary			Enter values for C	enter:			
* Enter Start Date: 100000000 ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓	++	* Enter values for Ce	nter:	1	1085100000 🗲			Г	
* Enter End Date: UUU2/30611UC* * * Enter values for Vendor Name: CENTER CENTER_NAME Enter values for Voucher Match Status: 0402760611 5 U24 DK596 * Enter values for Voucher Match Status: 1040010000 MED SCH UN * Enter Voucher Amount (Start): 1040010006 CHAIR INCEN 1040010006 Enter Voucher Amount (End): 1040010009 FACULTY MO *	+	* Enter Start Date:		1	1000100000		~		
Enter values for Vendor Name: CENTER CENTER_NAME Enter values for Account: 0402760611 5 U24 DK596 Enter values for Voucher Match Status: 104000000 MED SCH UN Enter Voucher Amount (Start): 1040010000 MEDICAL CEN Enter Voucher Amount (End): 1040010009 FACULTY MO	+	* Enter End Date:			4 040276061	1104 • •	<u> </u>	Ú	
Enter values for Account: 0402760611 5 U24 DK596 Enter values for Voucher Match Status: 104000000 MED SCH UN Enter Voucher Amount (Start): 1040010000 MEDICAL CEN Enter Voucher Amount (Ind): 1040010009 CHAIR INCEN	0	Enter values for Ve	/endor Name: Account:		CENTER	CENTER_N/	AME	<	
Enter values for Voucher Match Status: 1040000000 MED SCH UN Enter Voucher Amount (Start): 1040010000 MEDICAL CEN Enter Voucher Amount (Start): 1040010000 CHAIR INCEN Enter Voucher Amount (End): 1040010009 FACULTY MO	0	Enter values for Ac			0402760611 5 U24 DK596 🔺				
Enter Voucher Amount (Start): 1040010000 MEDICAL CEN Enter Voucher Amount (End): 1040010006 CHAIR INCEN 1040010009 FACULITY MO *	0	Enter values for Vo	ucher Match Status:	1	104000000	MED SCH UN	l		
Enter Voucher Amount (End): 1040010006 CHAIN INCEN VIII 1040010009 FACULTY MO VIIII 1040010009	0	Enter Voucher Amo	ount (Start):	1	1040010000 MEDICAL CEN				
	0	Enter Voucher Amo	ount (End):	1	1040010006	FACULTY MC	N) ▼		
Enter Minimum Freight Amount:	0	Enter Minimum Fre	ight Amount:	4	A Partial Result				
Enter value(s) for Voucher Match Status January 30, 2019 2:50:25 PM GMT-06:00	0	Enter value(s) for	/oucher Match Status		January 30, 2019	2:50:25 PM GMT	r-06:00	L	
A •							# -		

5. 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 or to generate the report.

Prompts												ę) ×	
Available prompt variants					•	Ч		Х						
Prompts Summary	Ent	er E	ind (Date										
 * Enter values for Center: 1085100000 * Enter Start Date: 1/1/2019 12:00:00 AI * Enter End Date: 1/30/2019 12:00:00 AI Enter values for Vendor Name: Enter values for Account: Enter values for Voucher Match Status: Enter Voucher Amount (Start): Enter Voucher Amount (End): Enter Winimum Freight Amount: 	1/	/30/ • 5 6 13	2019 J M 7 14	9 12 anua T 1 8 15	:00: ary 3 W 2 9 16	00 / 2019 T 3 10	F 4 11	5 12 19)					
Enter value(s) for Voucher Match Status	-	20	21	22 29 T	23 30 oda	24 31 y	25	26						
Note: Notice that there are also optional prompts that enable you to report on invoices for a specific vendor or account number.	D									ок)	Cancel	,	

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.

