

Field Name	Definition	Characteristic* or Key Figure*	PDL	BUS
	*A Key Figure is the term that describes metrics in BW. A Characteristic provides the context in which to understand a Key Figure			
# Days (PO - Invoice)	(Calculation) Number of days between PO creation date and FI Doc Posting Date	KF	X	
Account split Number	Number of ways a PR has been split (Ex - 1,2 or 3 etc)	C	X	
AP Clerk Name	The SAP logon ID of the person who entered invoice data in SAP ECC.	C		X
ARAVO Vendor ID	SAP creates an instance of a supplier for every address the supplier submitted in ARAVO. If one supplier has multiple addresses, SAP records these as different vendors with multiple	C		X
Asset	This is the number which, together with the asset sub-number, identifies a Fixed Asset in Asset Accounting.	C		X
Asset Sub-Number	Number which, together with the main asset number, uniquely identifies a fixed asset.	C	X	X
Base Date	For internal use by Sourcing and Procurement.	C		X
Basis of Award	What kind of contract is in place? Potential values include Fixed Price Contract, Time and Materials, Service Contract, and Other. Note: Basis of Award is a Facilities ONLY field.	C	X	X
Business area	The Business Area is an organizational unit of Financial Accounting, which corresponds to a separate operational or responsibility area in the organization. An internal balance sheet	C		X
Buyer	A Sourcing & Procurement professional that assists in the procurement process	C		X
Buyer (SRM Only)	A Sourcing & Procurement professional that assists in the procurement process. Note: "(SRM Only)" indicates this data originated in the purchasing system the university used	C	X	
Campus	Indicates the campus where the shopper is located.	C	X	X
Catalog	If an item was purchased from an electronic catalog, this field indicates the name of the supplier catalog it was ordered from for punch-out. No catalog information will be available	C	X	X
City (Vendor)	The city specified by the supplier when registering in ARAVO/SAP	C		X
Clearing #	A unique SAP document number that is tied to transactions which clear vendor and cash accounts via credits and debits	C	X	X
Clearing Date	This is the date on which a clearing transaction occurred.	C	X	X
Contract ID	N/A	C		X
Cost Center	A Cost Center is an organizational unit or activity within a company code that represents a clearly unique location where revenue and costs occur (e.g., Fund Center, Fund and	C	X	X
Country (Vendor)	The country of the address that the supplier used when self-registering in ARAVO/SAP.	C		X
Credit Memo Quantity	Quantity of goods being processed with a credit memo.	KF		X
Delivery Costs	Cost associated with the delivery of an order	KF		X
Delta Quantity (PO - Inv)	(Calculation) Difference in quantity between purchase order and corresponding invoice	KF	X	
Delta Value (PO -Inv)	(Calculation) Difference in value between purchase order and corresponding invoice	KF	X	
Department	This is the department that ordered the goods, shows a number (it is data from the legacy system)	C		X

