
PeopleSoft eProcurement 9.1 Reports

January 2012

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PeopleSoft eProcurement Reports

This appendix provides:

- A summary table listing all PeopleSoft eProcurement reports.
- Detailed information for individual reports.

Note. For samples of these reports, see the Portable Document Format (PDF) files that are published with your online documentation.

PeopleSoft eProcurement Reports: General Description

This table lists the PeopleSoft eProcurement reports, sorted alphanumerically by report ID. If you need more information about a report, refer to the report details at the end of this appendix.

Report ID and Report Name	Description	Navigation	Run Control Page
APY1090 Matching Exceptions Report	Lists the match exceptions with voucher data, purchase order data, receiver data, and match error information.	eProcurement, Reports Click the Match Exceptions link to access the Match Exceptions page.	RUN_APY1090
APY3000 Vendor Detail Listing Report	Lists vendors by status along with their associated detail data including address information and payment options.	eProcurement, Reports Click the Vendor Detail Listing link to access the Vendor Detail Listing page.	RUN_APY3000
APY3001 Vendor Summary Listing Report	Lists the vendors by status along with basic summary information.	eProcurement, Reports Click the Vendor Summary Listing link to access the Vendor Summary Listing page.	RUN_APY3001
POY1100 Requisition to PO XREF Report	Provides information about selected requisitions and the purchase orders that were created from them.	eProcurement, Reports Click the Requisition to PO Xref link to access the Requisition to PO XREF page.	RUN_POY1100

Report ID and Report Name	Description	Navigation	Run Control Page
POY4006 Expediting Report by Buyer	Provides purchase order details such as late days and due date sorted by buyer. Use it to help determine which purchase orders may require expediting.	eProcurement, Reports Click the Expedite Report link to access the Expediting Report page.	RUN_POY4005
POY4007 Expediting Report by Vendor	Provides purchase order details such as late days and due date sorted by vendor. Use it to help determine which purchase orders may require expediting.	eProcurement, Reports Click the Expedite Report link to access the Expediting Report page.	RUN_POY4005
POY4008 Expediting Report by Due Date	Provides purchase order details such as late days and due date sorted by due date. Use it to help determine which purchase orders may require expediting.	eProcurement, Reports Click the Expedite Report link to access the Expediting Report page.	RUN_POY4005
POY4010 PO Listing by PO Date	Provides purchase order information sorted by purchase order date.	eProcurement, Reports Click the PO Listing Report link to access the PO Listings page.	RUN_POY4010
POY4011 PO Listing By Vendor	Provides purchase order information sorted by vendor.	eProcurement, Reports Click the PO Listing Report link to access the PO Listings page.	RUN_POY4010
POY4012 PO Listing By Buyer	Provides purchase order information sorted by buyer.	eProcurement, Reports Click the PO Listing Report link to access the PO Listings page.	RUN_POY4010
POY4013 PO Listing By Status	Provides purchase order information sorted by status.	eProcurement, Reports Click the PO Listing Report link to access the PO Listings page.	RUN_POY4010
POY4020 Order Status By Vendor	Provides purchase order status information sorted by vendor.	eProcurement, Reports Click the PO Status Listing to access the PO Status Listing page.	RUN_POY4020
POY4021 Order Status by Item	Provides purchase order status information sorted by item.	eProcurement, Reports Click the PO Status Listing to access the PO Status Listing page.	RUN_POY4020

