P2P Exception Reports User Guide

General

The following document is intended to provide is a step-by-step guide to assist in running the P2P exception reports on a regular basis and guidance for taking action on the exceptions reported. Click here for details for the P2P reports.

General "Action Steps"

The following list of P2P reports should be run each month in this order with the exception of the 501 Matching Holds Report which should be run weekly. To proactively manage holds, it is recommended that buyers run these reports as needed since the standard for clearing holds to ensure timely supplier payment is 7 days (immediate for EDI invoices).

- 030 - Invoice Date to Payment Date Summary Report
- 003 - Invoice on Hold Summary Report
- 501 - Matching Holds Report
- 010 - Invoice Creation Exceeds Vendor Invoice Date Summary Report
- 015 - Invoice Creation Exceeds Vendor Invoice Date Detail Report
- 011 - PO Created After Vendor Invoice Date Summary Report
- 016 - PO Created After Vendor Invoice Date Detail Report

At a minimum, the 003, 010, 015, 011 and 016 reports should be run at the end of each month for your exception stats as of the "end of the month". Baseline stats for these exceptions were created by running a date range for the previous fiscal year and determining the average monthly number for this exception type. You should contact the Buyer (PO Manager) with exceptions (use the 80/20 rule) and request they run the related detail exception report, provide an explanation for the exception, and work with them to get the exceptions cleared. It is critical that they understand the required timeframes for clearing holds and rework within those parameters. If exceptions are related to issues with the supplier the Buyer should contact Purchasing Services to work with them to resolve the issues. If the outstanding holds are a result of procedural issues or system issues the buyer should contact BEN Helps or Accounts Payable.

030 - Invoice Data to Payment Date Summary Report

The first report to run is the **030 Invoice Date to Payment Date Summary** which is the key metric for paying suppliers within terms. This report is used to summarize by Non-EDI and EDI invoices, the lapse of time between the supplier invoice date and the payment date for the invoice. The report captures all invoices created in BEN Financials within the selected date range and reports them by count and dollar amount in aging categories. To view payment performance for Non-EDI invoices within the standard 30 day terms, this report is run 30 days in arrears. Example: An invoice entered in BEN on July 31st, with a supplier invoice date of July 31st, and 30 day payment terms, will be paid on August 30th.

This report is not secured by ORG and can be run from the Sr. BA Reporting responsibility.

Action Steps

This report should be run for the prior calendar month and on a fiscal year-to-date basis. The goal for FY07 is to reach 75% of non-EDI PO Invoices paid within terms. This report can provide you with a view of your school/center payment performance at a parent ORG level or by individual ORG to determine where issues might exist. Performance should be viewed by the cumulative % of invoices paid within 30 days. Other useful information provided on these reports are the total # and amount of non-EDI and EDI invoices processed for your school or center.

Parameters

Since we are working on a 30 day lag for this report you should enter the following date range: (Assume February 2007 Month End Reporting)

Invoice Creation Start:	01-JAN-2007
End Date:	31-JAN-2007

This report can be run with any date range. For metrics reporting it is run on a calendar month basis and on a fiscal year-to-date basis.

ORG Low & ORG High

Enter the Low/ High values for the ORGs to be included for the report. ORG for this parameter is the buyer's home organization. To report on all ORGs within a school or center, specify the lowest ORG to the highest ORG in that school/ center. Parent ORG codes can also be used in this parameter. This report requires ALL parameters to be entered.

File Layout

From left to right, the columns provide the following information:

Column #	Column Heading
1	Days
2	Invoices
3	% of Total
4	Cumulative %
5	Amount
6	% of Total
7	Cumulative %

Last Page of the Report - Report Parameters

The date range parameters used to request the report are printed on the last page as confirmation of what was requested. If the invoice data returned to you in the report are not what you expected, the report parameters list is a useful first place to start. At a minimum, you can verify the range of values you provided at the time you submitted the report.

003 - Invoice on Hold Summary Report

The 003 Invoice on Hold Summary Report was designed to provide a summary by Buyer or ORG., invoices that remain on hold for a prolonged period of time. The report should be used as an indicator for Buyers or ORG s that are not clearing holds in a timely manner. The original measurement was Invoices on Hold greater than 30 days. This was intended to demonstrate that invoices remaining on hold for greater than 30 days could not be paid within 30 day terms. The current measurement is invoices on hold for greater than 15 days and the intent is to get the timeframe for clearing holds to less than 7 days. This report provides a summary snapshot of invoices on hold buy Buyer or by ORG at the point in time the report is run. The report shows both invoice count and invoice amount for invoices on hold greater than the specified number of days.

To view invoice details by Buyer or ORG, the **500 Matching Holds Extract** or the **501 Matching Holds Report** should be used. This report is not secured by ORG and can be run from the Sr. BA Reporting responsibility.

Action Steps

This report should be run at the end of each month for your exception stats at the end of the month. To proactively manage holds it is recommended that you run this report weekly since the standard for clearing holds to ensure timely supplier payment is 7 days (immediate for EDI invoices). This report will provide you with a summary of invoice holds by Buyer for your organization.

Parameters

This report requires ALL parameters to be entered. This report should be run at the end of each month as a minimum. To proactively monitor invoice hold exceptions it is recommended that the report is run weekly, in line with the standard 7 day timeframe for clearing holds.