SAP	v								Welcome: Di	ana E Ormsby	Applications -	Preferences Help	o menu ▼ Log	off	
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							<u>Vou</u>	cher Sum	mary					07/22/	Last Refreshed: 2015 11:03:07 AM
(?) Ce	enter:	1085100000													
Act	count	Vendor Name	Bus. Unit	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
600	020	DSicovery	VANDY	\$2,743.13	\$0.00	05688400	00059758	CR1453129	06/25/2009	None	Not Applicable	07/08/2009	06/30/2009	Paid	07/15/2009
600	040	Color ID	VANDY	\$2,597.00	\$0.00	05712877	51410	None	07/17/2009	5010159067	Matched	07/27/2009	07/27/2009	Paid	08/18/2009
600	040	Guy Brown Products	VANDY	(\$15.56)	\$0.00	05678668	430165	None	06/30/2009	5009256018	Matched	07/01/2009	07/01/2009	Paid	
600	040	Guy Brown Products	VANDY	(\$113.20)	\$0.00	05684567	488977	None	07/02/2009	5009256018	Matched	07/06/2009	07/06/2009	Paid	
600	040	Guy Brown Products	VANDY	\$1,182.00	\$0.00	05692686	581960	None	07/09/2009	5010155281	Matched	07/10/2009	07/10/2009	Paid	
600	040	Guy Brown Products	VANDY	\$4.97	\$0.00	05694774	582463	None	07/10/2009	<u>5010155281</u>	Matched	07/13/2009	07/13/2009	Paid	
600	040	Guy Brown Products	VANDY	\$1,161.55	\$0.00	05702286	725774	None	07/16/2009	5010157625	Matched	07/17/2009	07/17/2009	Paid	
600	040	Guy Brown Products	VANDY	\$8.29	\$0.00	05704057	728166	None	07/17/2009	5010157625	Matched	07/20/2009	07/20/2009	Paid	
600	040	Guy Brown Products	VANDY	\$571.01	\$0.00	0070 <u>5841</u>	779465	None	07/20/2009	<u>5010158597</u>	Matched	07/21/2009	07/21/2009	Paid	
600	040	Guy Brown Products	VANDY	\$722.66	50	2	964754	None	07/30/2009	<u>5010161516</u>	Matched	07/31/2009	07/31/2009	Paid	
600	050	Shred It USA Inc	VANDY								Not	07/07/2009	06/30/2009	Paid	09/11/2009
Voucher Summa	ucher Su	wmmary 🖹 Vouche	er Detail	N	ote: (Clickin	g on t	he blue	e Vouc	her ID			ge 1 of 1+		100% • 🕀 27 m
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	in	~~~~~		Numb	oer, PC	) Num	ber, o	r Paym	ient St	atus ta	akes		-		m
				you	u to th	e rela	ted Vo	bucher	Detail	repor	t.				

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

	uments	Vouche	er Summ	ary 🕫 🕫 🗵								
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	-								1			
-												
						Vou	cher Deta	il			Li 07/14/20	ast Refreshed: 13 11:13:39 PM
	Voucher	ld Inv	pice Id	Vendor Name	Invoice Dt	Entry Dt	GL Date	PO Nbr	Req Id	Payment Terms	Scheduled to Pay	Match Status
	0567687	7 082	2509	Turning Technologies	06/25/2009	07/01/2009	06/30/2009	None	None	Due Immediately	07/01/2009	Not Applicable
	Line Nbr	Qty	UOM	Item Description		Unit Price	Extended Amt	Center	Account	SLID	SLAC	Merchandise Amt
	1		0			\$0.	00 \$1,077.	91 10851000	00 62000			\$1,077.91
					Discour	nt Amt	\$0.00	Center	Account	SLID	SLAC E	xtended Amt
					Discour Freigl	ntAmt htAmt	\$0.00 \$0.00	Center 10851000	Account	SLID	SLAC E	xtended Amt \$1.077.91
					Discour Freigl Ta	nt Amt ht Amt	\$0.00 \$0.00 \$0.00	Center 10851000	Account 00 62000	SLID	SLAC E	xtended Amt \$1,077.91 \$1,077.91
	Voucher	Summar	y (	🖹 Voucher Detail	Discour Freigi Ta	nt Amt ht Amt ix Amt	\$0.00 \$0.00 \$0.00 \$1.077.91	Center 10851000	Account 00 62000	SLID	SLAC E	xtended Amt \$1,077.91 \$1,077.91

# 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:



 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 .



3. 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.

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Refreshed: V:14:52 PM
Refreshed: I:14:52 PM
Check Geared Date
08/17/2009
08/31/2009
08/31/2009

4. 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.

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Home	Doo	uments Vou	cher Summar	y,₽ ⇔ ⊠								
Web	Intel	ligence 🔹 [	) 🥖 🗒 🗧	📇 M   🌮 🖆 • 🖂 •	<b>9</b> (2)	2 - 🗷	Track 👻 Ţ	Drill 🝷 澤 Filt	ter Bar 🖷 Outl	ine		
						Vou	cher Deta	ail			l 07/15/20	.ast Refras had: 13 04:14:52 RM
(?)		Voucher Id	Invoice Id	Vendor Name	Invoice Dt	EntryDt	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 G	aty UOM	Item Description		Unit Price	Extended Amt	Center	Account	SL ID	SLAC	Merchandise Amt
		1	1 EA	Crystal Reports XI Profess	iona	\$410	0.00 \$41	0.00 1085100	0000 60070			\$410.00
					Discou	nt Amt	50.0	0 Contor	Account	SLID	SLAC	set output Arest
					Freig	ht Amt	\$10.6	2 1085100	000 60070			\$410.00
					Ta	ax Amt	\$0.0	0			Total:	\$410.00
					Invoic	e Total	\$420.6	2				
		Voucher Sum	mary	Voucher Detail								
Voud	her D	etail 🝷										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:

