Cal Answers: Procure to Pay Reporting

Webinar: May 28, 2013

Master Org Tree Filters, BluCard Data, and Executive Leadership Dashboard

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New Dashboard, Reports, and Filters

- Master Org Tree Filters
- BluCard Data
- Executive Leadership Dashboard

What is Cal Answers?

Web-based, analytical tool with:

- Interactive dashboards
- Well-defined metrics selected by campus subject matter experts
- Strategic direction for enterprise data
- For power users: ability to build reports

Accessible to entire campus

Use it to:

- Monitor goals
- Improve processes
- Inform strategic decisions
- Communicate about campus

What is Procure to Pay Reporting?

Procure to Pay Reporting provides insights into purchasing and disbursement behavior to help us reach key campus objectives:

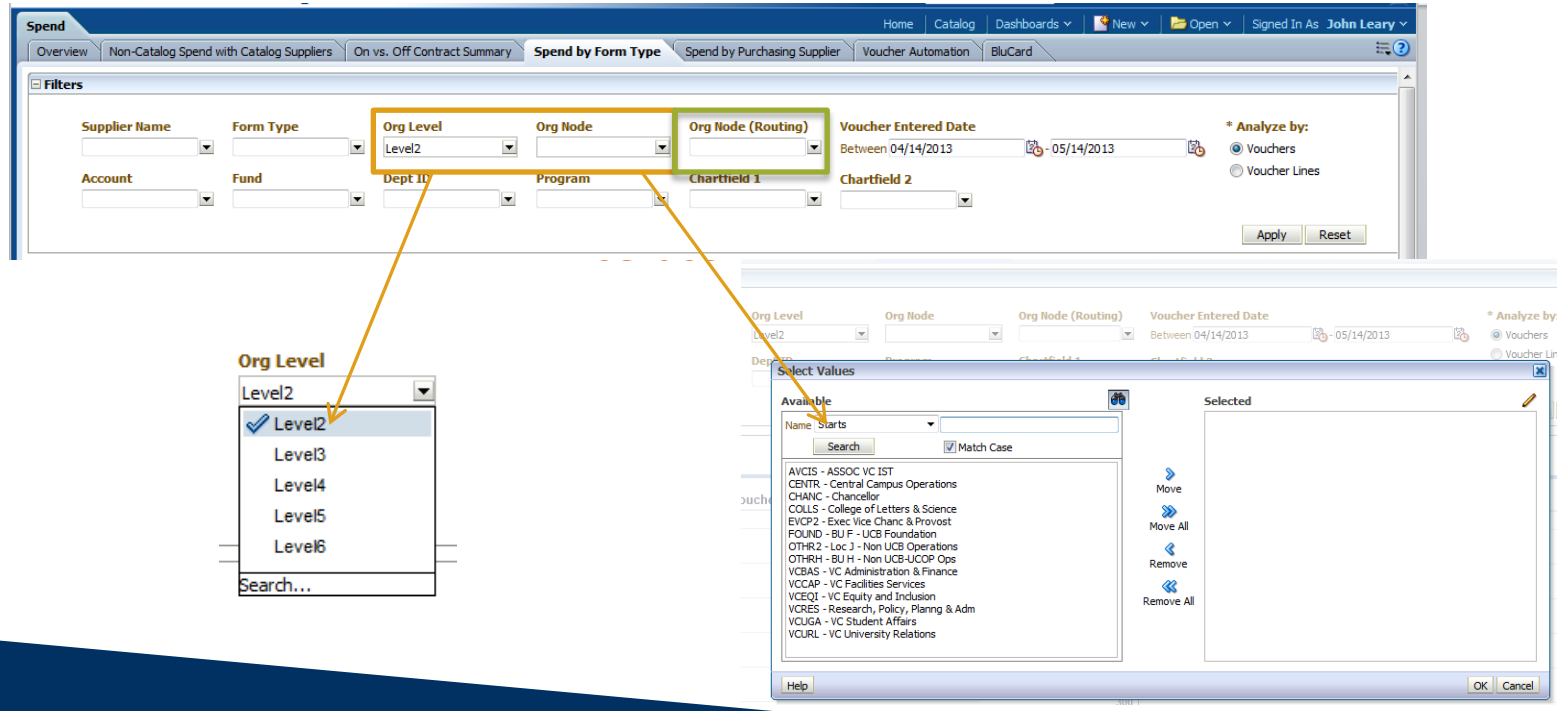
- Find opportunities to **save money**
- Make purchasing and disbursement processes **more efficient**
- Determine situations to **improve internal controls**

Master Org Tree Filters

Now there are two types of Org Level Filters:

1) **Org Level and Org Node** filters return transactions based on the unit that paid for them, i.e., the Dept ID on the chartstring.

2) **Org Node (Routing)** filter returns transactions based on the unit that approved them (previously named simply “Org Node”).



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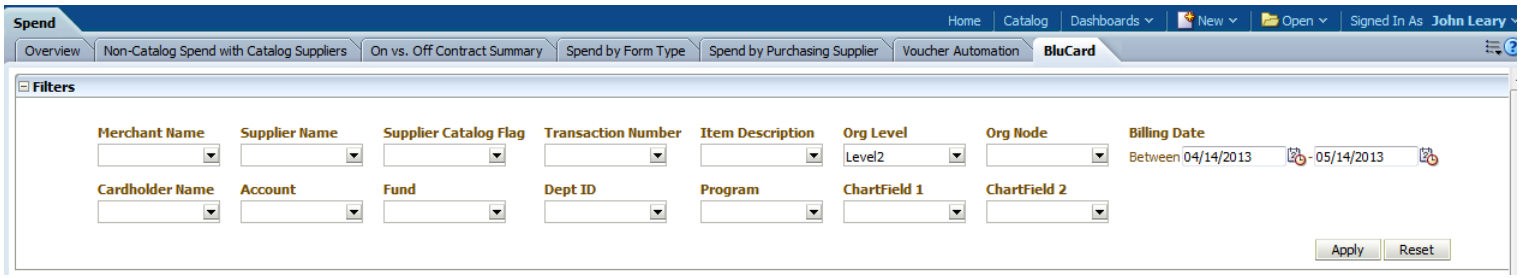
BluCard

This report allows you to see information for all your BluCard transactions based on the specified filters. The report includes both current BFS data for the transactions as well as the data originally supplied by US Bank.