Group By

This report can be run by Buyer (PO Manager) or by ORG to summarize hold exceptions. It is recommended that the **Buyer** parameter is used when running the report so that the Buyer can be held accountable to take action on the outstanding invoice holds.

- **Buyer** - All invoices on Hold for that particular buyer for any account combination
- **ORG** - All invoices on Hold for any Purchase Orders processed with an account distribution using the specified ORG number

Order By (Descending)

It is recommended that Invoice Count is used as the parameter for Order By since the goal is to increase the number of invoices paid within supplier terms.

- Invoice Amount
- Invoice Count
    - Number of Invoices on Hold

Entered Number of Days

The original measurement of invoices on hold for greater than 30 days was used to indicate the number of invoices not paid within supplier 30 day terms. The current measurement is invoices on hold for greater than **15 days**, with the ongoing goal to process invoice holds within 7 days for non-EDI invoices and immediately for EDI invoices.

- Number of days on hold will be calculated as the duration between the date the oldest hold was applied on an invoice to the point in time when this report is run. Number of Days: 0-99. Standard vendor terms are 30 days for non-EDI invoices and 7 days for EDI invoices. The standard timeframe for clearing hold is 7 days or less.

ORG Low & ORG High

Enter the ORG code range for your entire organization. If necessary, you can enter individual ORG codes as well. This is dependent on the responsibility structure for your organization.

- Enter the Low/ High values for the ORGs to be included for the report. ORG for this parameter is the buyer's home organization. To report on all ORGs within a school or center, specify the lowest ORG to the highest ORG in that school / center.

File Layout

From left to right, the columns provide the following information:

Column #	Column Heading
1	Buyer Name
2	# Invoices on Hold
3	Invoice Amount
4	ORG
5	ORG Name
6	Center
7	Center Name
8	Cumulative Count
9	Cumulative Dollars
10	Cumulative Count %
11	Cumulative Dollar %

The report will have a total for the invoice amount at the Buyer level, ORG level and grand total.

Last Page of the Report - Report Parameters

The parameters used to request the report are printed on the last page as confirmation of what was requested. If the invoice data returned to you in the report are not what you expected, the report parameters list is a useful first place to start. At a minimum, you can verify the range of values you provided at the time you submitted the report.

501 - Matching Holds Report

The report should be used by PO Managers to identify invoices on hold and the number of days each invoice has been on hold, calculated from the first day the hold was placed to the date the report is run. This report itemizes multiple holds from purchase order lines by invoice number. Therefore, any invoice retrieved could have one or more holds applied to a purchase order line and the duration of the hold for each line individually.

The holds include the following:

Holds	Look Up Code
Quantity Ordered	QTY ORD
Quantity Received	QTY REC
Max Ship Amount	Max Ship Amount
Final Matching	Final Matching
Items Not Ordered	Items Not Ordered
Invoice Buckslip	Invoice Buckslip

This report is unsecured and can be run from the following responsibilities:

- Senior BA Reporting
- Research Services Manager
- PO Manager
- PO/CO Manager

Action Steps

PO Managers should run this report **weekly** to ensure their invoice holds are being cleared on a timely basis and provide you with explanations for outstanding holds.

Sort Order

The report sort is by PO Number, Invoice Number, PO Line Number.

Parameters - Buyer, ORG or Fund

This report requires at least one of the parameters to be entered. If "Fund" is used as a parameter, see the details below. It is recommended that this report is run by Buyer.

- **Buyer** - All invoices on Hold for that particular buyer for any account combination.
- **ORG** - All invoices on Hold for any Purchase Orders processed with an account distribution using the specified ORG number.
- **Fund** - All invoices on Hold for any Purchase Orders processed with an account distribution using the specified Fund number. If the fund value entered is 000000 or 000011, a second parameter of Buyer or ORG must be used.
    - If a second parameter is not entered, the report will complete with a Phase: Completed, Status: Error. You can view the "Error Status" from the Reports Request form. Click on the View Log button and the following error message will be shown. ERROR: MSG-01000- Please enter an additional parameter (Buyer or ORG) for this Fund.

File Layout

From left to right, the columns provide the following information:

Column #	Column Heading
1	PO Num
2	Buyer
3	Supplier Name
4	Line Num
5	Invoice Num
6	Invoice Date
7	Invoice Amount
8	Hold Type
9	Days on Hold
10	Qty/Amt Ordered
11	Qty/Amt Billed
12	Qty Rec

The report will have one row for each PO/Invoice/Hold (unique hold type).

Last Page of the Report - Report Parameters

The parameters used to request the report are printed on the last page as confirmation of what was requested. If the hold data returned to you in the report are not what you expected, the report parameters list is a useful first place to start. At a minimum, you can verify the range of values you provided at the time you submitted the report.

Hold Action Required

The following chart provides a guide for clearing invoice holds. PC, Virtual PC and Mac OS 10 users, refer to the following chart.

