Cal Answers: Procure to Pay Reporting

Webinar: July 31, 2013
Consolidated Spend, Voucher Workflow, Purchase Order Balance

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New Reports, and Filters

- Consolidated Spend
- Voucher Workflow
- Purchase Order Balance

Consolidated Spend

This report allows you to view all types of spend including BluCard, Catalog, Non Catalog and Forms based on a Start and End Date.

Key business questions the reports address include:

- What percentages of my overall spend is on BluCard?
- How often is my area using Payment Request or After the Fact PO forms compared to campus and overall spend?
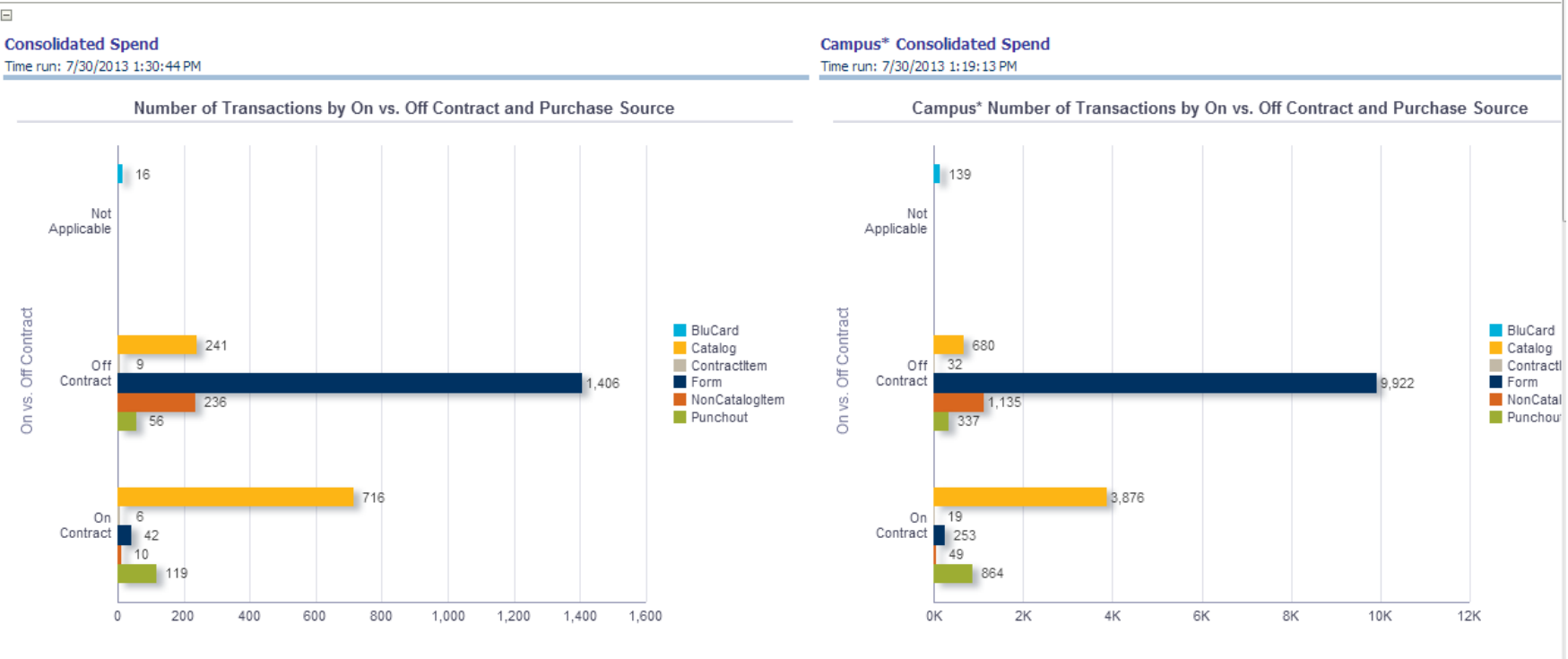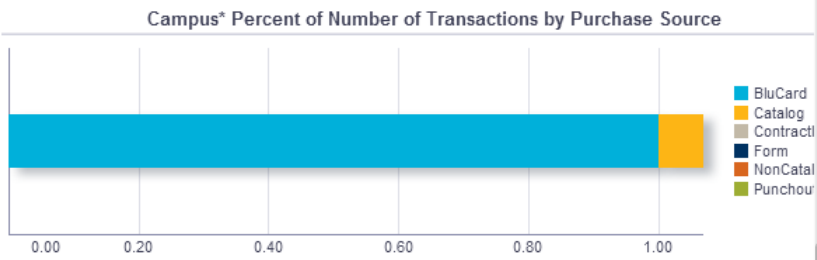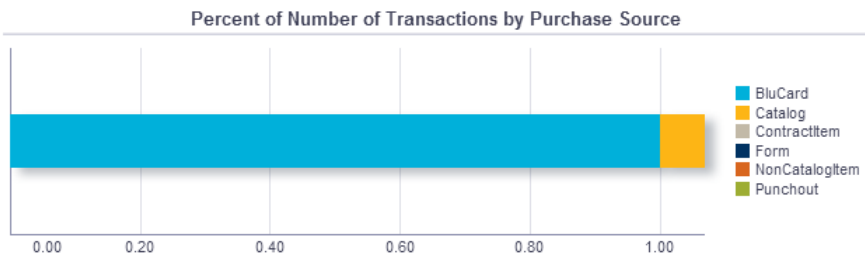
Consolidated Spend – Graph 1