Report ID and Report Name	Description	Navigation	Run Control Page
POY4030 PO Detail Listing By PO Date	Provides detailed purchase order information sorted by purchase order date.	eProcurement, Reports Click the PO Details Listing to access the PO Details Listing page.	RUN_POY4030
POY4031 PO Detail Listing By Vendor	Provides detailed purchase order information sorted by vendor.	eProcurement, Reports Click the PO Details Listing to access the PO Details Listing page.	RUN_POY4030
POY4032 PO Detail Listing By Buyer	Provides detailed purchase order information sorted by buyer.	eProcurement, Reports Click the PO Details Listing to access the PO Details Listing page.	RUN_POY4030
POY4040 PO Schedule Listing By PO Date	Provides purchase order schedule information such as ship to and due date sorted by purchase order date.	eProcurement, Reports Click the PO Schedules Listing to access the PO Schedules Listing page.	RUN_POY4040
POY4041 PO Schedule Listing By Vendor	Provides purchase order schedule information such as ship to and due date sorted by vendor.	eProcurement, Reports Click the PO Schedules Listing to access the PO Schedules Listing page.	RUN_POY4040
POY4042 PO Schedule Listing By Buyer	Provides purchase order schedule information such as ship to and due date sorted by buyer.	eProcurement, Reports Click the PO Schedules Listing to access the PO Schedules Listing page.	RUN_POY4040
POY4100 PO to Requisition XREF Report	Provides information about selected purchase orders and the requisitions that they were created from.	eProcurement, Reports Click the PO to Requisition Xref link to access the PO to Requisition Xref page.	RUN_POY4100
POY5001 Receiver Summary Report	Provides a summary listing of receipts within a specified date range.	eProcurement, Reports Click the Receipt Summary link to access the Receiver Summary page.	RUN_POY5001
POY5010 Receiver Ship To Detail Report	Provides a summary listing of receipts shipments within a specified date range.	eProcurement, Reports Click the Receipt Ship To Detail link to access the Receiver Ship To Detail page.	RUN_POY5101

Report ID and Report Name	Description	Navigation	Run Control Page
POY5020 Receiver Account Detail Report	Provides a summary listing of receipts with account distribution.	eProcurement, Reports Click the Receipt Account Details link to access the Receiver Account Detail page.	RUN_POY5020
POY5050 Return to Vendor Detail Report	Provides the vendor's return address, shipping method, and line item return information.	eProcurement, Reports Click the RTV Details link to access the RTV Details page.	RUN_POY5050
POY5060 RTV Credits (return to details credit)	Provides RTV details, sorted by vendor and RTV ID, and lists the buyer, line details, and the distribution information selected on the return.	eProcurement, Reports Click the RTV Credits link to access the RTV Credits page.	RUN_POY5060
PVY1000 Requisition Costing Summary	Provides information about the accounting distribution for each requisition. For each requisition, the accounting distribution lines are summarized by GL (general ledger) business unit, account, and department. This report also lists the requisition name, requester, amount, and date.	eProcurement, Reports Click the Requisition Costing Summary link to access the Requisition Costing Summary page.	RUN_PVY1000
PVY1100 Requisition Cost Distribution Detail	Provides information about the accounting distribution for each requisition down to the distribution level. By requisition distribution line, each accounting distribution is listed, including GL business unit, account, department, and amount.	eProcurement, Reports Click the Requisition Cost Distribution Details link to access the Requisition Cost Distribution Details page.	RUN_PVY1100
PVY2000 Catalog Item Usage	Provides information about the items ordered on requisitions. Sorted by business unit and item catalog, this report lists the items ordered and other information, including quantity ordered, average price, currency, and number of requisitions ordering this item.	eProcurement, Reports Click the Category Item Usage link to access the Category Item Usage page.	RUN_PVY2000

Report ID and Report Name	Description	Navigation	Run Control Page
PVY4000 PO Item Category Usage	Provides information about the items ordered for the purchase orders within one business unit and one item catalog. This report lists the total quantity ordered of each item and other information, including item ID, item description, item category description, category code, vendor ID, vendor name, contract ID (if any), average price, total amount, currency, and percentage of total. This report is sorted by catalog ID and category code.	eProcurement, Reports Click the PO Items Category link to access the PO Items Category page.	RUN_PVY4000
PVY4001 PO Item Cat Usage by Vendor	Provides information about the items ordered for the purchase orders within one business unit and one item catalog. This report lists the total quantity ordered of each item and other information, including item ID, item description, item category description, category code, vendor ID, vendor name, contract ID (if any), average price, total amount, currency, and percentage of total. This report is sorted by vendor ID.	eProcurement, Reports Click the PO Items Category link to access the PO Items Category page.	RUN_PVY4000