Hold Type	Enter Receipt	PO Creator Approved Stamp	Hold Resolution Sticky Note	Send Email to apsup@pobox
Quantity Ordered		X	X	
Quantity Received	X		X	
Max Ship Amount		X	X	
Final Matching			X	X

Items Not Ordered		X	X	
Invoice Buckslip		X	X	

- **Enter Receipt** - From Requisitioner or PO Manager responsibility in the BEN Financials, enter receipts for the Purchase Order lines that have been invoiced. (This applies to all PC and/or Mac users)

From MarkView, the View Manager must be activated in order to "Markup" an invoice.

- **PO Creator Approved Stamp** - To APPROVE payment of an invoice, apply the stamp on a blank portion of the invoice.
- **Hold Resolution Sticky Note** - To CANCEL an invoice, apply the Sticky Note on a blank portion of the invoice and include a detailed reason for non payment.
- **Email** to AppSupport@upenn.edu
    - Except for invoices placed on Qty Rec Hold, Mac OS 9.x users without Virtual PC will need to send an email to AppSupport@upenn.edu
    - Invoice Buckslip Holds by sending an email to AppSupport@upenn.edu

010 - Invoice Creation Exceeds Supplier Invoice Date Summary Report

The report summarizes invoice exceptions for purchase order invoices that have an invoice creation date [date invoice is entered into BEN Financials] that exceeds the vendor invoice date by a specified number of days. This report can be run to help determine which invoices are not paid within vendor terms [Standard terms are 30 days]. An example of this would be invoices not being sent directly to Accounts Payable for processing. Exceptions can be summarized by Buyer or by ORG.

The goal for FY07 was to reduce invoices not entered in BEN within 30 days by 50% over the FY06 baseline (avg. FY06 exceptions). Reducing this exception should provide improvement in the number of invoices paid within supplier terms. To proactively reduce this exception and to ensure invoices are received and entered in BEN to be paid within supplier 30 day terms, the Accounts Payable Office (AP) should receive the invoices directly from suppliers with all required PO references and supplier information. The AP Office goal is to process invoices into BEN in 5 business days (average) after they are received in the office.

To view invoice level details for this exception type, by buyer or ORG, the 015 Detail report should be used. This report is unsecured by ORG and can be run from the Sr. BA Reporting responsibility.

Action Steps

At a minimum, this report should be run at the end of each month for your exception stats as of the end of the month. Baseline stats for this exception were created by running a date range for the previous fiscal year and determining the average monthly number for this exception type. To proactively manage invoice exceptions it is recommended that you run this report at mid-month and month end. This report will provide you with a summary of invoice exceptions by Buyer for your organization. You should contact the Buyer (PO Manager) with invoice exceptions and request that they run the **015 Invoice Creation Exceeds Supplier Invoice Date Detail Report**, provide an explanation for the invoice exceptions, and work with them to get the exceptions cleared.

Parameters

This report requires all parameters to be entered.

The Date Range parameter should be run for the most recent calendar month to view the statistics for this exception (FEB-07 as example).

Invoice Creation Start:	01-FEB-2007
End Date:	28-FEB-2007

- Date range (typically a calendar month) in which the Purchase Order invoice was entered into BEN Financials. Date format- DD-MMM-YYYY

Supplier Type (EDI/Non-EDI)

Our primary measurement is for non-EDI invoices.

- **Y - EDI** (Electronic Data Interchange) - electronic transmission of select Penn Marketplace supplier purchase orders.
- **N - NON-EDI** - All other purchasing suppliers that do not use the electronic transmission process.

Group By

This report can be run by Buyer (PO Manager) or by ORG to summarize invoice exceptions. It is recommended that the **Buyer** parameter is used when running the report so that the Buyer can be held accountable to take action on the invoice exceptions.

- **Buyer** - All invoice exceptions for a particular buyer for any account combination.
- **ORG** - All invoice exceptions for any Purchase Orders processed using the specified Buyer ORG

Order By (Descending Order)

It is recommended that Invoice Count is used as the parameter for Order By since the goal is to increase the number of invoices paid within supplier terms.

- Invoice Amount
- Invoice Count
  - Number of Invoices not in BEN within X# days

Entered Number of Days

The original measurement for this invoice exception of 30 days was used to indicate the number of invoices not paid within supplier 30 day terms. To proactively manage this exception to ensure timely supplier payment **15 days** is the appropriate measure.

- Number of days by which that the Invoice Create Date in BEN Financials exceeds the Vendor Invoice Date. Number of Days: 0-99. Standard vendor terms are 30 days.

ORG Low & ORG High

- Enter the Low/High values for the ORGs to be included for the report. ORG for this parameter is the buyer's home organization. To report on all ORGs within a school or center, specify the lowest ORG to the highest ORG in that school/center.

File Layout

From left to right, the columns provide the following information:

Column #	Column Heading
1	Buyer Name
2	Invoice Count
3	Invoice ORG Amount
4	ORG Name
5	Center
6	Center Name
7	Cumulative Count
8	Cumulative Dollars
9	Cumulative Count %
10	Cumulative Dollar %

The report will have a total for the invoice amount at the Buyer level, ORG level and grand total.

Last Page of the Report - Report Parameters

The parameters used to request the report are printed on the last page as confirmation of what was requested. If the invoice data returned to you in the report are not what you expected, the report parameters list is a useful first place to start. At a minimum, you can verify the range of values you provided at the time you submitted the report.