1. To display the Prompts, either:



 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

	Prompts	2 :
	Available prompt variants	- 🔛 🔛 ×
	Prompts Summary	Enter values for Voucher Match Status: (optional)
;	<ul> <li>* Enter values for Center: 2013800000</li> <li>* Enter Start Date: 1/1/2019 12:00:00 AN</li> <li>* Enter End Date: 1/30/2019 12:00:00 AN</li> <li>Enter values for Vendor Name:</li> <li>Enter values for Account:</li> <li>Enter values for Voucher Match Status:</li> <li>Enter Voucher Amount (Start):</li> <li>Enter Voucher Amount (End):</li> <li>Enter Voucher Match Status:</li> <li>Enter Voucher Amount (End):</li> <li>Enter value(s) for Voucher Match Status</li> </ul>	To see the content of the list, click the Refresh values button.
		<i>m</i> •

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

Prompts		<u> </u>
Available prompt variants	• 🗒 🛃 ×	
Prompts Summary	Enter values for Voucher Match Status: (optional)	
<ul> <li>* Enter values for Center: 2013800000</li> <li>* Enter Start Date: 1/1/2019 12:00:00 AN</li> <li>* Enter End Date: 1/30/2019 12:00:00 AI</li> <li>Enter values for Vendor Name:</li> <li>Enter values for Account:</li> <li>Enter values for Voucher Match Status: Ma</li> <li>Enter Voucher Amount (Start):</li> <li>Enter Voucher Amount (End):</li> <li>Enter Values (or Voucher Match Status</li> </ul>	Not Applicable       To Be Matched	
Required prompts	January 30, 2019 3:22:56 PM GMT- 06:00	

4. 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.

		Voucher Summary											
	•	Center	2013080000							UK	_		
		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	\$4.66	07737463	9103645358	None	07/03/2012	<u>6624417</u>	Match Exceptions Exist	11/28/2012	11/28/20
		60210	Tracelogix Corporation	\$2,790.00	\$40.00	07259904	29,311	None	12/23/2011	6544069	Match Exceptions Exist	02/23/2012	02/23/20
		70000	AVInc	\$514.90	\$144.90	07203770	1120285	None	01/13/2012	6552901	Match Exceptions Exist	01/24/2012	01/24/20
			Sum:	\$4,236.81	\$189.56								
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**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.



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

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



#### **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.



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- To run the report, double click
   'Voucher Detail' from the list of Disbursement reports.
- 3. To display the Prompts when the report opens, either:





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'**.

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Prompts Summar C Enter Vouc OR Enter I OR Enter C * Enter Busin	ry cher Id: Invoice Id: Check Request Nbr (including prefix): ness Unit	OR Enter Check Request Nbr (in)	cluding prefix): (optional)
* Required promp	ts		OK Cancel

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

Prompts Available prompt variants	• × •
<ul> <li>Prompts Summary</li> <li>Enter Voucher Id:</li> <li>OR Enter Invoice Id:</li> <li>OR Enter Check Request Nbr (including prefix):</li> <li>* Enter Business Unit VMC</li> </ul>	Enter Business Unit  Refresh Values  Note: Historic transactions prior to FY16 can be found within the VANDY Business Unit.  January 30, 2019 3:32:03 PM GMT-06:00
* Required prompts	OK Cancel



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

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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.

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#### 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 **ok** to generate the report:

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Available prompt variants  Prompts Summary  Enter Voucher Id: 04303862  OR Enter Invoice Id: OR Enter Check Request Nbr (including prefix):  Enter Business Unit VMC	Image: Control of the second state
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3. 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.

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			5007212694	C515709	03/01/2007	VU Force Complete	\$18,486.58	04303862	U47658653	03/07/2007	Matched	Paid	04/09/2007
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4. Additional detail about the payment(s), such as the check number, check amount, and date cleared can be found on the **'Payment Status'** tab.

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#### **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.
- Click Advanced at the top of the panel or any of the refresh icons on the page 2.



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

Prompts	<b>8</b>
Available prompt variants	· · · · · · · · · · · · · · · · · · ·
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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



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.

Prompts	6
Available prompt variants	
Prompts Summary	Ent FY2019 on: (optional)
Enter value(s) for Division: N/A	Sumto01
OR Enter Sumto(s): N/A	·····

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.