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	KF		X
Document Type	Key that identifies to which group of documents a transaction will be assigned. Documents of the same type contain common information which is relevant to posting and update of	C		X
Expected Payment Date	Expected Payment Date is a calculation based on payment terms and the Vendor Invoiced Date. For example, a Vendor with Net 30 payment terms who invoices on April 1st will have	C	X	
FI Doc # (SAP Invoice)	A unique SAP number for a specific invoice document.	C	X	X
FI Doc (SAP Invoice) Pos	Date the Invoice was entered in ECC by the AP clerk	C	X	
Final Invoice Ind	When this flag has a value of "X", it indicates that a Purchase Order has been closed (otherwise, the value displayed will be "not assigned").	C	X	
Fire Code	This is a flag that is automatically set based on the Product Category code signifying furniture purchases that may require permits from the City of Boston.	C	X	X
FM Posting Date	Date that the transaction was posted to the system. Note: this date does not always correlate to the date the vendor or employee was paid.	C	X	
Funds Center	Fund Centers is a clearly defined area of responsibility in Funds Management. The fund center is an organizational unit within a Financial Management area to which budget can	C		X
G/L Account	A type of Financial Classification in the Finance (FI) Component that is used for accounting transactions to form the basis for creating balance sheets and high level income statements	C		X
Internal Order	An internal order is a cost collector capable of budgetary monitoring and reporting of revenues and expenses separately from a cost center. All sponsored projects are internal	C	X	X
Invoice Amount	Amount charged for goods or services (does not include Delivery Costs)	KF	X	X
Invoiced Quantity	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,	KF	X	X
Invoiced Value (Debit)	Value of the order as shown in the invoice by the vendor	KF	X	
Invoiced Value (Credit)	Value of the credited amount as shown in the Credit Memo from the vendor	KF	X	
Item No. in FI Doc #	Number that identifies a line item on a document.	C		X
Minority Indicator	BU tracks the following diversity classifications: (1) Woman Owned/Disadvantaged Bus; (2) Disadvantaged Business(SDA/SBA; (3) HUBZone (SBA Certified)(HUB); (4) Veteran Owned	C		X
Payment Terms	How quickly payment will be made. This can also include negotiated discounts such as 2% 10 day net 30.	C	X	X
Paymode Active	When box is checked within the vendor profile, payments will be sent to the vendors bank via Paymode (ACH).	C		X
Paymode Active Date	Date that the vendor's enrollment with Paymode was approved/activated in the Paymode-X system.	C		X
Paymode ID	A unique identifier chosen by the vendor when applying for their Paymode account. Usually consists of characters of the company name followed by a "."	C		X
Period/Fiscal Year	Fiscal month and year. The BU Fiscal Year runs from July 1 through June 30. Thus, July is the first fiscal period and is represented as period 001 in SAP. August is period 002, and so	C		X
PO #	Purchase Order number automatically assigned to a purchase requisition by the system as a follow on document once the purchase requisition has been approved in the system.	C	X	X
PO Cancelled Indicator	It is the indication that the PO has been cancelled after creation	C	X	
PO Close Date (SRM On	The date the Final Invoice Indicator was checked. Note: "(SRM Only)" indicates this data originated in the purchasing system the university used prior to implementing the Ariba /	C	X	
PO Closed Indicator	When this flag has a value of "X," it indicates that a Purchase Order has been closed (otherwise, the value displayed will be "not assigned").	C	X	

PO Creation Date	The date of creation of the Purchase Order. If the Purchase Order was changed, it will show the date of the latest change	C	X	X
PO Delivery C/O (SRM)	Delivery C/O address on the PO	C	X	
PO Delivery Address	Delivery address on the PO	C	X	
PO Delivery Address 1 (SRM)	Delivery address on Line 1 on the PO	C	X	
PO Funds Center	The Funds Center (key and text) associated with a purchase order	C	X	
PO GL	The General Ledger Account (key and text) associated with a PO	C	X	
PO Item Description	Description of goods/services being purchased	C	X	
PO Limit End Date (SRM)	End date of limit order. Note: "(SRM Only)" indicates this data originated in the purchasing system the university used prior to implementing the Ariba / Guided BUying system in	C	X	
PO Limit Start Date (SRM)	Creation date of limit order. Note: "(SRM Only)" indicates this data originated in the purchasing system the university used prior to implementing the Ariba / Guided BUying	C	X	
PO Line Number	Line Item Number	C	X	
PO Name	Name of the purchase order written by the shopper	C	X	
PO Parked Indicator (SRM)	N/A	C	X	
PO Processing Status (SRM)	Need definition. Note: "(SRM Only)" indicates this data originated in the purchasing system the university used prior to implementing the Ariba / Guided BUying system in August,	C	X	
PO Sent Date	The date when the purchase order was sent to the supplier	C	X	
PO Vendor	Vendor from where goods/services are being procured	C	X	
Postal Code (Vendor)	Indicates the postal code of the supplier address in ECC and for ARAVO registered PO suppliers in ECC+SRM	C		X
Posting key	Two-digit numerical key that controls how line items are posted.	C		X
Process Start Date	The date when PR was first created in SAP	C	X	
Product Category	Numeric code that represents a type of product or service. At BU, UNSPSC codes are used as Product Categories.	C	X	X
Product Description	Shows the product description as entered on the PO	C		X
Product P/N (Vendor)	This column will display the Vendor Part Number when available. All electronic catalog items will show one.	C		X
Purchase order Value	The total dollar amount of the purchase order	KF	X	
Purchase order Quantity	Item quantity indicated on purchase order	KF	X	
Purchasing Group	One or more Buyers responsible for purchasing activities involving related commodities, e.g., lab supplies.	C	X	X
SAP Invoice Creation Date	This is the date that the invoice entered SAP	C	X	
SC / PR	A Purchase Requisition (PR) is the process to purchase products/services. A PR generates a Purchase Order (PO). SRM Term: Shopping Cart			