015 - Invoice Creation Exceeds Supplier Invoice Date Detail Report

This report is used in conjunction with the **010 Invoice Creation Exceeds Supplier Invoice Summary Report** to identify purchase order invoices that have an invoice creation date (date invoice is entered into BEN Financials) that exceeds the vendor invoice date by a specified number of days. This report can be run to help determine which invoices are not paid within vendor terms (Standard terms are 30 days). An example of this would be invoices not being sent directly to Accounts Payable for processing. The goal for FY07 was to reduce invoices not entered in BEN within 30 days by 50% over the FY06 baseline (avg. FY06 exceptions). Reducing this exception should provide improvement in the number of invoices paid within supplier terms. To proactively reduce this exception and to ensure invoices are received and entered in BEN to be paid within supplier 30 day terms, the Accounts Payable Office (AP) should receive the invoices directly from suppliers with all required PO references and supplier information. The AP Office goal is to process invoices into BEN in 5 business days (average) after they are received in the office.

This report is unsecured and can be run from the following responsibilities:

- PO Manager
- PO/CO Manager

- Senior BA Reporting

Action Steps

At a minimum, this report should be run at the end of each month for your exception stats as of the end of the month. Baseline stats for this exception were created by running a date range for the previous fiscal year and determining the average monthly number for this exception type.

To proactively manage invoice exceptions it is recommended that you use this report in conjunction with the **010 Invoice Creation Exceeds Supplier Invoice Date Summary Report**. This report will provide the invoice level detail of invoice exceptions by Buyer for your organization. You should contact the Buyer (PO Manager) with invoice exceptions and request that they run the **015 Invoice Creation Exceeds Supplier Invoice Date Detail Report**, provide an explanation for the invoice exceptions, and work with them to get the exceptions cleared.

Sort Order

The report sort is by ORG, Buyer, and Invoice Amount in descending order.

Parameters

This report requires all parameters to be entered. The Date Range parameter should be run for the most recent calendar month to view the statistics for this exception (FEB-07 as example).

Invoice Creation Start:	01-FEB-2007
End Date:	28-FEB-2007

- Date range (typically a calendar month) in which the Purchase Order invoice was entered into BEN Financials. Date format is DD-MMM-YYYY.

Supplier Type (EDI/Non-EDI)

Our primary measurement is for non-EDI invoices.

- **EDI** (Electronic Data Interchange) - electronic transmission of select Penn Marketplace supplier purchase orders. Type = Y
- **NON-EDI** - All other purchasing suppliers that do not use the electronic transmission process. Type = N

Entered Number of Days

The original measurement for this invoice exception of 30 days was used to indicate the number of invoices not paid within supplier 30 day terms. To proactively manage this exception to ensure timely supplier payment 15 days is the appropriate measure.

- Number of days by which that the Invoice Create Date in BEN Financials exceeds the Vendor Invoice Date. Number of Days: 0-99. Standard vendor terms are 30 days
- Number of days by which that the Invoice Create Date exceeds the Vendor Invoice Date. Number of Days: 0-99. Standard vendor terms are 30 days.

ORG Low & ORG High

- Enter the Low / High values for the ORGs to be included for the report. ORG for the parameter is the buyer's home organization. To report on all ORGs within a school / center, specify the lowest ORG to the highest ORG in that school / center.

File Layout

From left to right, the columns provide the following information:

Column #	Column Heading
1	Buyer Name
2	Invoice Number
3	Invoice Amount
4	Creation Date
5	Invoice Date
6	Supplier Name
7	PO Number
8	ORG
9	ORG Name

The report will have a total for the invoice amount at the Buyer level, ORG level and grand total.

Last Page of the Report - Report Parameters

The parameters used to request the report are printed on the last page as confirmation of what was requested. If the invoice data returned to you in the report are not what you expected, the report parameters list is a useful first place to start. At a minimum, you can verify the range of values you provided at the time you submitted the report.

011 - PO Created After Supplier Invoice Date Summary Report

The report summarizes invoice exceptions for purchase order invoices that have an approval date that exceeds the vendor invoice date. This report can be run to identify purchase orders that were created after the vendor invoice was received. Exceptions can be summarized by Buyer or by ORG.

The goal for FY07 was to reduce PO's created after the vendor invoice date by 50% over the FY06 baseline (avg. FY06 exceptions). Reducing this exception should provide improvement in the number of invoices paid within supplier terms; reduce invoice rejections and the potential for duplicate shipment, billing and payment. To view invoice level details for this exception type, by buyer or ORG, the 016 Detail report should be used. This report is not secured by ORG and can be run from the Sr. BA Reporting responsibility.

Action Steps

At a minimum, this report should be run at the end of each month for your exception stats as of the end of the month. Baseline stats for this exception were created by running a date range for the previous fiscal year and determining the average monthly number for this exception type. To proactively manage invoice exceptions it is recommended that you run this report at mid-month and month end. This report will provide you with a summary of invoice exceptions by Buyer for your organization. You should contact the Buyer (PO Manager) with invoice exceptions and request that they run the 0**16 PO Created After Supplier Invoice Date Detail Report**, provide an explanation for the invoice exceptions, and work with them to get the exceptions cleared.

Parameters

This report requires all parameters to be entered. The Date Range parameter should be run for the most recent calendar month to view the statistics for this exception (FEB-07 as example).

