

Introduction

Description

Use this report to view invoiced transaction activity by vendor, PO vs non-PO purchases, payment amounts, clearing numbers and dates, item description, shopper, etc.

Important: only invoiced items are included, so the report is not useful for tracking the status of an order. Instead, use the Purchasing Document Lifecycle (PDL) report.

Sample questions addressed via this report

- Has a vendor been paid? If so, when and how much were they paid?
- Which vendors are we using?
- How much has our department spent via PO vs non-PO invoices?

Menu Path

BUworks Central portal → Reporting → Procurement (Guided Buying/SRM) → Procurement (Guided Buying/SRM) → BU Spend (BUS)

Tips and Tricks

- As of August 3, 2020, data in this report is being loaded from ECC and SAP Ariba (replacing SAP SRM).
- Report data is determined by **Period/Fiscal Year**, the posting date of an invoice.
- Only invoiced items are included, so the report is not useful for tracking the status of an order.

Procedure

Click on the Portal link to start the report. Enter selection criteria via the *Variable Entry* screen.

General Variables		
Variable**	Current Selection	Description
* Period/Fiscal Year	001/2021 - 001/2021	001/2021 - 001/2021
Vendor		
Vendor - FI doc		
FI Doc # (SAP Invoice #)		
Document type		
Vendor Invoice #		
PO #		
Funds Center		
Asset Sub-Number		
Internal Order		
WBS Element		
Product Category		
Posting Key		
Unit		

OK | Check

The only required field is **Period/Fiscal Year**, the posting date of an invoice. This field is initially set to a date range from the start of the current fiscal year through the current date.

To change the date, overwrite the contents of this variable.

Note that the **Period/Fiscal Year** variable uses fiscal year notation.

Report Output – Initial View

Characteristics and Key Figures available in the initial layout include these fields:

ARAVO Vendor ID [Ⓜ]	Vendor [Ⓜ]	Type of Business [Ⓜ]	* With Purchase Order ^{Ⓜ*}	* Without Purchase Order ^{Ⓜ*}	† Total Invoice ^{Ⓜ*} Amount	* Total Paid ^{Ⓜ*}	* Disc. Amount ^{Ⓜ*}	† Total Invoice ^{Ⓜ*} Qty
			\$	\$	\$	\$	\$	
10148693	10000018	Sirius Computer Solutions Inc		500.00	500.00	500.00	0.00	0.00
10571369	10000295	Austin Service & Sales Co., Inc.		6,000.00	6,000.00	0.00	0.00	0.00
10571791	10000617	Carolina Biological Supply Company		300.00	300.00	300.00	0.00	0.00
10571832	30000247	Apple Inc.		4.90	4.90		0.00	0.00
10929072	10000930	Advion Biosystems Inc.		2,000.00	2,000.00	1,800.00	0.00	0.00
14088730	10002429	Elmwood Sports Center		500.00	500.00	500.00	0.00	0.00
80009713	30021838	The Duquesne Club		300.00	300.00	300.00	0.00	0.00
#		#		300.00	300.00	300.00	0.00	0.00
#		#		150.00	150.00	150.00	0.00	0.00
#		#		300.00	300.00	300.00	0.00	0.00
#		#		300.00	300.00		0.00	0.00
Overall Result				10,654.90	10,654.90	4,150.00	0.00	0.00

Definitions of Report Key Figures

Key Figure	Definition
Credit Memo Quantity	(element of Invoiced Quantity hierarchy) Quantity of goods being processed with a credit memo
Delivery Costs	(element of Total Invoice Amount hierarchy) Cost associated with the delivery of an order
Disc Amount	Indicates the amount discounted due to negotiated prompt pay discounts by Sourcing & Procurement when applicable. Funds related to discounts are returned to the Funds Centers originating the purchases
Invoice Amount	(element of Total Invoice Amount hierarchy) Cost per item on an invoice
Invoiced Quantity	(element of Invoiced Quantity hierarchy) When the Product Description characteristic is included in the display, Invoice Quantity indicates the number of items listed on the invoice. If Product Description is not displayed, Invoice Quantity indicates the total count of items for that transaction or sum of transactions
Total Invoice Amount	Total invoice amount, by vendor, for purchases made via both PO and non-PO transactions
Total Invoice Qty	The total count of items for that transaction or sum of transactions
Total Paid	Total amount paid to vendor for purchases made with or without a purchase order. Note that discounts are also part of the payment
With Purchase Order	Invoiced amount related to purchases made using purchase orders
Without Purchase Order	Invoiced amount related to purchases made using means other than purchase orders, e.g., disbursement request forms or travel business expense forms

Results and Next Steps

None