

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?

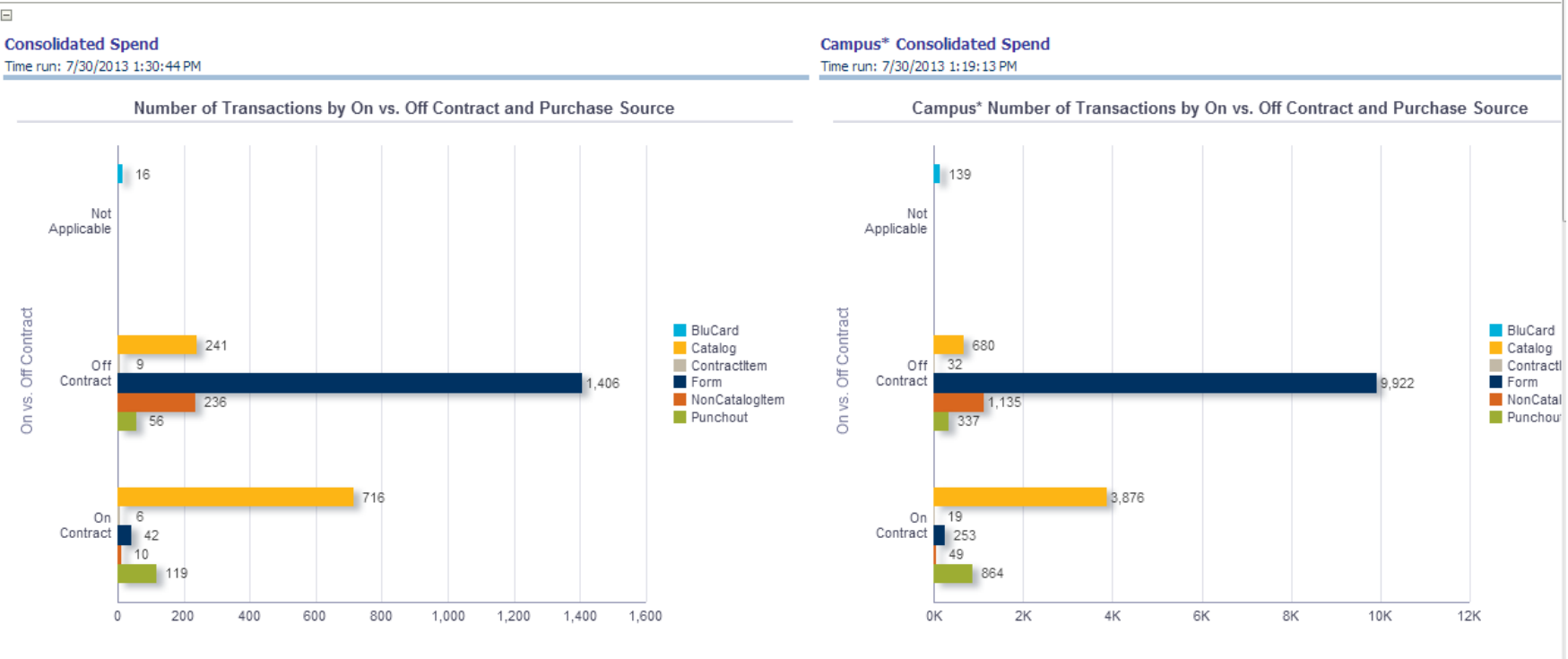
The screenshot shows a web application interface for 'Spend' reports. At the top, there is a navigation bar with tabs: Overview, Non-Catalog Spend with Catalog Suppliers, On vs. Off Contract Summary, Spend by Form Type, Spend by Purchasing Supplier, Voucher Automation, BluCard, and Consolidated Spend (which is currently selected). The user is signed in as John Leary. Below the navigation bar is a 'Filters' section with the following fields:

Supplier Name	Purchase Source	Org Level	Org Node	Org Node (Routing)	Buyer Name (non-BluCard)	Start Date	End Date	* Analyze by:
<input type="text"/>	BluCard;Catalog;Con	Level2	<input type="text"/>	<input type="text"/>	<input type="text"/>	>= 06/30/2013	<= 07/30/2013	<input checked="" type="radio"/> Number of Transaction <input type="radio"/> Amount of Transaction
Account	Fund	Dept ID	Program	Chartfield 1	Chartfield 2			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			

An 'Apply' button is located at the bottom right of the filters section.