The results are displayed by the Number of Transactions, by On vs. Off Contract and Purchase Source. The left side represents the Org Node selected in the filters and the right side is how that Org compares to Campus.

Consolidated Spend – Graph 2

The results are also displayed by the Percent of Number of Transactions by Purchase Source.

Consolidated Spend – Summary Grid

The results are displayed by the by On vs. Off Contract and Purchase Source down to the Form Type. From the summary grid you can drill down to the Voucher or BluCard detail.

On vs. Off Contract	Catalog vs. Non-Catalog	Purchase Source	Form Type Name	# of Transactions	% of Transactions
Not Applicable	Not Applicable	BluCard		16	0.6%
Not Applicable Total				**1**	
Off Contract	Catalog	Catalog		24	
		Punchout		56	2.0%
	Non-Catalog	ContractItem		9	0.3%
		Form	After the Fact PO	9	0.3%
			Amount Only	341	11.9%
			Independent Contractor and Consultant Services	28	1.0%
			Non-Catalog Form	327	11.4%
			Payment Request	567	19.8%
			Service Order Request	46	1.6%
			Subaward - UC Recipient	44	1.5%
			Subaward- Non UC Recipient	44	1.5%
		NonCatalogItem		236	8.3%
Off Contract Total				**1948**	**68.2%**
On Contract	Catalog	Catalog		716	25.1%
		Punchout		119	4.2%
	Non-Catalog	ContractItem		6	0.2%
		Form	Amount Only	10	0.4%
			Non-Catalog Form	18	0.6%
			Payment Request	13	0.5%
			Service Order Request	1	0.0%
		NonCatalogItem		10	0.4%
On Contract Total				**893**	**31.3%**
Grand Total				**2857**	**100.0%**

BluCard BFS Detail - CHOOSE WHEN PURCHASE SOURCE = BluCard

Voucher Detail - CHOOSE FOR ALL OTHER PURCHASE SOURCES

Print - Export

On vs. Off Contract	Catalog vs. Non-Catalog	Purchase Source
Off Contract	Catalog	Catalog
		Punchout
	Non-Catalog	ContractItem
		Form
		NonCatalogIte
Off Contract Total		
On Contract	Catalog	Catalog
		Punchout
	Non-Catalog	ContractItem
		Form

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Voucher Workflow

This report allows you to view how long Vouchers spent in the workflow approval process. You will be able to search by a number of filters including Supplier, dates and chart of accounts, and analyze approval steps by Org Node, Org Node (routing) and Purchase Source/Form Type.

Key business questions the report addresses include:

- What is the average number of days an Invoice spends in the approval process for my area?

- Am I meeting my department targets?

- Do certain types of Purchases (payment request vs. non catalog) take longer to approve than others?