Invoice Creation Start:	01-FEB-2007
End Date:	28-FEB-2007

- Date range (typically a calendar month) in which the Purchase Order invoice was entered into BEN Financials. Date format is DD-MMM-YYYY.

Supplier Type (EDI/Non-EDI)

Our primary measurement is for non-EDI invoices.

- **EDI** (Electronic Data Interchange) - electronic transmission of select Penn Marketplace supplier purchase orders. Type = Y
- **NON-EDI** - All other purchasing suppliers that do not use the electronic transmission process. Type = N

Group By

This report can be run by Buyer (PO Manager) or by ORG to summarize invoice exceptions. It is recommended that the **Buyer** parameter is used when running the report so that the Buyer can be held accountable to take action on the invoice exceptions.

- Buyer - All invoice exceptions for a particular buyer for any account combination.
- ORG - All invoice exceptions for any Purchase Orders processed using the specified Buyer ORG

Order By (Descending Order)

It is recommended that Invoice Count is used as the parameter for Order By since the goal is to increase the number of invoices paid within supplier terms.

- Invoice Amount
- Invoice Count
  - Number of Invoices not in BEN within X# days

ORG Low & ORG High

- Enter the Low/ High values for the ORGs to be included for the report. ORG for the parameter is the buyer's home organization. To report on all ORGs within a school/ center, specify the lowest ORG to the highest ORG in that school/ center.

File Layout

From left to right, the columns provide the following information:

Column #	Column Heading
1	Buyer Name
2	Invoice Count
3	Invoice Amount
4	ORG
5	ORG Name
6	Center
7	Center Name
8	Cumulative Count
9	Cumulative Dollars
10	Cumulative Count %
11	Cumulative Dollar %

The report will have a total invoice count and invoice amount for the range of ORGs entered.

Last Page of the Report - Report Parameters

The parameters used to request the report are printed on the last page as confirmation of what was requested. If the invoice data returned to you in the report are not what you expected, the report parameters list is a useful first place to start. At a minimum, you can verify the range of values you provided at the time you submitted the report.

016 - PO Created After Supplier Invoice Detail Report

The report is used to identify purchase orders that have an approval date that exceeds the vendor invoice date. This report can be run to identify purchase orders that were created after the vendor invoice was received. The goal for FY07 was to reduce PO's created after the vendor invoice date by 50% over the FY06 baseline (avg. FY06 exceptions). Reducing this exception should provide improvement in the number of invoices paid within supplier terms; reduce invoice rejections and the potential for duplicate shipment, billing and payment.

This report is unsecured and can be run from the following responsibilities:

- PO Manager
- PO/CO Manager
- Senior BA Reporting

Action Steps

At a minimum, this report should be run at the end of each month for your exception stats as of the end of the month. Baseline stats for this exception were created by running a date range for the previous fiscal year and determining the average monthly number for this exception type.

To proactively manage invoice exceptions it is recommended that you use this report in conjunction with the 011 PO Created After Supplier Invoice Date Summary Report. This report will provide the invoice level detail of invoice exceptions by Buyer for your organization. You should contact the Buyer (PO Manager) with invoice exceptions and request that they run the 016 PO Created After Supplier Invoice Date Detail Report, provide an explanation for the invoice exceptions, and work with them to get the exceptions cleared.

Sort Order

The report sort is by Buyer Home ORG, Buyer, and Invoice Amount in descending order.

Parameters

The Date Range parameter should be run for the most recent calendar month to view the statistics for this exception (FEB-07 as example).

Invoice Creation Start:	01-FEB-2007
End Date:	28-FEB-2007

- Date range (typically a calendar month) in which the Purchase Order invoice was entered into BEN Financials. Date format is DD-MMM-YYYY.

Supplier Type (EDI/Non-EDI)

Our primary measurement is for non-EDI invoices.

- **EDI** (Electronic Data Interchange) - electronic transmission of select Penn Marketplace supplier purchase orders. Type = Y
- **NON-EDI** - All other purchasing suppliers that do not use the electronic transmission process. Type = N

ORG Low & ORG High

- Enter the Low/ High values for the ORGs to be included for the report. ORG for the parameter is the buyer's home organization. To report on all ORGs within a school/ center, specify the lowest ORG to the highest ORG in that school/ center.

File Layout

From left to right, the columns provide the following information:

Column #	Column Heading
1	Buyer Name
2	Invoice Number
3	Invoice Amount
4	Creation Date
5	Invoice Date
6	Supplier Name

7	PO Number
8	PO Approval Date
9	ORG
10	ORG Name

The report will have a total for the invoice amount at the Buyer level, ORG level and grand total.

Last Page of the Report - Report Parameters

The parameters used to request the report are printed on the last page as confirmation of what was requested. If the invoice data returned to you in the report are not what you expected, the report parameters list is a useful first place to start. At a minimum, you can verify the range of values you provided at the time you submitted the report.

017. Over Procured Purchase Order Report

* Return to Quick View List

The University relies on PO Managers to ensure that purchase orders adhere to approved purchase order amounts and are not exceeded beyond authorized transaction levels. Certain PO amounts are established based on estimates and may have final amounts that result in a variance. In these cases a new purchase order is not required. As guidance, if there is a material difference (>$1,000) that exceeds 5% of the originally authorized PO amount, a new Purchase Order should be created for that additional purchase amount.

