Introduction

Description

This report examines the status of a purchasing transaction from Purchase Requisition[1] creation through PO assignment, invoice receipt and payment.

Sample questions addressed via this report

- What are the PO numbers for my Purchase Requisitions?
- Which shopper(s) created these Purchase Requisitions?
- What were the contents of the Purchase Requisitions or the Purchase Order (if different)?
- Has an invoice been issued? When was it issued? What is the vendor's invoice number?
- Has the vendor been paid? What is this vendor's payment terms?

Menu Path

BUworks Central portal → Reporting → Procurement (Guided Buying/SRM) → Procurement (Guided Buying/SRM) → Purchasing Document Lifecycle (PDL)

Tips and Tricks

- As of August 3, 2020, data is in this report is being loaded from ECC and SAP Ariba (replacing SAP SRM).
- Report data is determined by **Process Start Date**, the creation date of a Purchase Requisition or Purchase Order, whichever is earlier.
- If the free Characteristic **SC / PR Item Description** is added to the analysis area:
    a. The **Shopping Cart / Purchase Requisition Quantity** Key Figure will display the quantity of each line item
    b. The **Shopping Cart / Purchase Requisition Value** Key Figure will indicate the value of each line item
- When one of the **Product Description** Characteristics is included in the display, the **Invoice Quantity** Key Figure indicates the number of items listed on the invoice
- If neither of the **Product Description** Characteristics is displayed, the **Invoice Quantity** Key Figure indicates the total count of items for that transaction or sum of transactions.
- If the Characteristic **PO Item Description** is displayed, the **Purchase Order Value** key figure will show the value of each line item.

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[1] Formerly known as an SRM Shopping Cart

Procedure

Click on the Portal link to start the report. Enter selection criteria via the *Variable Entry* screen.
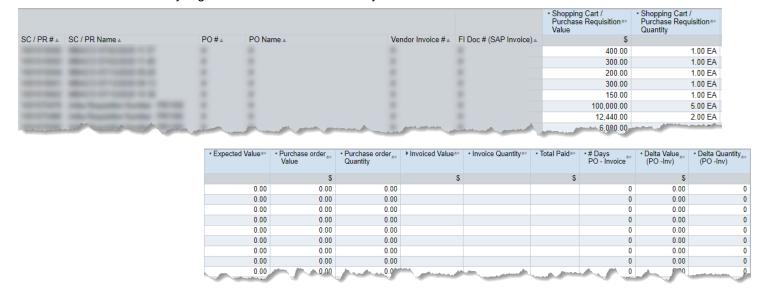
General Variables		
Variable	Current Selection	Description
* Process Start Date	07/01/2020 - 07/23/2	07/01/2020 - 07/23/2020
SC / PR #		
PO #		
FI Doc # (SAP Invoice #)		
Funds Center		
Asset Sub-Number		
Internal Order		
WBS Element		
SC / PR Parked Indicator		
PO Parked Indicator		
PO Cancelled Indicator		

OK Check

The only required field is **Process Start Date**, the creation date of a Purchase Requisition or Purchase Order, whichever is earlier. 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.

Report Output – Initial View

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

SC / PR # ▲	SC / PR Name ▲	PO # ▲	PO Name ▲	Vendor Invoice # ▲	FI Doc # (SAP Invoice) ▲	• Shopping Cart / Purchase Requisition Value	• Shopping Cart / Purchase Requisition Quantity
						$	
						400.00	1.00 EA
						300.00	1.00 EA
						200.00	1.00 EA
						300.00	1.00 EA
						150.00	1.00 EA
						100,000.00	5.00 EA
						12,440.00	2.00 EA
						6,090.00	

• Expected Value	• Purchase order Value	• Purchase order Quantity	▶ Invoiced Value	• Invoice Quantity	• Total Paid	• # Days PO - Invoice	• Delta Value (PO -Inv)	• Delta Quantity (PO -Inv)
	$			$	$		$	
0.00	0.00	0.00				0	0.00	0
0.00	0.00	0.00				0	0.00	0
0.00	0.00	0.00				0	0.00	0
0.00	0.00	0.00				0	0.00	0
0.00	0.00	0.00				0	0.00	0
0.00	0.00	0.00				0	0.00	0
0.00	0.00	0.00				0	0.00	0
0.00	0.00	0.00				0	0.00	0
0.00	0.00	0.00				0	0.00	0

Definitions of Report Key Figures

Key Figure	Definition
# Days PO – Invoice	(Calculation) Number of days between PO creation date and FI Doc Posting Date
Delta Quantity (PO -Inv)	(Calculation) Difference in quantity between purchase order and corresponding invoice
Delta Value (PO -Inv)	Calculation) Difference in value between purchase order and corresponding invoice
Expected Value	The dollar amount entered for a line item on a Purchase Order for a Limit or Material Order entered at the creation or change of the Purchase Order. This value encumbers funds and is the amount Boston University expects to pay for the goods or services

Invoice Quantity	When the Product Description characteristic is included in the display, Invoice Quantity indicates the number of items listed on the invoice
Invoiced Value	Cost per item on an invoice
Invoiced Value (Credit)	Value of the credited amount as shown in the Credit Memo from the vendor
Invoiced Value (Debit)	Value of the order as shown in the invoice by the vendor
Purchase order Quantity	Item quantity indicated on purchase order
Purchase order Value	The total value of the Purchase Order
Shopping Cart / Purchase Requisition Quantity	Indicates the number of units on the Purchase Requisition / Shopping Cart
Shopping Cart / Purchase Requisition	The total value of the Purchase Requisition / Shopping Cart
Total Paid	Indicates the total amount paid

Results and Next Steps

None