Key business questions the report addresses include:

- How much BluCard Activity is with BearBuy Catalog Suppliers?
- Are transactions being approved in BFS where appropriate?
- What was my total BluCard Spend for FY 2013?



Note: Merchant Name is supplied by US Bank; Supplier Name is the related BFS Vendor Name, if one exists. Not all Merchants will be in the BFS Vendor file.

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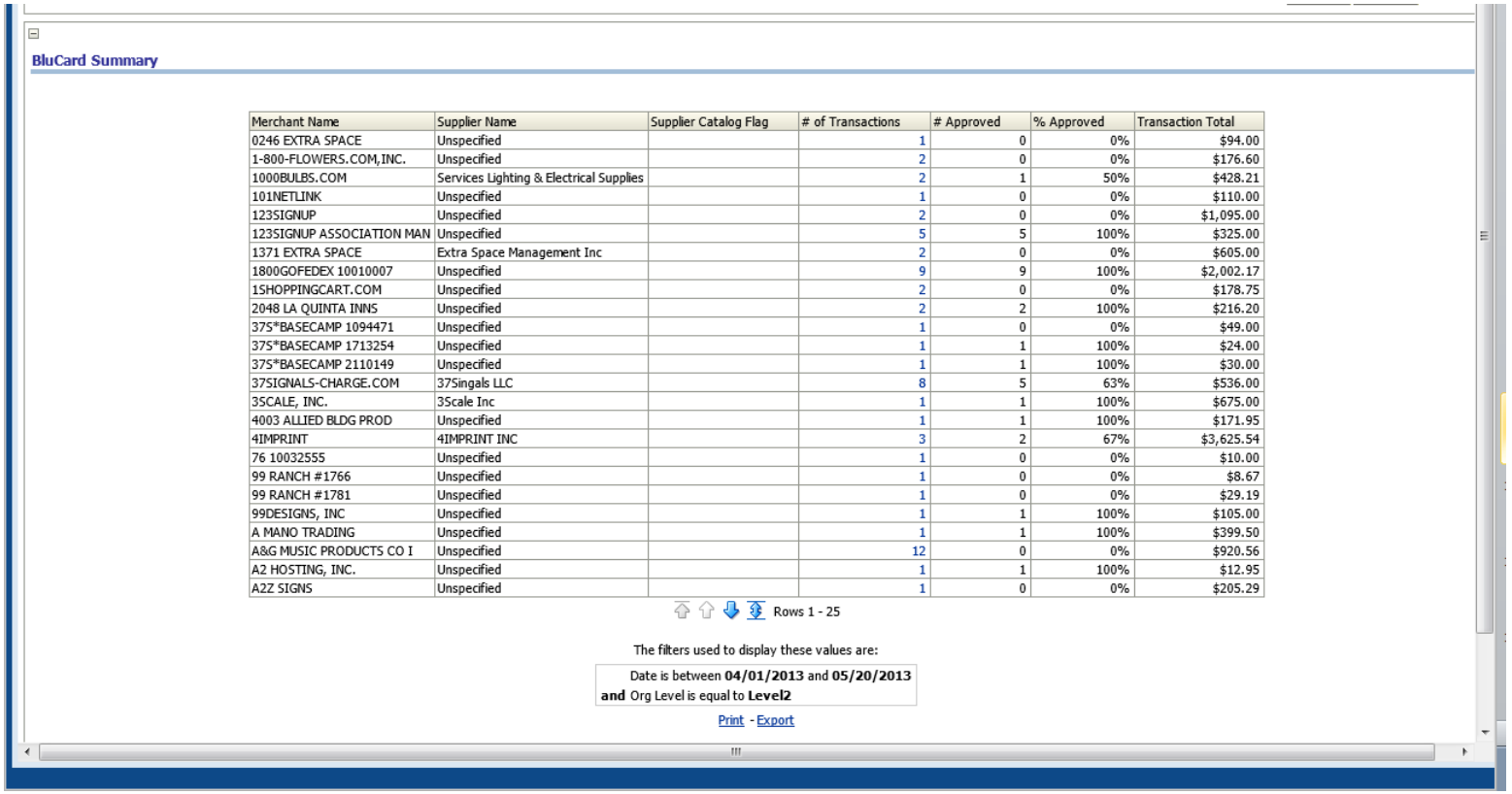
BluCard – Summary

The results are summarized by Merchant, # of Transactions, and the Transaction Total. You can also see which transactions were approved and the percentage.



BluCard Summary

Merchant Name	Supplier Name	Supplier Catalog Flag	# of Transactions	# Approved	% Approved	Transaction Total
0246 EXTRA SPACE	Unspecified		1	0	0%	$94.00
1-800-FLOWERS.COM,INC.	Unspecified		2	0	0%	$176.60
1000BULBS.COM	Services Lighting & Electrical Supplies		2	1	50%	$428.21
101NETLINK	Unspecified		1	0	0%	$110.00
123SIGNUP	Unspecified		2	0	0%	$1,095.00
123SIGNUP ASSOCIATION MAN	Unspecified		5	5	100%	$325.00
1371 EXTRA SPACE	Extra Space Management Inc		2	0	0%	$605.00
1800GOFEDEX 10010007	Unspecified		9	9	100%	$2,002.17
1SHOPPINGCART.COM	Unspecified		2	0	0%	$178.75
2048 LA QUINTA INNS	Unspecified		2	2	100%	$216.20
37S*BASECAMP 1094471	Unspecified		1	0	0%	$49.00
37S*BASECAMP 1713254	Unspecified		1	1	100%	$24.00
37S*BASECAMP 2110149	Unspecified		1	1	100%	$30.00
37SIGNALS-CHARGE.COM	37Singals LLC		8	5	63%	$536.00
3SCALE, INC.	3Scale Inc		1	1	100%	$675.00
4003 ALLIED BLDG PROD	Unspecified		1	1	100%	$171.95
4IMPRINT	4IMPRINT INC		3	2	67%	$3,625.54
76 10032555	Unspecified		1	0	0%	$10.00
99 RANCH #1766	Unspecified		1	0	0%	$8.67
99 RANCH #1781	Unspecified		1	0	0%	$29.19
99DESIGNS, INC	Unspecified		1	1	100%	$105.00
A MANO TRADING	Unspecified		1	1	100%	$399.50
A&G MUSIC PRODUCTS CO I	Unspecified		12	0	0%	$920.56
A2 HOSTING, INC.	Unspecified		1	1	100%	$12.95
A2Z SIGNS	Unspecified		1	0	0%	$205.29