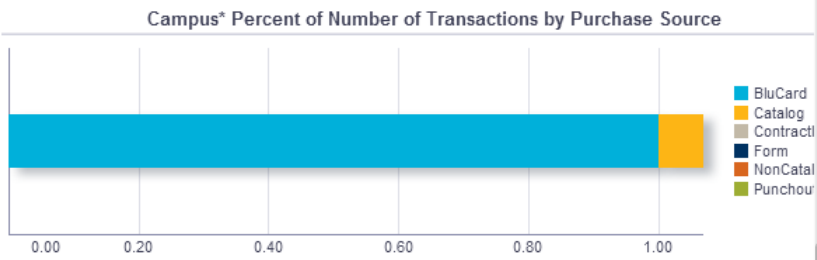
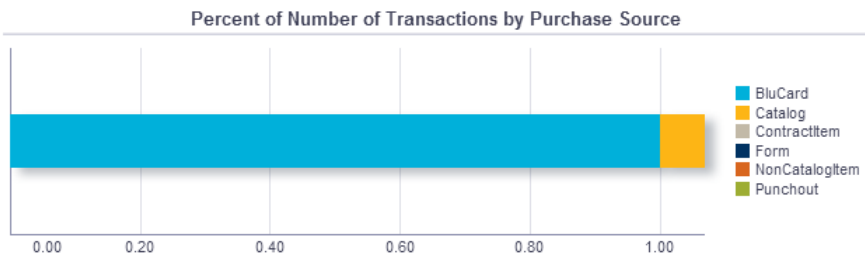
Consolidated Spend – Graph 1

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.

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

BluCard BFS Detail - CHOOSE WHEN PURCHASE SOURCE = BluCard
 Voucher Detail - CHOOSE FOR ALL OTHER PURCHASE SOURCES

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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?

Internal Control Home Catalog Dashboards v New v Open v Signed In As John Leary

Overview Approved Match Exception Summary Auto Approved Requisitions Auto Approved Invoices - All Auto Approved Invoices - Qty Received less than Qty Paid **Voucher Workflow**

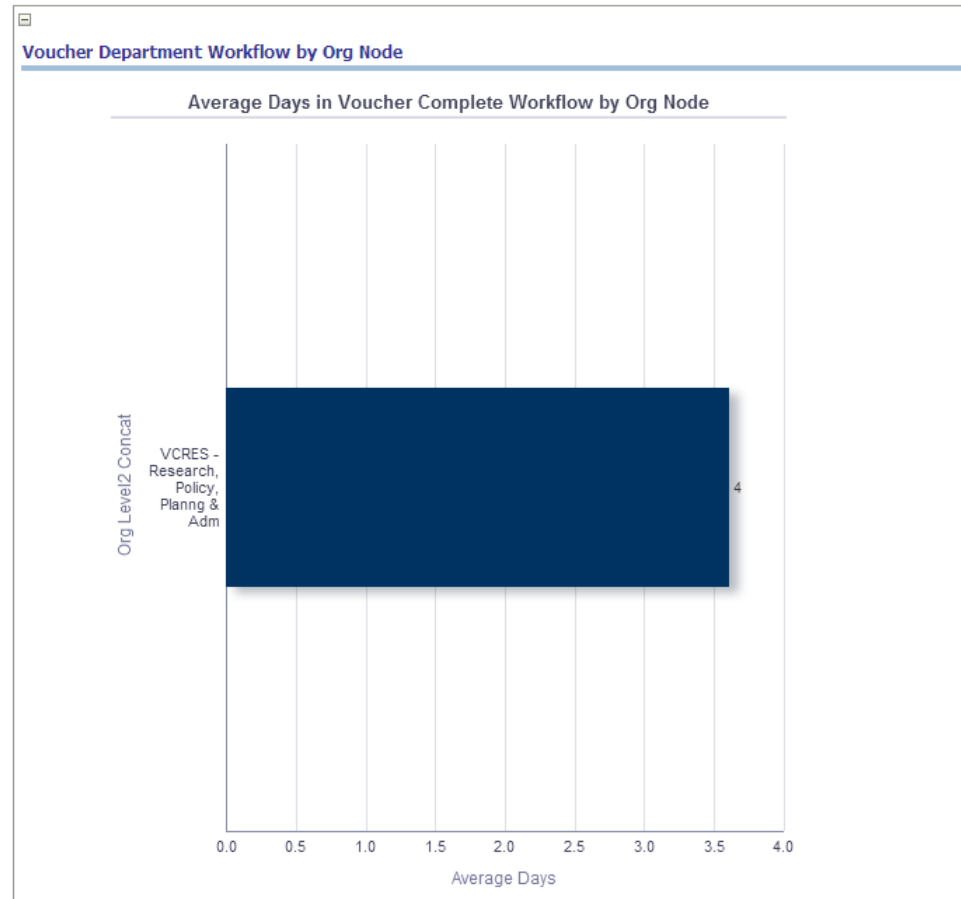
Filters

Supplier Name	Org Level	Org Node	Org Node (Routing)	Purchase Source	Form Type Name	Requisition Creator	* Analyze by:	* Workflow Steps to Display:
<input type="text"/>	Level2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Account	Fund	Dept ID	Program	Chartfield 1	Chartfield 2	Voucher Entered Date	<input checked="" type="radio"/> Org Node	<input checked="" type="radio"/> Department Workflow
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Between -	<input type="radio"/> Org Node (Routing)	<input type="radio"/> Central Workflow
						06/30/2013	<input type="radio"/> Purchase Source and Form Type	<input type="radio"/> Complete Workflow
						07/30/2013		