SC / PR #	The SAP internal number used to track a PR	C	X	
SC / PR Approval Date (\$	Date on which shopping cart was approved. Note: "(SRM Only)" indicates this data originated in the purchasing system the university used prior to implementing the Ariba /	C	X	
SC / PR Approval Status	N/A	C	X	
SC / PR Creation Date	The date a PR was created	C	X	
SC / PR Delivery C/O	Delivery C/O address on the PR	C	X	
SC / PR Delivery Address	Delivery address on the PR	C	X	
SC / PR Delivery Address	Delivery address on Line 1 on the PR	C	X	
SC / PR Funds Center	The Funds Center (key and text) associated with a PR	C	X	
SC / PR GL	The General Ledger Account (key and text) associated with a PR	C	X	
SC / PR Item Description	A description of each item in a PR	C	X	
SC / PR Line Number	Line Item Number	C	X	
SC / PR Name	Name of the purchase requisition written by the shopper	C	X	
SC / PR Parked Indicator	N/A	C	X	
SC / PR Processing Status	N/A	C	X	
SC / PR Supplier Product	Supplier's part or item number for a goods/service	C	X	
SC / PR Vendor	Vendor from where goods/services are being procured	C	X	
SC Goods Recipient (SRM	The name of the contact person upon delivery. It is possible this name is different from Shopper. Note: "(SRM Only)" indicates this data originated in the purchasing system the	C	X	
Selection of Source	How did the shopper determine that the proposed price is fair and reasonable? Potential values include Justified Sole Source, Alternative Quotes, Competetive RFP/Consortium and	C	X	X
Shopper	SAP logon ID of the Shopper who created the purchase requisition. Shopper names will only be shown for those purchases associated with a PO. Disbursements will not show	C	X	X
Shopping Cart / Purchase Requisition	The total value of the shopping cart / Purchase Requisition. If Item Description characteristic is brought into the report, the Shopping Cart Value key figure will display the	KF	X	
State (Vendor)	The state specified by the supplier when registering in ARAVO/SAP.	C		X
Total Invoice Amount	Cumulative amount indicated on invoice (sum of Invoice Amount and Delivery Costs)	KF		X
Total Invoice Qty	The total count of items for that transaction or sum of transactions.	KF		X
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.	KF	X	X
Type of Business	Vendors that have an ongoing relationship with BU are fully registered, as part of the registration they are asked to select a primary line of business (there are 23) that defines	C		X
Unit	School, college or administrative unit.	C	X	X

Unit of Measure	Unit by which quantities are to be measured. Some examples include: pound, gram, meter, liter	C		X
Vendor	The name of the supplier as it was created in SAP along with the ID. In some cases suppliers will have multiple IDs, one for every 'order from' and/or 'remit to' locations.	C	X	X
Vendor - FI doc	Vendor that appears on SAP Invoice (FI Doc)	C	X	X
Vendor Invoice #	Number on invoice received from vendor	C	X	X
Vendor Invoice Date	Issuing date of vendor invoice. Note that this may or may not be the same date the invoice was posted to the Purchase Order for payment	C	X	X
Vendor UNSPSC	The primary Product Category using United Nations Standard Products and Services Code to comply with purchasing industry standards.	C		X
WBS Element	Each capital project within Project Systems (PS) is a hierarchically structured set of Work Breakdown Structure (WBS) Elements. WBS elements reside below the Project Definition	C	X	X
With Purchase Order	Invoiced amount related to purchases made using purchase orders	KF		X
Without Purchase Order	Invoiced amount related to purchases made without using purchase orders (via disbursements, for example)	KF		X
Invoiced Value	Cost per item on an invoice	KF	X	
Shopping Cart / Purchase Requisition	Quantity on purchase requisition or shopping cart	KF	X	