Rows 1 - 25

The filters used to display these values are:

Date is between **04/01/2013** and **05/20/2013** **and** Org Level is equal to **Level2**

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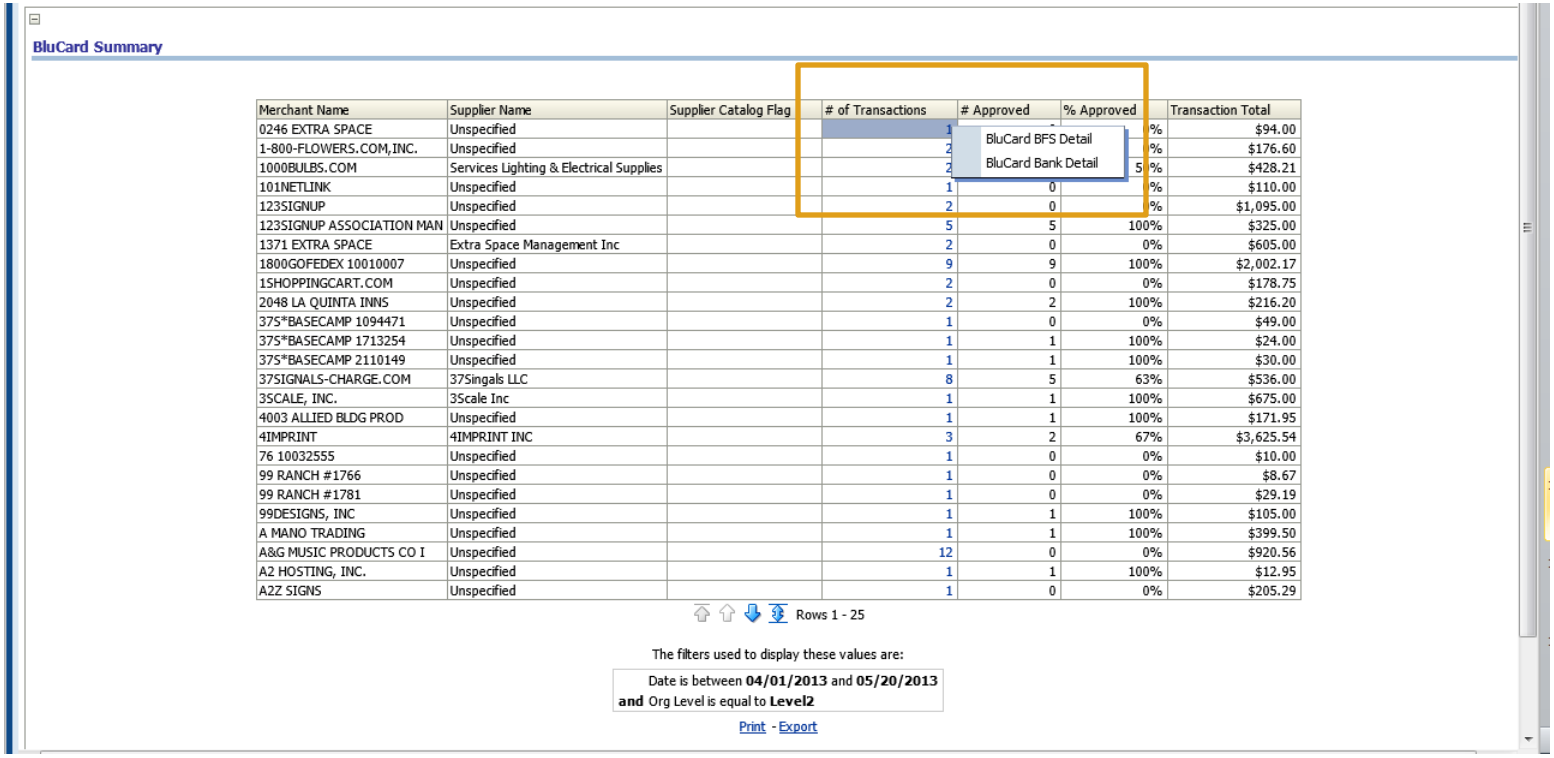
BluCard – Detail

The detail is available for the BluCard BFS and BluCard Bank data by clicking on the "# of Transactions" in the grid.



BluCard Summary

Merchant Name	Supplier Name	Supplier Catalog Flag	# of Transactions	# Approved	% Approved	Transaction Total
0246 EXTRA SPACE	Unspecified		1		%	$94.00
1-800-FLOWERS.COM,INC.	Unspecified		2		%	$176.60
1000BULBS.COM	Services Lighting & Electrical Supplies		2		5 %	$428.21
101NETLINK	Unspecified		1	0	%	$110.00
123SIGNUP	Unspecified		2	0	%	$1,095.00
123SIGNUP ASSOCIATION MAN	Unspecified		5	5	100%	$325.00
1371 EXTRA SPACE	Extra Space Management Inc		2	0	0%	$605.00
1800GOFEDEX 10010007	Unspecified		9	9	100%	$2,002.17
1SHOPPINGCART.COM	Unspecified		2	0	0%	$178.75
2048 LA QUINTA INNS	Unspecified		2	2	100%	$216.20
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37S*BASECAMP 1713254	Unspecified		1	1	100%	$24.00
37S*BASECAMP 2110149	Unspecified		1	1	100%	$30.00
37SIGNALS-CHARGE.COM	37Singals LLC		8	5	63%	$536.00
3SCALE, INC.	3Scale Inc		1	1	100%	$675.00
4003 ALLIED BLDG PROD	Unspecified		1	1	100%	$171.95
4IMPRINT	4IMPRINT INC		3	2	67%	$3,625.54
76 10032555	Unspecified		1	0	0%	$10.00
99 RANCH #1766	Unspecified		1	0	0%	$8.67
99 RANCH #1781	Unspecified		1	0	0%	$29.19
99DESIGNS, INC	Unspecified		1	1	100%	$105.00
A MANO TRADING	Unspecified		1	1	100%	$399.50
A&G MUSIC PRODUCTS CO I	Unspecified		12	0	0%	$920.56
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A2Z SIGNS	Unspecified		1	0	0%	$205.29