Apply Reset

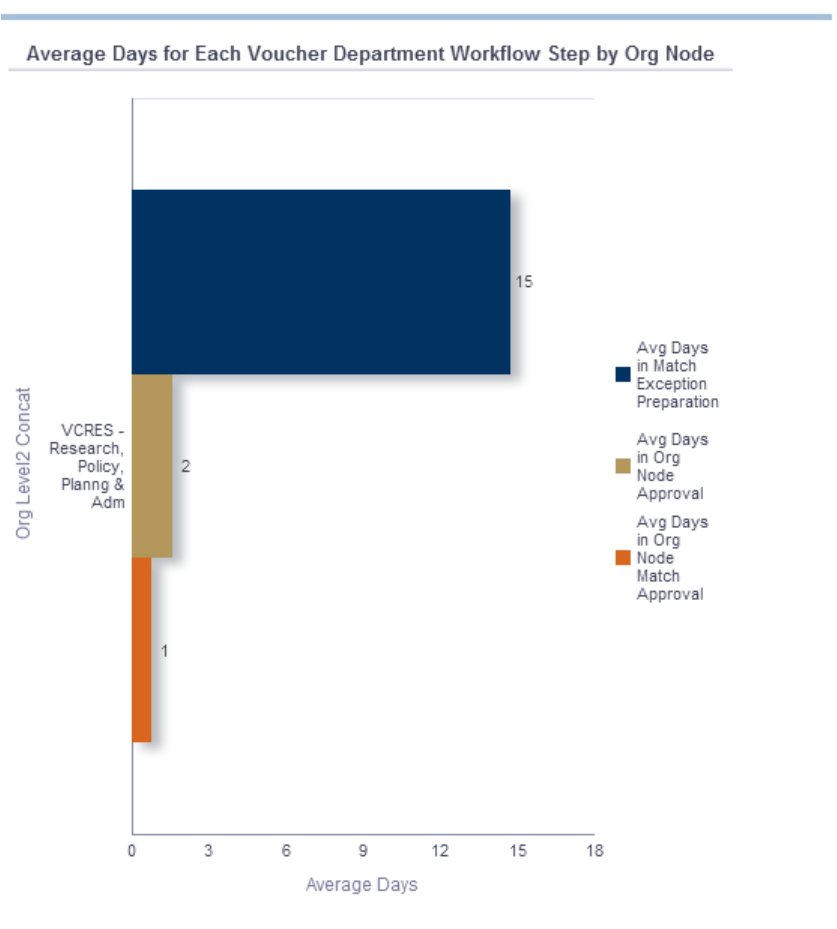
Voucher Workflow – Graph 1

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.



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	VCRAAC - 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
	VCRRMS - 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**

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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?

The screenshot shows a web application interface for 'Operations'. The top navigation bar includes 'Home', 'Catalog', 'Dashboards', 'New', 'Open', and 'Signed In As John Leary'. Below the navigation bar, there are tabs for 'Overview', 'Purchase Order Summary', and 'Voucher Detail'. The main content area is titled 'Filters' and contains several search criteria:

Supplier Name	Org Level	Org Node	Org Node (Routing)	Purchase Order Number	Purchase Order Status	Purchase Order Merchandise Amount
<input type="text"/>	Level2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	> <input type="text"/>
Account	Fund	Dept ID	Program	Chartfield 1	Chartfield 2	Purchase Order Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Between 06/30/2013 - 07/30/2013
Purchase Source	Form Type	Buyer Name				
<input type="text"/>	<input type="text"/>	<input type="text"/>				

At the bottom right of the filter section, there are 'Apply' and 'Reset' buttons.

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 Update	Supplier Name	Purchase Order Merchandise Amount	Purchase Order Monetary Amount	Purchase Order Status
BB00102770	7/15/2013	7/25/2013	Lumenogic LLC	\$386,002.00	\$386,002.00	Active
BB00108		7/19/2013	Balasure 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

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.

[Link to PO Balance Details](#)

Supplier Name	Purchase Order Number	Purchase Order Line Number	Purchase Order Monetary Amount	Total Voucher Monetary Amount	Estimated Purchase Order Balance	Item Description	Org Node	Purchase Order Date	Purchase Order Status	Purchase Source	Form Type	Buyer Name
ILLUMINA INC	BB00119990	1	222,360.00	206,448.00	15,912.00	Infinium HumanOmniExpress v1.1 DNA Analysis Kit, 48 Samples	IQBBB	1/3/2013	Active	Form	Non-Catalog Form	Gourley, Kathryn A.
	BB00119990 Total		222,360.00	206,448.00	15,912.00							

Purchase Order Status is equal to **Active**
and Purchase Order Number is equal to / is in **BB00119990**
and Org Level is equal to **Level2**
and Org Node Concat is equal to **VCRES - Research, Policy, Planng & Adm**
and Origin is equal to / is in **SQ**
and Purchase Order Created Date is between **01/01/2013** and **01/31/2013**

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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).