

Introduction

Description

The underlying source system through which purchasing transactions are conducted was shifted in August, 2020 from SAP Supplier Relationship Management (SRM) to SAP Ariba. From that date forward, Ariba data will be loaded in only two of the original five SRM Business Warehouse reports, *Purchasing Document Lifecycle (PDL)* and *BU Spend (BUS)*.¹

This Help Guide describes the remaining three reports. These reports - *Limit Order Status (LOS)*, *Shopping Cart Approval (SCA)*, and *Purchase Order Status (POS)* - are available to provide historical data; data loaded into the Business Warehouse from SRM prior to August, 2020.²

Menu Path

BUworks Central portal → Reporting → Procurement (Guided Buying/SRM) → SRM (Historical)

Tips and Tricks

- The reports described in this document contain only historical data loaded through the end of July, 2020.
- Help Guides describing the two BW reports containing Purchasing data are available. Refer to [How to Run Purchasing Document Lifecycle \(PDL\) Report](#) and [How to Run BU Spend \(BUS\) Report](#).

Reports Described

Use the following links to navigate directly to individual report details:

- [Limit Order Status \(LOS\) Report](#)
- [Shopping Cart Approval Status \(SCA\)](#)
- [Purchase Order Status \(POS\) Report](#)

¹ Individual Help Guides are available for these reports. Refer to the Tips and Tricks section for specifics.

² For a limited time, the Limit Order Status (LOS) report provides an exception to this rule. Refer to the report description below.

Limit Order Status (LOS) Report

View all active Limit Orders for your Funds Center. Information available includes original set-up amount (and adjustments, if applicable), date of creation, total spent to date, amount remaining to spend, and Limit Order end-date. The report provides Shopping Cart and invoice information related to Limit Orders. Please note: in some cases, spending against Limit Orders with available funds will be allowed for a limited time after 8/3/20. In those situations, the LOS report will be updated with current information as invoices are paid.

Sample questions addressed via this report

- How much do I have left to spend?
- What is the end-date for this Limit Order?
- For which vendor was this Limit Order established?
- What was the total amount encumbered for this Limit Order?
- How much has our department spent to date against this Limit Order?

Tips & Tricks

- Report data is determined by **PO Creation Date.**, the date the Limit Order was created.
- The **PO Creation Date** Variable is pre-populated with the days elapsed thus far in the current Fiscal Year. Because some Limit Orders span multiple Fiscal Years, it may be necessary to change the default date in order to include the dates during which the LO is/was active.
- Initial report display includes detailed invoice information as well as a summary, by purchase order.
- The default display for **Shopper** is last name. To see the entire Shopper name, change display property to *Long Text*.

Running the report

The only required field is **PO Creation Date**, the date the Limit Order was created. This field is initially set to a date range from the start of the current fiscal year through today.

General Variables		
Variable**	Current Selection	Description
* PO Creation Date	07/01/2015 - 02/08/2016	<input type="checkbox"/> 07/01/2015 - 02/08/2016
PO #		<input type="checkbox"/>
PO Limit End Date		<input type="checkbox"/>
PO Limit Start Date		<input type="checkbox"/>
PO Processing Status		<input type="checkbox"/>
Asset Sub-Number		<input type="checkbox"/>
Funds Center		<input type="checkbox"/>
WBS Element		<input type="checkbox"/>
Internal Order		<input type="checkbox"/>

OK Check

Sample Output

PO# ^{as}	PO Vendor ^{as}	PO Limit End Date ^{as}	SAP Invoice # ^{as}	Vendor Invoice # ^{as}	Limit Order Total Amount ^{as}	Limit Order Invoiced Amount ^{as}	Limit Order Remaining Amount ^{as}	Spent ^{as}
					\$	\$	\$	%
8600018503		12/31/2016	5110427596	PY80002727		3,660.00		
			5110436373	PY80002836		4,170.00		
			5110442045	PY80002866		1,505.00		
			5110447378	PY80002896		1,565.00		
			5110447381	PY80002895		1,565.00		
			5110447392	PY80002897		1,565.00		
			5110447571	PY80002813		1,565.00		
			5110447572	PY80002812		1,535.00		
	Result				18,000.00	17,130.00	870.00	95
8600018628		09/30/2016	5110438864	1080061291		339.85		
				5110450027	1080061736		139.20	
	Result				491.60	472.25	19.35	96
8600018628		03/03/2017	5110433188	71257882		11.52		
			5110443846	71360446		227.76		
			Result			500.00	239.28	260.72

The subtotal (highlighted yellow *Result* line) for each Purchase Order displays (1) the setup amount for the PO; (2) the total amount invoiced to date; (3) the amount remaining to spend; and (4) the amount spent to date as a percentage of the total allocated.

Key Figure Definitions

- Limit Order Total Amount:** (shown only on subtotal line) Original set-up amount plus/minus any adjustments since creation date
- Limit Order Invoiced Amount:** Amount for each invoice charged against a limit order
- Limit Order Remaining Amount:** (calculation; shown only on subtotal line) Limit Order Total Amount - Limit Order Invoiced Amount
- Spent:** (calculation; shown only on subtotal line) Limit Order Invoiced Amount as a percentage of the Limit Order Total Amount

Shopping Cart Approval Status (SCA)

Description

View the approvers and approval dates for all approved shopping carts as well as the status of any shopping carts awaiting approval. Report focus is on shopping carts rather than purchase orders and invoices.