BluCard BFS Detail
BluCard Bank Detail

Rows 1 - 25

The filters used to display these values are:

Date is between **04/01/2013** and **05/20/2013** **and** Org Level is equal to **Level2**

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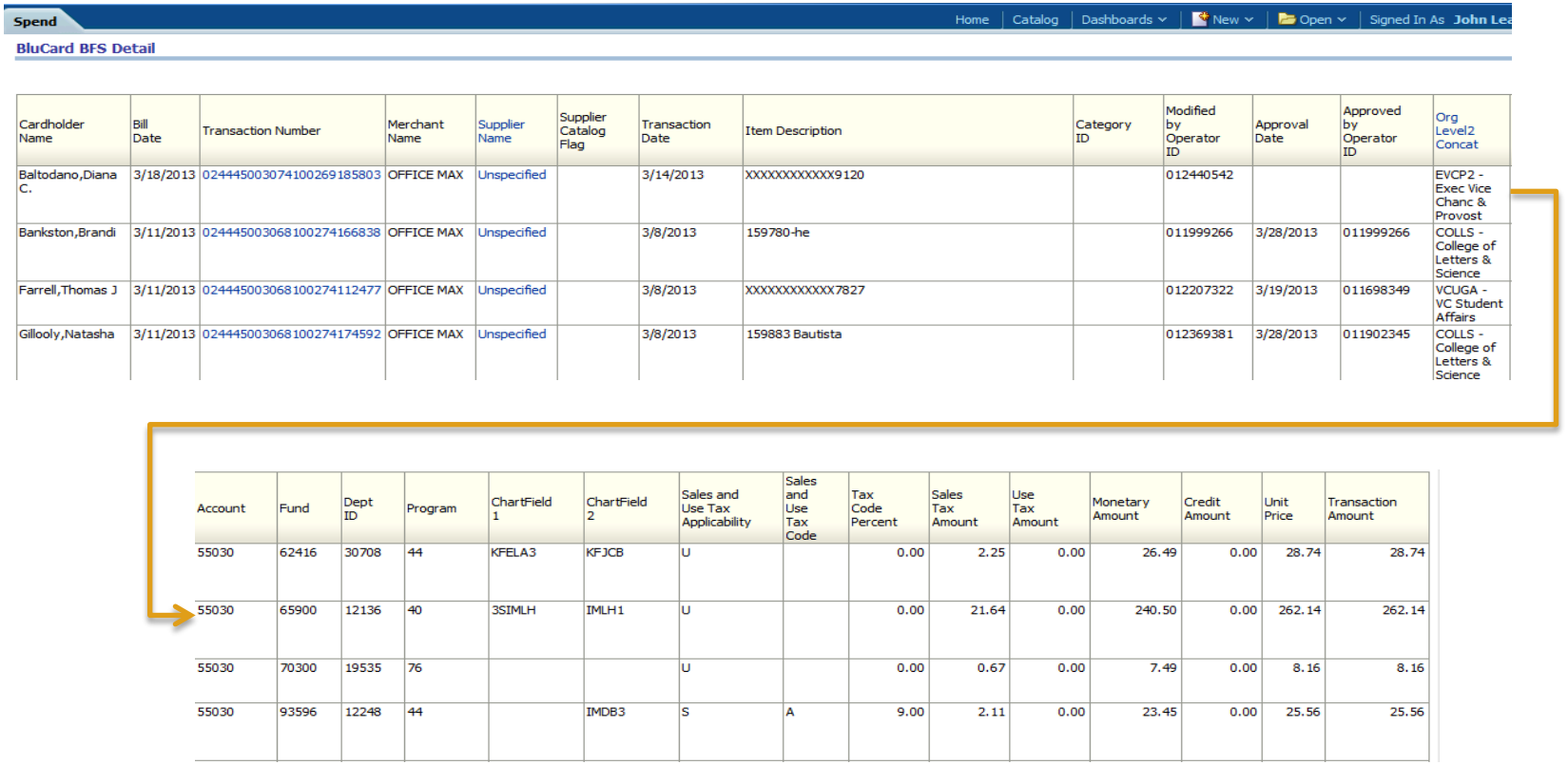
BluCard – BFS Detail

From the BluCard Summary Report, you can drill down to see key details, such as the Cardholder Name, Item Description, Transaction Date, Approval Date, ChartFields and Transaction Amounts.



Spend | Home | Catalog | Dashboards | New | Open | Signed In As John Lea

BluCard BFS Detail

Cardholder Name	Bill Date	Transaction Number	Merchant Name	Supplier Name	Supplier Catalog Flag	Transaction Date	Item Description	Category ID	Modified by Operator ID	Approval Date	Approved by Operator ID	Org Level2 Concat
Baltodano,Diana C.	3/18/2013	02444500307410026918 5803	OFFICE MAX	Unspecified		3/14/2013	XXXXXXXXXXX9120		012440542			EVCP2 - Exec Vice Chanc & Provost
Bankston,Brandi	3/11/2013	02444500306810027416 6838	OFFICE MAX	Unspecified		3/8/2013	159780-he		011999266	3/28/2013	011999266	COLLS - College of Letters & Science
Farrell,Thomas J	3/11/2013	02444500306810027411 2477	OFFICE MAX	Unspecified		3/8/2013	XXXXXXXXXXX7827		012207322	3/19/2013	011698349	VCUGA - VC Student Affairs
Gillooly,Natasha	3/11/2013	02444500306810027417 4592	OFFICE MAX	Unspecified		3/8/2013	159883 Bautista		012369381	3/28/2013	011902345	COLLS - College of Letters & Science

