

SRM: Reports to Use to Answer Frequently Asked Questions

Report Key: PDL = Purchasing Document Lifecycle; POS = Purchase Order Status; SCA = Shopping Cart Approval; BUS = BU Spend; LOS = Limit Order Status

| Category | # | Question | Report Answers this Question | | | | |
|-------------|----|---|------------------------------|-----|-----|-----|-----|
| | | | PDL | POS | SCA | BUS | LOS |
| SC | 1 | Who created the SC? | X | X | X | X | X |
| SC | 2 | When was this SC created? | X | X | X | | X |
| SC | 3 | What were the contents of the SC? | X | | X | | |
| SC | 4 | What is the PO Number associated with this SC? | X | X | | X | X |
| SC | 5 | Which cost center was the SC charged to? | X | X | X | X | |
| SC | 6 | Which internal order was the SC charged to? | X | X | X | X | |
| SC | 7 | What was the SC number? (I didn't write it down) | X | | X | | |
| SC | 8 | What is the status of my SC? | X ² | | X | | |
| SC | 9 | Who approved this SC? | | | X | | |
| SC | 10 | Where is the SC in the approval process? | | | X | | |
| Limit Order | 11 | How much has been spent to date on the Limit Order? | | | | | X |
| Limit Order | 12 | How much is remaining on the Limit Order? | | | | | X |
| Limit Order | 13 | What is the PO number for this limit order? | | | | | X |
| Limit Order | 14 | Who created the SC for the Limit Order? | | | | | X |
| Limit Order | 15 | What is the end date of the Limit Order? | | | | | X |
| Limit Order | 16 | What vendor is associated with the Limit Order? | | | | | X |
| Vendor | 17 | What vendor was an item purchased from? | X | X | X | X | |
| Vendor | 18 | Has this vendor been paid? If so, what is the clearing number? What is the clearing date? | X | | | X | |
| Vendor | 19 | How much have we spent with a particular vendor? | | | | X | |
| Invoice | 20 | Has an invoice been submitted for this PO? | X | | | X | X |
| Invoice | 21 | What is the vendor invoice number associated with this SC/PO? | X | | | X | X |

X¹: BUS only if invoice received and entered in system

X²: In PDL, by implication (if PO created then SC was approved, etc.)