If there are purchase orders that exceed the guidance amount of $1,000 and 5% that purchase order is considered significantly over-procured. For example, a PO that was approved for $100,000, but has incurred services (or had goods fulfilled) in the amount of $120,000, would be considered significantly over-procured. Freight and Miscellaneous handling charges that are not matched to the purchase order are not counted toward that variance.

The *017.Over Procured Purchase Order Report* allows School and Center Administrators and PO Managers to monitor purchase orders that have been over-procured. The report will show any purchase order that is over procured, with over procured defined as ‘(Invoice Matched Total *minus* PO Total)>0’. ‘Invoice Matched Total’ represents only invoice dollars that are matched to a line on a purchase order. It does NOT include items, such as freight, that are not matched to the PO line.

This report is unsecured and can be run from the following responsibilities:

PO Manager
PO Manager (CP)
PO/CO Manager
PO/CO Manager (CP)
Senior BA Reporting

Parameters

1. PO Creation Date From/To (*Required*)

Enter the date range for the purchase orders that you will be monitoring. As a general guideline you should look at over procured purchase orders for an entire calendar or fiscal year. The date format for this parameter is DD-MON-YYYY.

2. Buyer

Enter a Buyer's name if you want to only look at over procured purchase orders for a specific Buyer. Leave this blank if you want to view all Buyers in the CNAC/ORG range.

3. PO Over Procured Amount >=

This is the dollar amount that the PO has been over procured. For example, a PO of $20,000 that has invoices totaling $30,000 matched against it, will display as $10,000 over procured.

4. PO % Over Procured >=

This is the percentage that the PO has been over procured. For example, for a PO total of $20,000 that has invoices totaling $30,000 matched against it, it will display as 50% over procured.

Note: If you enter amounts in both the PO Over Procured Amount and % parameters the report will show only PO's meeting both criteria.

5. Include Finally Closed PO's?

This parameter defaults to 'No' but can be changed to 'Yes' to include over procured POs that are Finally Closed on the report. Generally, Finally Closed POs can be excluded since they can no longer be billed against.

6. CNAC Low/High

Enter the Low/High values for the CNAC (which is based off of the Buyers Home ORG, not the CNAC/ORG charged on the PO).

7. ORG Low/High

Enter the Low/High values for the ORGs to be included for the report. ORG for this parameter is the Buyer's Home ORG, not the ORG charged on the PO. You can leave the CNAC range blank and just enter a ORG range if you choose.

8. Sort Order
   1. Buyer. This will sort the report by Buyer in alphabetical order.
   2. Over Procured Amount. This will sort the report by the amount the PO is over procured.
   3. Over Procured Percentage. This will sort the report by the percentage the PO is over procured.

File Layout:

From left to right, the columns provide the following information:

Column #	Column Heading
1	Buyer Name
2	PO Date
3	PO Number
4	Vendor Number
5	PO Status
6	Buyer ORG
7	Vendor Name
8	PO Total
9	Matched Total

10	Total Over Procured
11	% Over Procured
12	Last Invoice Created Date

018. Over Procured Purchase Order Extract

* Return to Quick View List

The University relies on PO Managers to ensure that purchase orders adhere to approved purchase order amounts and are not exceeded beyond authorized transaction levels. Certain PO amounts are established based on estimates and may have final amounts that result in a variance.   In these cases a new purchase order is not required. As guidance, if there is a material difference (>$1,000) that exceeds 5% of the originally authorized PO amount, a new Purchase Order should be created for that additional purchase amount.

If there are purchase orders that exceed the guidance amount of $1,000 and 5% that purchase order is considered significantly over-procured. For example, a PO that was approved for $100,000, but has incurred services (or had goods fulfilled) in the amount of $120,000, would be considered significantly over-procured. Freight and Miscellaneous handling charges that are not matched to the purchase order are not counted toward that variance.

The *018.Over Procured Purchase Order Extract* allows School and Center Administrators and PO Managers to monitor purchase orders that have been over-procured. The extract will show any purchase order that is over procured, with over procured defined as '(Invoice Matched Total *minus* PO Total)>0'. 'Invoice Matched Total' represents only invoice dollars that are matched to a line on a purchase order. It does NOT include items, such as freight, that are not matched to the PO line.

This report is unsecured and can be run from the following responsibilities:

PO Manager
PO Manager (CP)
PO/CO Manager
PO/CO Manager (CP)
Senior BA Reporting

Parameters

9. PO Creation Date From/To (*Required*)
Enter the date range for the purchase orders that you will be monitoring. As a general guideline you should look at over procured purchase orders for an entire calendar or fiscal year. The date format for this parameter is DD-MON-YYYY.

10. Buyer
Enter a Buyer's name if you want to only look at over procured purchase orders for a specific Buyer. Leave this blank if you want to view all Buyers in the CNAC/ORG range.

11. PO Over Procured Amount >=
This is the dollar amount that the PO has been over procured. For example, a PO of $20,000 that has invoices totaling $30,000 matched against it, will display as $10,000 over procured.