Account	Fund	Dept ID	Program	ChartField 1	ChartField 2	Sales and Use Tax Applicability	Sales and Use Tax Code	Tax Code Percent	Sales Tax Amount	Use Tax Amount	Monetary Amount	Credit Amount	Unit Price	Transaction Amount
55030	62416	30708	44	KFELA3	KFJCB	U		0.00	2.25	0.00	26.49	0.00	28.74	28.74
55030	65900	12136	40	3SIMLH	IMLH1	U		0.00	21.64	0.00	240.50	0.00	262.14	262.14
55030	70300	19535	76			U		0.00	0.67	0.00	7.49	0.00	8.16	8.16
55030	93596	12248	44		IMDB3	S	A	9.00	2.11	0.00	23.45	0.00	25.56	25.56

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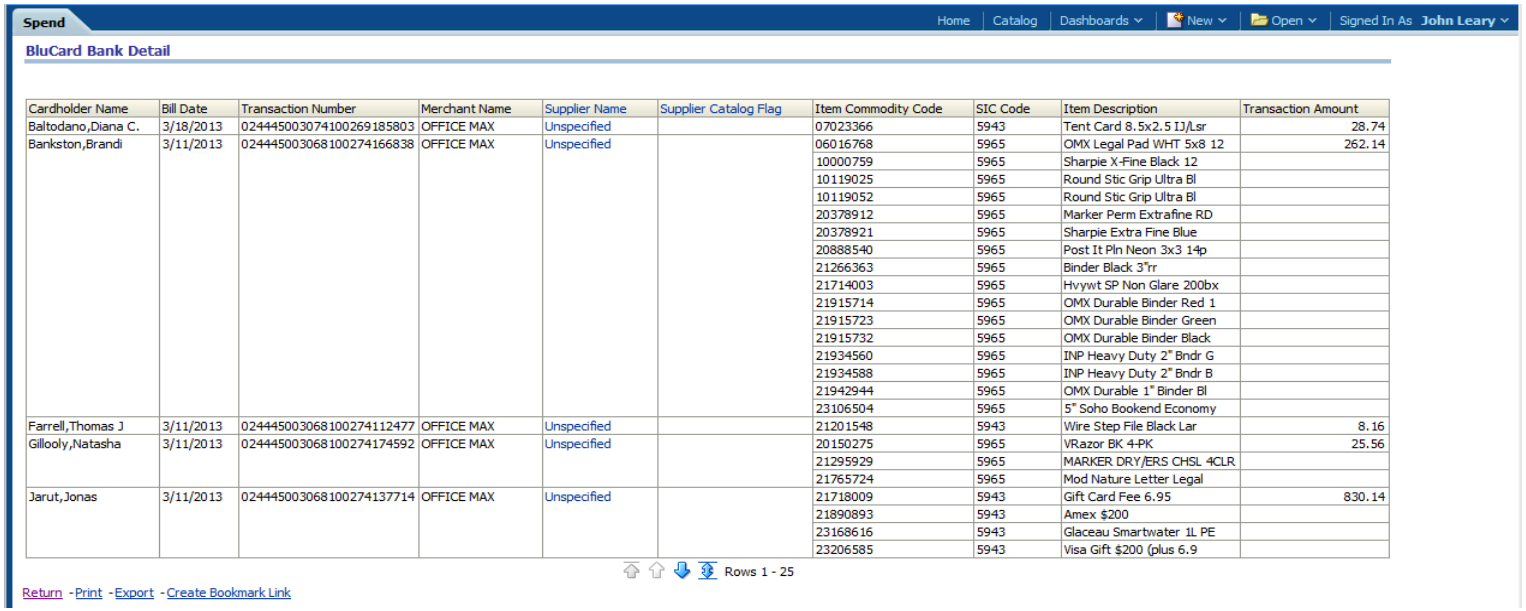
BluCard – Bank Detail

From the BluCard Summary Report, you can drill to detail as received by US Bank. Included in the detail is Cardholder Name, Item Commodity Code, SIC Code, Item Description, Transaction Date and Transaction Amounts.



Spend | Home | Catalog | Dashboards | New | Open | Signed In As John Leary

BluCard Bank Detail

Cardholder Name	Bill Date	Transaction Number	Merchant Name	Supplier Name	Supplier Catalog Flag	Item Commodity Code	SIC Code	Item Description	Transaction Amount
Baltodano,Diana C.	3/18/2013	02444500307410026918580 3	OFFICE MAX	Unspecified		07023366	5943	Tent Card 8.5x2.5 IJ/Lsr	28.74
Bankston,Brandi	3/11/2013	02444500306810027416683 8	OFFICE MAX	Unspecified		06016768	5965	OMX Legal Pad WHT 5x8 12	262.14
						10000759	5965	Sharpie X-Fine Black 12	
						10119025	5965	Round Stic Grip Ultra Bl	
						10119052	5965	Round Stic Grip Ultra Bl	
						20378912	5965	Marker Perm Extrafine RD	
						20378921	5965	Sharpie Extra Fine Blue	
						20888540	5965	Post It Pln Neon 3x3 14p	
						21266363	5965	Binder Black 3"rr	
						21714003	5965	Hvywt SP Non Glare 200bx	
						21915714	5965	OMX Durable Binder Red 1	
						21915723	5965	OMX Durable Binder Green	
						21915732	5965	OMX Durable Binder Black	
						21934560	5965	INP Heavy Duty 2" Bndr G	
						21934588	5965	INP Heavy Duty 2" Bndr B	
						21942944	5965	OMX Durable 1" Binder Bl	
						23106504	5965	5" Soho Bookend Economy	
Farrell,Thomas J	3/11/2013	02444500306810027411247 7	OFFICE MAX	Unspecified		21201548	5943	Wire Step File Black Lar	8.16
Gillooly,Natasha	3/11/2013	02444500306810027417459 2	OFFICE MAX	Unspecified		20150275	5965	VRazor BK 4-PK	25.56
						21295929	5965	MARKER DRY/ERS CHSL 4CLR	
						21765724	5965	Mod Nature Letter Legal	
Jarut,Jonas	3/11/2013	02444500306810027413771 4	OFFICE MAX	Unspecified		21718009	5943	Gift Card Fee 6.95	830.14
						21890893	5943	Amex $200	
						23168616	5943	Glaceau Smartwater 1L PE	
						23206585	5943	Visa Gift $200 (plus 6.9	