Report Samples



Run Control ID: PVY 1100
Report ID: VP1
User ID: Requisition_Cost_Distribution

PeopleSoft eProcurement
Requisition Cost Distribution Detail

Page: 1
Run Date: 7/21/2006
Run Time: 12:27:05 AM

Business Unit: US100
Dates Included: 1/1/2000 Through 7/21/2006

<u>Req ID</u>	<u>Req Name</u>	<u>Lin/Sch/Dst</u>	<u>Req Date</u>	<u>Due Date</u>	<u>Status</u>	<u>Item ID</u>	<u>Description</u>	<u>GL Unit</u>	<u>Account</u>	<u>Dept</u>	<u>Qty</u>	<u>UOM</u>	<u>Amount</u>
0000000037	TEST 001	1 1 1	4/30/2003		Approved	EX2007	White Board, 3 x 4	US001	631000	13000	10	EA	650.00
0000000038	0000000038	1 1 1	9/18/2003		Approved	EX2007	White Board, 3 x 4	US001	631000	13000	5	EA	325.00
0000000039	0000000039	1 1 1	9/18/2003		Approved	USA-01	Monitor 17 inch Color	US001	212020	13000	100	EA	150,000.00
0000000039	0000000039	2 1 1	9/18/2003		Approved	FRA-04	CPU - 200MHz	US001	631000	13000	1	EA	379.26
0000000039	0000000039	3 1 1	9/18/2003		Approved	FRA-02	Monitor 16inch	US001	631000	13000	100	EA	103,833.93
0000000040	0000000040	1 1 1	9/18/2003		Approved	EX2008	Whiteboard, 5 x 8	US001	631000	13000	75	EA	9,288.75
0000000041	White Boards	1 1 1	10/14/2003		Approved	EX2007	White Board, 3 x 4	US001	631000	13000	2	EA	130.00
0000000041	White Boards	2 1 1	10/14/2003		Approved	EX2008	Whiteboard, 5 x 8	US001	631000	13000	2	EA	247.70
0000000042	0000000042	1 1 1	10/14/2003		Approved	EX2007	White Board, 3 x 4	US001	631000	13000	5	EA	325.00
0000000042	0000000042	2 1 1	10/14/2003		Approved	EX2008	Whiteboard, 5 x 8	US001	631000	13000	5	EA	619.25
0000000043	0000000043	1 1 1	6/1/2006	6/14/2006	Approved		New Mode--2-man Backpacking Tent	US001	131000	13000	4	EA	260.00
Total:												266,058.89	



Report ID: PVY1000
Run Control: REQ_DEPT_SUMMARY
User: VP1

PeopleSoft eProcurement
Requisition Costing Summary

Page: 1
Run Date: 7/21/2006
Run Time: 12:25:20 AM

Business Unit: US100
Dates Included: 1/1/2000 Through 7/21/2006

<u>Req ID</u>	<u>Req Name</u>	<u>Requester</u>	<u>Req Date</u>	<u>GL Unit</u>	<u>Status</u>	<u>Account</u>	<u>DeptID</u>	<u>Amount</u>
0000000038	0000000038	KELLYJONES	9/18/2003	US001	Approved	631000	13000	325.00
0000000041	White Boards	KELLYJONES	10/14/2003	US001	Approved	631000	13000	377.70
0000000039	0000000039	KELLYJONES	9/18/2003	US001	Approved	631000	13000	104,213.19
0000000043	0000000043	KELLYJONES	6/1/2006	US001	Approved	131000	13000	260.00
0000000040	0000000040	KELLYJONES	9/18/2003	US001	Approved	631000	13000	9,288.75
0000000039	0000000039	KELLYJONES	9/18/2003	US001	Approved	212020	13000	150,000.00
0000000037	TEST 001	CHRISBAKER	4/30/2003	US001	Approved	631000	13000	650.00
0000000042	0000000042	KELLYJONES	10/14/2003	US001	Approved	631000	13000	944.25
Total:								266,058.89



Report ID: PVY2000
Run Control: Catalog_Item_Usage
User: VP1

PeopleSoft eProcurement
Catalog Item Usage

Page: 1
Run Date: 7/21/2006
Run Time: 12:28:47 AM

SetID: SHARE
Business Unit: US100
Dates Included: 1/1/2000 Thru 7/21/2006

Catalog: ALL_PURCHASE_ITEMS

<u>Item</u>	<u>Description</u>	<u>Qty Ordered</u>	<u>Avg Price</u>	<u>Currency</u>	<u># of Reqs</u>
FRA-02	Monitor 16inch	100	1,038.34	USD	1
USA-01	Monitor 17 inch Color	100	1,500.00	USD	1
EX2008	Whiteboard, 5 x 8	82	123.85	USD	3
EX2007	White Board, 3 x 4	22	65.00	USD	4
FRA-04	CPU - 200MHz	1	379.26	USD	1
Total for: ALL_PURCHASE_ITEMS		305			10
Grand Total:		305			10