12. PO % Over Procured >=

This is the percentage that the PO has been over procured. For example, for a PO total of $20,000 that has invoices totaling $30,000 matched against it, it will display as 50% over procured.

<u>Note</u>: If you enter amounts in both the PO Over Procured Amount and % parameters the report will show only PO's meeting <u>both</u> criteria.

13. Include Finally Closed PO's?

This parameter defaults to 'No' but can be changed to 'Yes' to include over procured POs that are Finally Closed on the report. Generally, Finally Closed POs can be excluded since they can no longer be billed against.

14. CNAC Low/High

Enter the Low/High values for the CNAC (which is based off of the Buyers Home ORG, not the CNAC/ORG charged on the PO).

15. ORG Low/High

Enter the Low/High values for the ORGs to be included for the report. ORG for this parameter is the Buyer's Home ORG, not the ORG charged on the PO. You can leave the CNAC range blank and just enter a ORG range if you choose.

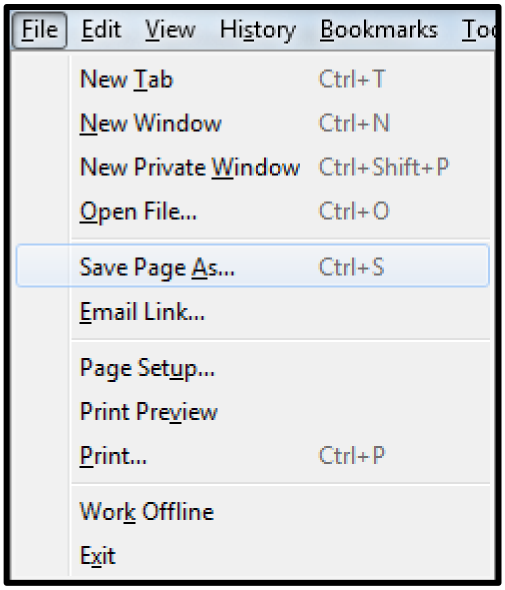
<u>File Layout</u>:

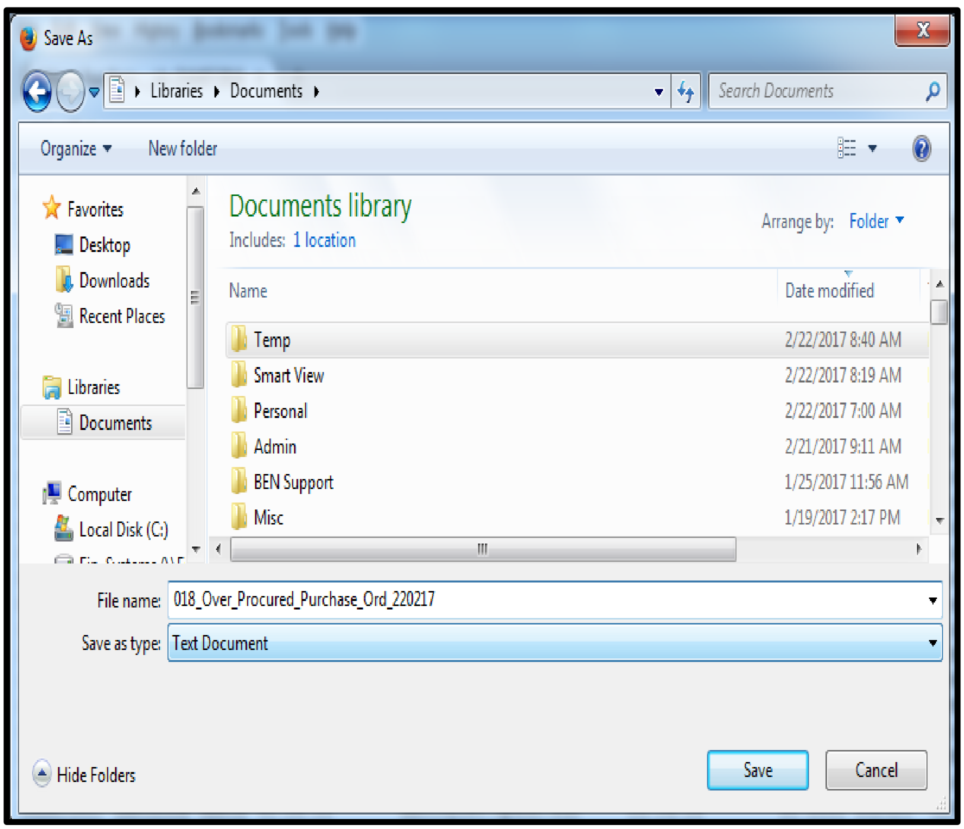
From left to right, the columns provide the following information:

Column #	Column Heading
1	Buyer Name
2	Buyer E-Mail
3	PO Date
4	PO Number
5	Vendor Number
6	PO Status
7	Buyer ORG
8	Vendor Name
9	PO Total
10	Matched Total
11	Total Over Procured
12	% Over Procured
13	Last Invoice Created Date
14	Last Receipt Date