Rows 1 - 25

Return - Print - Export - Create Bookmark Link

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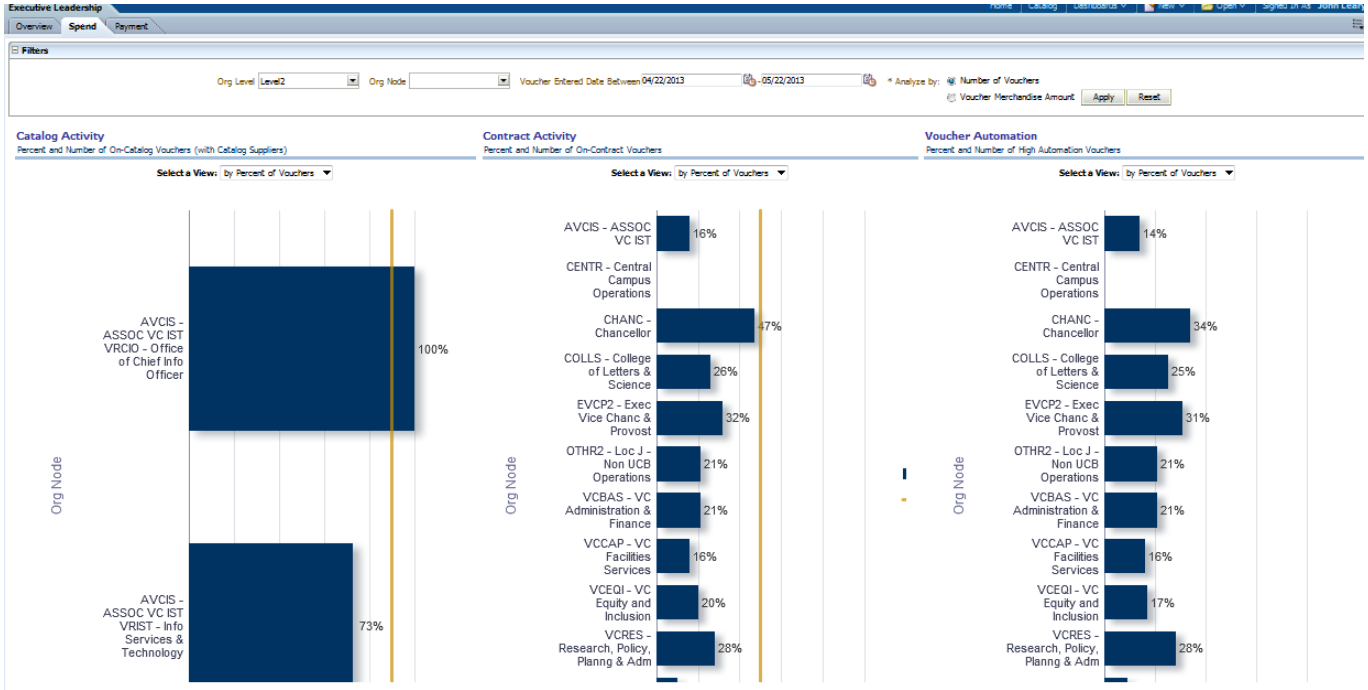
Executive Leadership

The Executive Leadership Dashboard allows you to compare spend and payment activity across the University's organization units (Org Nodes).

Key business questions the reports address include:

- Which units are not using catalogs when shopping with catalog suppliers?
- Which units benefit least from current vendor contracts?
- Are units taking advantage of automated processes, such as electronic invoicing?