Voucher Workflow – Graph 1

This graph displays the Average Days a Voucher spent in the Complete Workflow by Org Node.
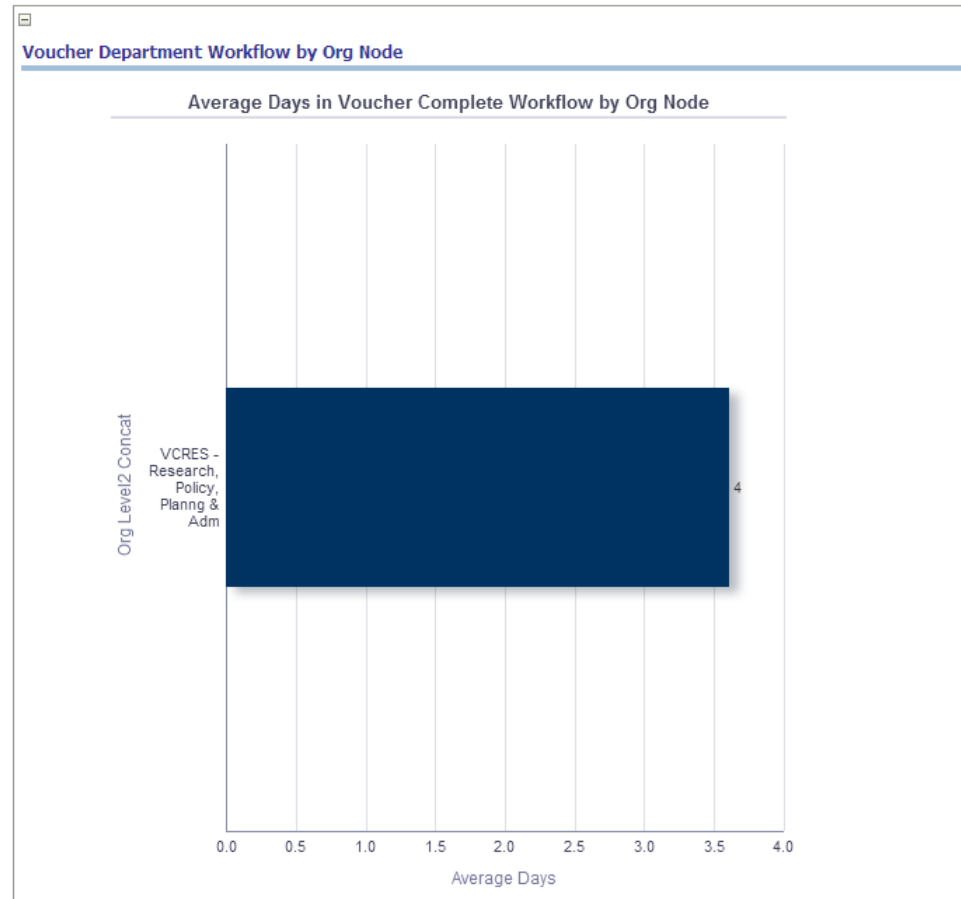
Voucher Workflow – Graph 2

This graph displays the Average Days for Each Voucher Department Workflow Step by Org Node.

Average Days for Each Voucher Department Workflow Step by Org Node
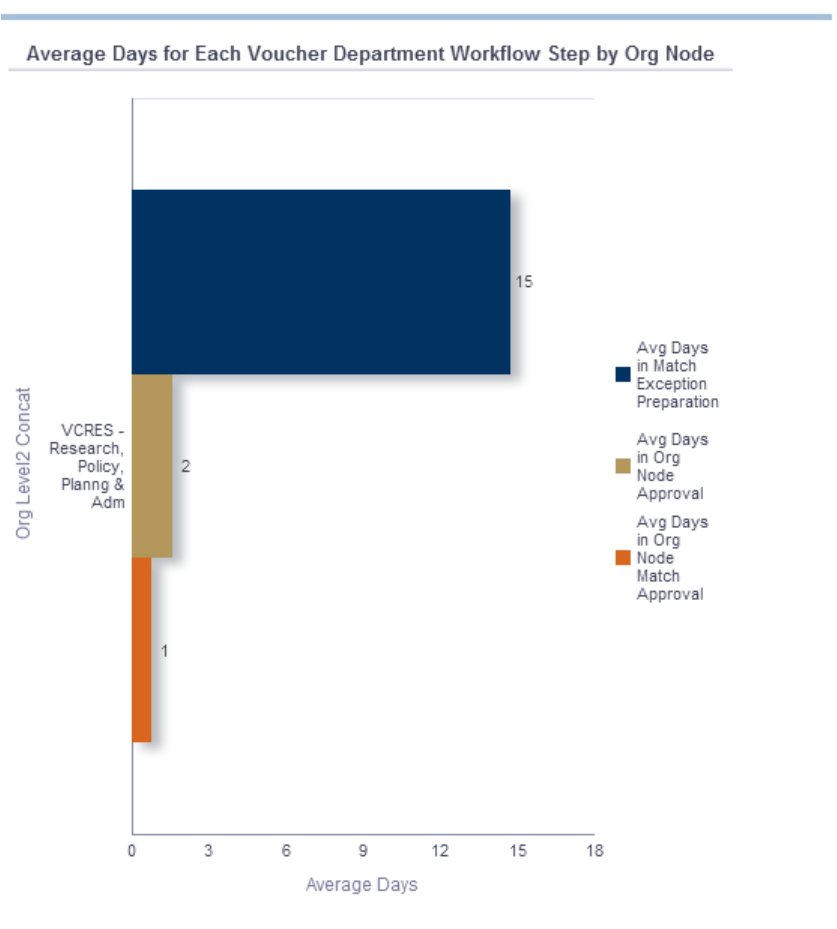
Voucher Workflow – Summary Grid

The results are displayed by Org Node and the average days spent in each work flow step and the overall average days. From the summary grid you can drill down to the Voucher detail.