Sample questions addressed via this report

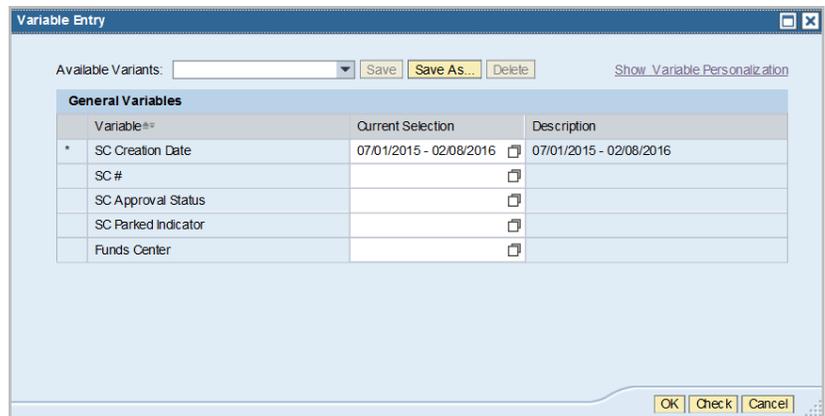
- What is the processing status of all the shopping carts for my group?
- Are any of my shopping carts still awaiting approval?
- Who created this shopping cart?
- Who approved this shopping cart?

Tips & Tricks

- Report data is determined by **SC Creation Date**, the date on which a shopping cart was created.
- In the case of involvement by multiple approvers, the **SC Approver** Characteristic will indicate the Logon IDs of the employees involved. The final, and sometimes only, step in the approval process is system approval, indicated by *WF-BATCH*.

Running the report

The only required field is **SC Creation Date**, the date on which a shopping cart was created. This field is initially set to a date range from the start of the current fiscal year through today.



Sample Output

SC Approval Status for SC created on 01/01/2016 - 02/05/2016

Variable Screen | Open | Save As... | Display As: Table | Info | Print Version | Export to Microsoft Excel | Export to PDF | Filter | Settings

SC #	SC Name	SC Vendor	SC Approval Date	SC Approver	Shopping Cart Value	Number of Approval Steps	#Days Open Awaiting Approval
1000450554		10000647 Apple Inc.	01/27/2016	WF-BATCH	239.00		
	Result				239.00	1	0
1000450555		10000004 The Baker Company	01/27/2016	WF-BATCH	84.16		
	Result				84.16	1	0
1000450573		10000004 The Baker Company	01/28/2016		2,245.00		
					2,245.00		
				WF-BATCH	2,245.00		
	Result				2,245.00	3	1
Overall Result					2,568.16	5	0

Key Figures

Shopping Cart Value: the total value of the shopping cart

Number of Approval Steps: number of steps involved in approval process for a shopping cart

#Days Open Awaiting Approval: the number of steps involved in approval process for a shopping cart

Purchase Order Status (POS) Report

Description: view PO-related data including processing status, items requested, shopper, order quantity and value. Report focus is on purchase orders rather than shopping carts and invoices.

Sample questions addressed via this report

- What is the processing status of all the purchase orders for my group?
- What were the contents of my PO (item description, quantity and value)?
- Was the PO changed? By whom? Why?
- Is my order subject to fire code certification?

Tips & Tricks

- Report data is determined by **PO Creation Date**, the date on which a purchase order was created.
- Initial report display shows the processing status of each PO included.
- If **PO Item Description** free Characteristic is brought in, the **Purchase Order Value** Key Figure will show the line value of each item.
- Use the free Characteristic **Reason Code** to see the reason for any change to your PO.
- Use the free Characteristic **Fire Code** to identify objects subject to fire code certification.

Running the report

The only required field is **PO Creation Date**, the date on which a purchase order was created. This field is initially set to a date range from the start of the current fiscal year through today.

General Variables		
Variable [≠]	Current Selection	Description
* PO Creation Date	07/01/2015 - 02/08/2016 <input type="checkbox"/>	07/01/2015 - 02/08/2016
PO #	<input type="checkbox"/>	
PO Processing Status	<input type="checkbox"/>	
Funds center	<input type="checkbox"/>	
Asset sub Number	<input type="checkbox"/>	
Internal Order	<input type="checkbox"/>	
WBS Element	<input type="checkbox"/>	
PO Parked Indicator	<input type="checkbox"/>	
PO Canceled Indicator	<input type="checkbox"/>	
PO Closed Indicator	<input type="checkbox"/>	

Sample Output

PO Status for PO created on 07/01/2015 - 02/04/2016

Variable Screen | Open | Save As... | Display As: Table | Info | Print Version | Export to Microsoft Excel | Export to PDF | Filter | Settings

Columns	PO Processing Status	PO Vendor	PO # [≠]	PO Name	PO Creation Date	Purchase Order Value [≠]	Purchase Order Quantity [≠]
Key Figures						\$	
Rows	Ordered	1000004 The Baker Company	8500238881	Local Purchase Order1 BUW7N513	01/27/2016	24.19	1.00 EA
PO Processing Status			8500238878		01/27/2016	24.19	1.00 EA
PO Vendor			8500238875		01/27/2016	48.38	2.00 EA
PO #			8500238874		01/27/2016	24.19	1.00 EA
PO Name			8500238873		01/27/2016	24.19	1.00 EA
PO Creation Date			8500238872		01/27/2016	84.16	*
Free characteristics			8500238871		01/27/2016	239.00	1.00 EA
Asset Sub-Number		10000647 Apple Inc.					
ATFPO							
Overall Result						468.30	*

Key Figure Definitions

Purchase Order Value: total value of the Purchase Order

Purchase Order Quantity: item quantity indicated on purchase order