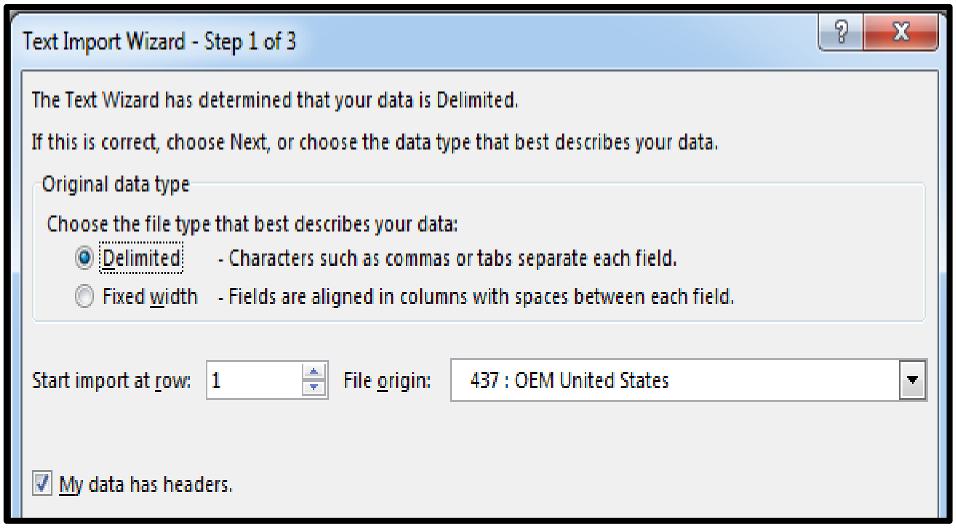
Viewing the Data in Excel:

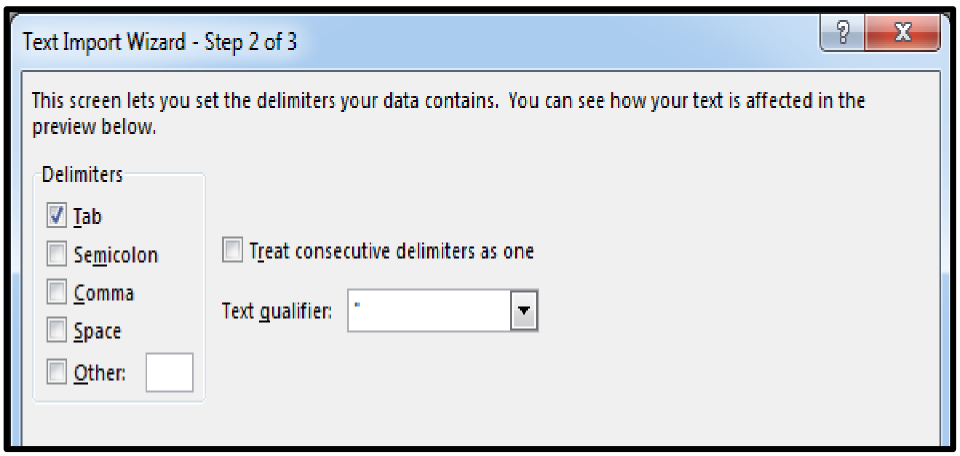
1. View the output in your browser and save it as a text file

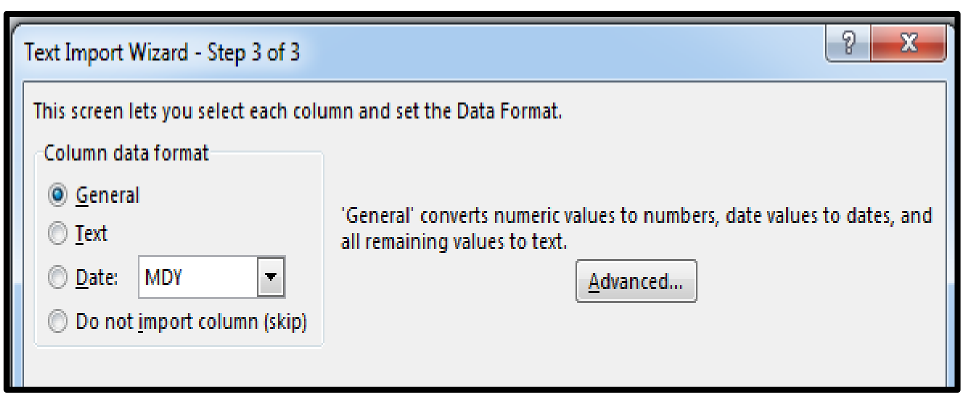




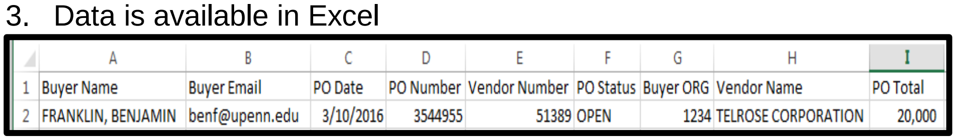
2. Open the file in Excel.







3. Data is available in Excel



	A	B	C	D	E	F	G	H	I
1	Buyer Name	Buyer Email	PO Date	PO Number	Vendor Number	PO Status	Buyer ORG	Vendor Name	PO Total
2	FRANKLIN, BENJAMIN	benf@upenn.edu	3/10/2016	3544955	51389	OPEN	1234	TELROSE CORPORATION	20,000