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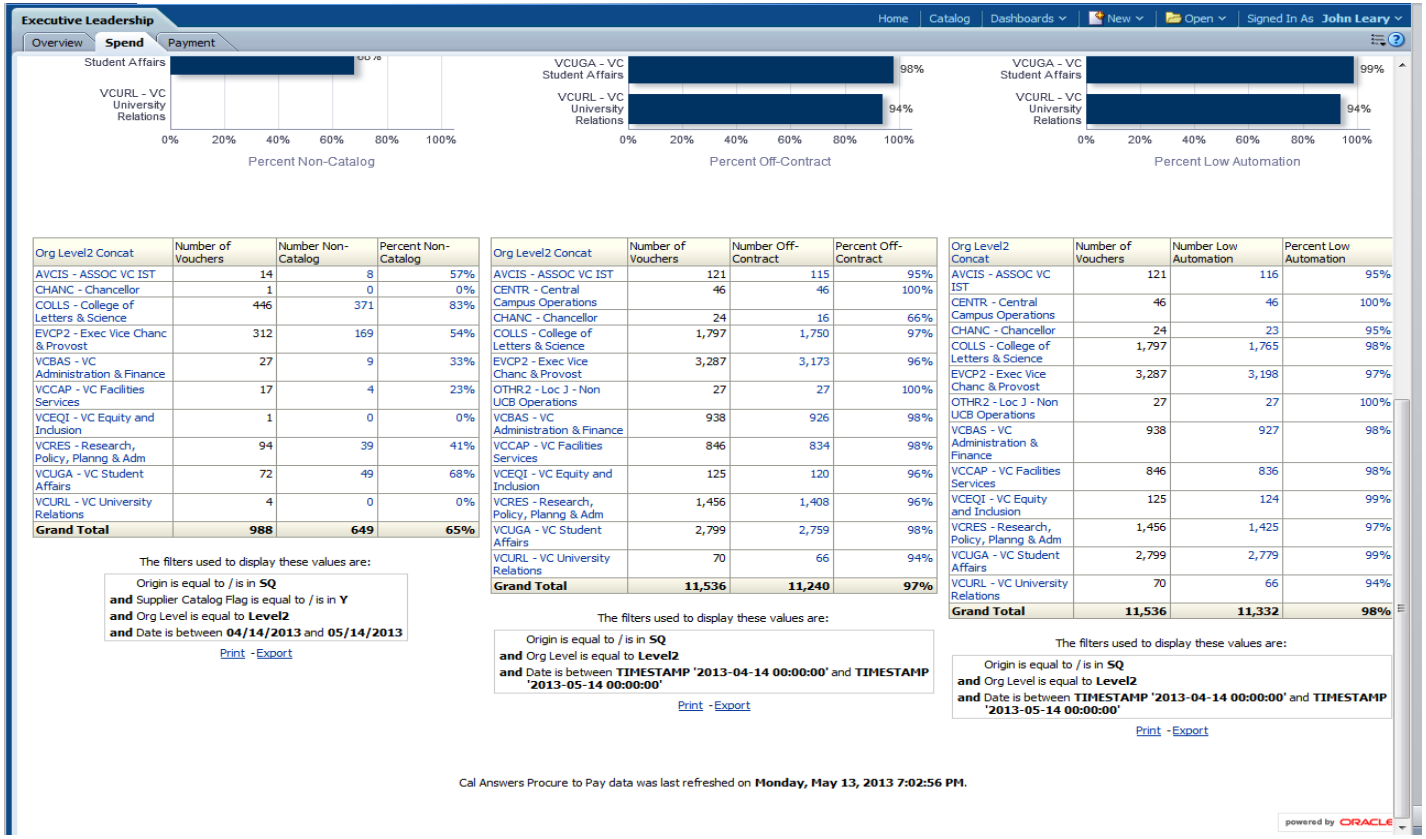
Executive Leadership – Spend Tab



- Click on the Org Level2 Concat label to see the Org Level roll up detail
- Click on the “Number Non-Catalog” value in the grid to be taken to the related report were you can perform a more detailed analysis.

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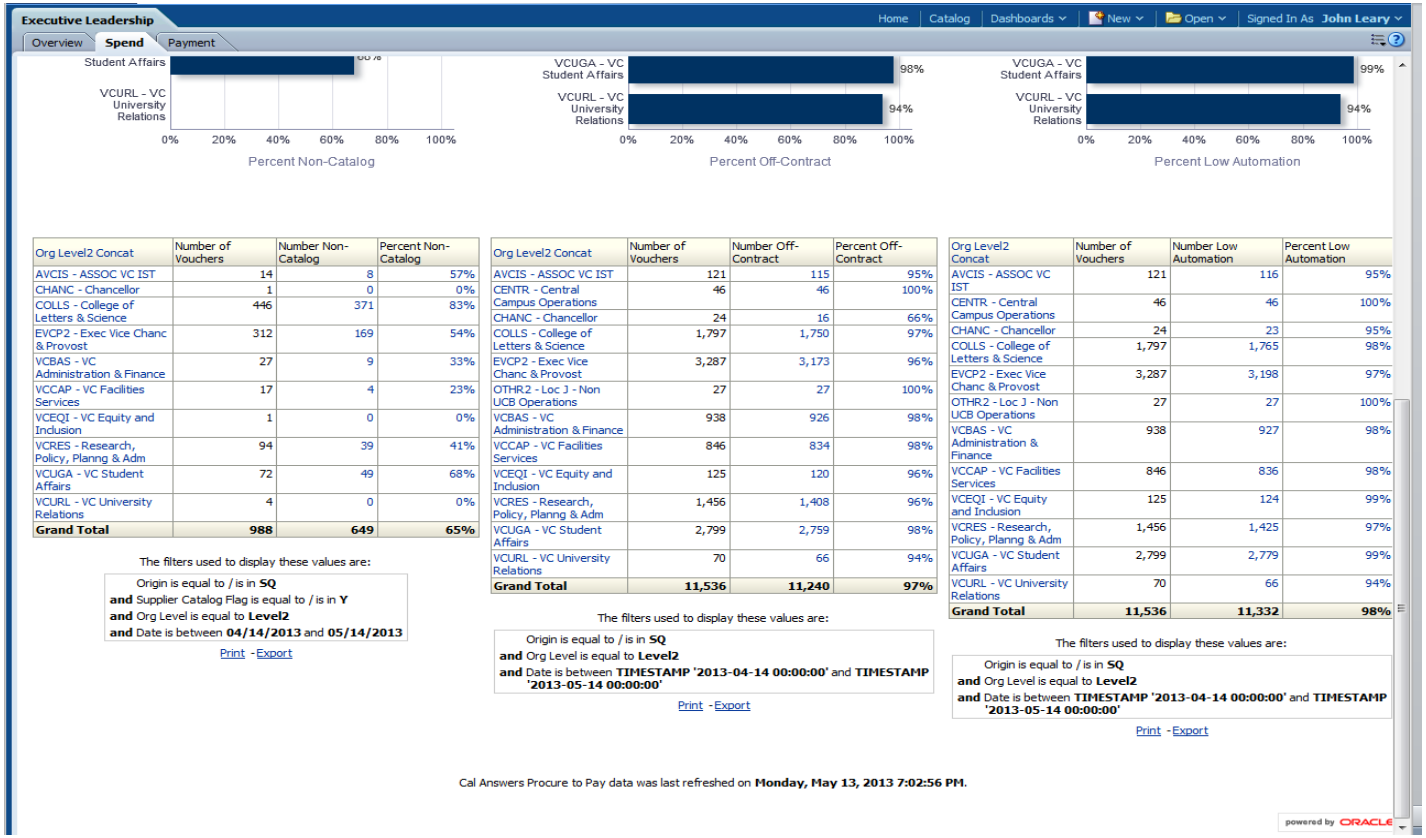
Executive Leadership – Payment Tab

Key business questions the reports address include:

- Which units are missing out on early-pay discounts?
- Are units not paying vendors on time?