Org Level2 Concat	Org Level3 Concat	Avg Days in Complete Workflow	# of Vchrs	Avg Days in Match Exception Preparation	# of Vchrs	Avg Days in Org Node Approval	# of Vchrs	Avg Days in Org Node Match Approval	# of Vchrs
VCRES - Research, Policy, Planng & Adm	VCRAC - Academic Research Units	4	1,034	16	8	2	1,018	0	8
	VCRAU - Research Administrative Units	3	130	12	5	1	125	2	5
	VCRMS - VC Res Museum & Field Stations	4	55	18	1	1	54	0	1
Grand Total		4	1,219	15	14	2	1,197	1	14

The filters used to display these values are:

Origin is equal to / is in **SQ**
and Work Flow Initiated Date is not null
and Org Node Concat is equal to **VCRES - Research, Policy, Planng & Adm**
and Org Level is equal to **Level2**
and Date is between **06/30/2013** and **07/30/2013**

Return - Print - Export

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Purchase Order Balance Report

From the Purchase Order Summary Report you can drill to view the balance of your Purchase Orders by line displaying the total PO Monetary Amount the total Voucher Monetary Amount and the Estimated Purchase Order Balance..

Key business questions the report addresses include:

- What's the remaining balance on a specific Purchase Order?
- What Purchase Orders in my area can be closed
- What are the available balances on my "Amount Only" Purchase Orders?

Purchase Order Balance – Summary Grid

The results are displayed by Purchase Order Number and includes the Create Date, Supplier Name Merchandise Amount and Status. Drill down to the Purchase Order Detail by clicking on the Purchase Order Number or Header.

Purchase Order Summary

Purchase Order Number	Purchase Order Created Date	Purchase Order Last Upate	Supplier Name	Purchase Order Merchandise Amount	Purchase Order Monetary Amount	Purchase Order Status
BB0010227?	7/15/2013	7/25/2013	Lumenogic LLC	$386,002.00	$386,002.00	Active
BB001086		7/19/2013	Balasore Social Services Society	$132,950.21	$132,950.21	Active
BB00211		7/1/2013	WESTERN MEDICAL SUPPLY	$89.00	$89.00	Active
BB00211		7/1/2013	HARLAN TEKLAD	$50,000.00	$54,500.00	Active
BB00211		7/1/2013	MCMASTER CARR SUPPLY CO	$390.22	$425.34	Active
BB00211		7/1/2013	Sirius computer Solutions Inc	$5,930.22	$6,463.94	Active
BB00211		7/1/2013	GIVE SOMETHING BACK	$20.84	$22.72	Active
BB00211185	7/1/2013	7/1/2013	OFFICE MAX	$77.76	$84.76	Active
BB00211186	7/1/2013	7/1/2013	GIVE SOMETHING BACK	$1.54	$1.68	Active
BB00211187	7/1/2013	7/1/2013	STANLEY STOCKROOM VWR	$126.65	$126.65	Active
BB00211189	7/1/2013	7/1/2013	FISHER SCIENTIFIC	$51.20	$55.81	Active
BB00211191	7/1/2013	7/1/2013	NEW ENGLAND BIOLABS	$59.20	$64.53	Active
BB00211199	7/1/2013	7/1/2013	FISHER SCIENTIFIC	$179.76	$195.94	Active
BB00211201	7/1/2013	7/1/2013	FISHER SCIENTIFIC	$535.65	$583.86	Active
BB00211202	7/1/2013	7/1/2013	Life Technologies Corporation	$486.00	$529.74	Active
BB00211203	7/1/2013	7/1/2013	VWR INTERNATIONAL INC	$190.31	$207.44	Active
BB00211204	7/1/2013	7/1/2013	LIFE SCIENCES PRODUCTS, INC	$354.50	$386.41	Active

Context menu:
- Link to PO Details
- Link to Receipt Details
- Link to Requisition Details
- Link to Voucher Details
- Link to PO Balance Details

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Purchase Order Balance – Detail

The results are displayed by Purchase Order Number and Purchase Order Line Number and calculates a remaining balance by the Line. A Total by Purchase Order Number is displayed to display an overall remaining balance when there are multiple Purchase Order Lines.

How do I get started? It's easy!

1. To learn more and log in to Cal Answers, visit calanswers.berkeley.edu.

2. Use the Cal Answers Quick Start Guide (on calanswers.berkeley.edu) for step-by-step instructions on beginning your analysis.

3. If you have questions or comments, e-mail calanswers-help@berkeley.edu or call 661-9000 (option 1).

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