Org Level2 Concat	Number of Vouchers	Number Non-Catalog	Percent Non-Catalog
AVCIS - ASSOC VC IST	14	8	57%
CHANC - Chancellor	1	0	0%
COLLS - College of Letters & Science	446	371	83%
EVCP2 - Exec Vice Chanc & Provost	312	169	54%
VCBAS - VC Administration & Finance	27	9	33%
VCCAP - VC Facilities Services	17	4	23%
VCEQI - VC Equity and Inclusion	1	0	0%
VCRES - Research, Policy, Planng & Adm	94	39	41%
VCUGA - VC Student Affairs	72	49	68%
VCURL - VC University Relations	4	0	0%
Grand Total	**988**	**649**	**65%**

The filters used to display these values are:

Origin is equal to / is in **SQ**
and Supplier Catalog Flag is equal to / is in **Y**
and Org Level is equal to **Level2**
and Date is between **04/14/2013** and **05/14/2013**

Print -Export

Org Level2 Concat	Number of Vouchers	Number Off-Contract	Percent Off-Contract
AVCIS - ASSOC VC IST	121	115	95%
CENTR - Central Campus Operations	46	46	100%
CHANC - Chancellor	24	16	66%
COLLS - College of Letters & Science	1,797	1,750	97%
EVCP2 - Exec Vice Chanc & Provost	3,287	3,173	96%
OTHR2 - Loc J - Non UCB Operations	27	27	100%
VCBAS - VC Administration & Finance	938	926	98%
VCCAP - VC Facilities Services	846	834	98%
VCEQI - VC Equity and Inclusion	125	120	96%
VCRES - Research, Policy, Planng & Adm	1,456	1,408	96%
VCUGA - VC Student Affairs	2,799	2,759	98%
VCURL - VC University Relations	70	66	94%
Grand Total	**11,536**	**11,240**	**97%**

The filters used to display these values are:

Origin is equal to / is in **SQ**
and Org Level is equal to **Level2**
and Date is between **TIMESTAMP '2013-04-14 00:00:00'** and **TIMESTAMP '2013-05-14 00:00:00'**

Print -Export

Org Level2 Concat	Number of Vouchers	Number Low Automation	Percent Low Automation
AVCIS - ASSOC VC IST	121	116	95%
CENTR - Central Campus Operations	46	46	100%
CHANC - Chancellor	24	23	95%
COLLS - College of Letters & Science	1,797	1,765	98%
EVCP2 - Exec Vice Chanc & Provost	3,287	3,198	97%
OTHR2 - Loc J - Non UCB Operations	27	27	100%
VCBAS - VC Administration & Finance	938	927	98%
VCCAP - VC Facilities Services	846	836	98%
VCEQI - VC Equity and Inclusion	125	124	99%
VCRES - Research, Policy, Planng & Adm	1,456	1,425	97%
VCUGA - VC Student Affairs	2,799	2,779	99%
VCURL - VC University Relations	70	66	94%
Grand Total	**11,536**	**11,332**	**98%**

The filters used to display these values are:

Origin is equal to / is in **SQ**
and Org Level is equal to **Level2**
and Date is between **TIMESTAMP '2013-04-14 00:00:00'** and **TIMESTAMP '2013-05-14 00:00:00'**

Print -Export

Cal Answers Procure to Pay data was last refreshed on **Monday, May 13, 2013 7:02:56 PM.**

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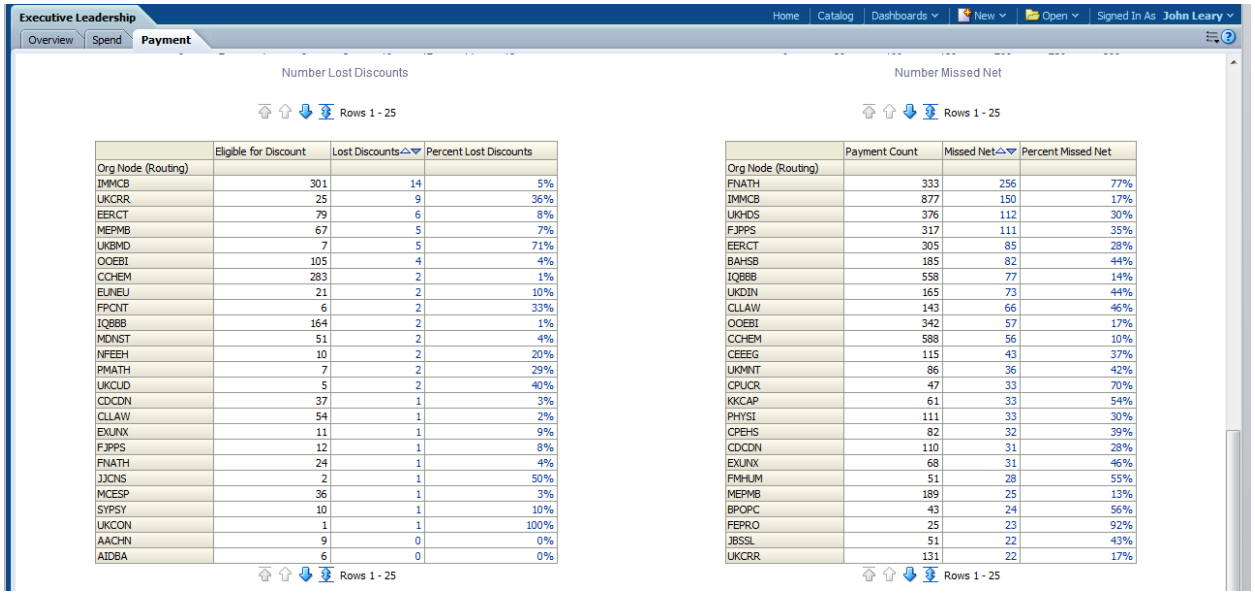
Executive Leadership – Payment Tab



- All payment reports are filtered by Org Node (Routing) only
- Drill to detail report by clicking anywhere on the graph
- Click on the Number Non-Catalog value in the grid to drill to the detail report

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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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