

# PeopleSoft.<sup>®</sup>

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## PeopleSoft eProcurement 8.8 Reports

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## PeopleSoft eProcurement 8.8 Reports

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# About This PeopleBook

PeopleBooks provide you with the information that you need to implement and use PeopleSoft applications.

This preface discusses:

- Related documentation.
- Comments and suggestions.

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## Related Documentation

This section discusses how to:

- Obtain documentation updates.
- Order printed documentation.

## Obtaining Documentation Updates

You can find updates and additional documentation for this release, as well as previous releases, on the PeopleSoft Customer Connection web site. Through the Documentation section of PeopleSoft Customer Connection, you can download files to add to your PeopleBook Library. You'll find a variety of useful and timely materials, including updates to the full PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM.

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**Important!** Before you upgrade, you must check PeopleSoft Customer Connection for updates to the upgrade instructions. PeopleSoft continually posts updates as the upgrade process is refined.

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### See Also

PeopleSoft Customer Connection web site, <http://www.peoplesoft.com/corp/en/login.asp>

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## **Comments and Suggestions**

Your comments are important to us. We encourage you to tell us what you like, or what you would like to see changed about PeopleBooks and other PeopleSoft reference and training materials. Please send your suggestions to:

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Or send email comments to [doc@peoplesoft.com](mailto:doc@peoplesoft.com).

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions.

# CHAPTER 1

## PeopleSoft eProcurement Reports

This appendix provides:

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

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**Note.** For samples of these reports, see the Portable Document Format (PDF) files published on CD-ROM with the documentation.

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### PeopleSoft eProcurement Reports: General Description

This table lists the PeopleSoft eProcurement reports, sorted alphanumerically by report ID. The reports listed are Crystal reports. 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 Parameters 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 Parameters 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
POY4005 Expediting Report	Provides purchase order details such as late days and due date sorted by buyer. You can use this report to help determine which purchase orders might require expediting.	eProcurement, Reports Click the Expedite Report link to access the Expediting Report page.	RUN_POY4005

Report ID and Report Name	Description	Navigation	Run Control Page
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
POY4010 PO Listing Report	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
POY4020 PO Status Listings	Provides purchase order information sorted by status.	eProcurement, Reports Click the PO Status Listing to access the PO Status Listing page.	RUN_POY4020
POY4030 PO Detail Listings	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
POY4040 PO Schedule Listings	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
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 Shipto Detail Report	Provides a summary listing of receipts shipments within a specified date range.	eProcurement, Reports Click the Receipt Shipto link to access the Receiver Shipto Detail page.	RUN_POY5101
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 RTV Details (return to vendor details)	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

Report ID and Report Name	Description	Navigation	Run Control Page
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
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



## CHAPTER 2

# Report Samples

This chapter provides report samples.

For the online samples of these reports, see the PDF files that are published on CD-ROM with your online documentation.



Report ID: PVY2000

Run Control: reports

User: PATRICKSANCHEZ

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Page No. 1

Run Date: 2/8/200

Run Time: 11:36:28AM

**Catalog Item Usage**

SetID: SHARE

Business Unit: US100

Dates Included

Thru

**Catalog: ALL\_PURCHASE\_ITEMS**

<b>Item</b>	<b>Description</b>	<b>Qty Ordered</b>	<b>Avg Price</b>	<b>Currency</b>	<b># of Reqs</b>
EX2008	Whiteboard, 5 x 8	5	123.85	USD	2
10037	3 Season Mummy Bag, Long	1	120.00	USD	1
<b>Total for: ALL_PURCHASE_ITEMS</b>		<b>6</b>			<b>3</b>
<b>Grand Total:</b>			<b>6</b>		<b>3</b>



Report ID: PVY4000  
Run Cntl: reports

PeopleSoft eProcurement

Page: 1  
Run Date: 2/8/2002  
Run Time: 11:03:48AM

## PO Item Category Usage

SetID:SHARE Catalog ID: AII. PURCHASE. ITEMS  
Business Unit: US001 Category: CYCLING  
Dates Included: 1/1/2002 Thru 2/8/2002

Catalog ID ALL\_PURCHASE\_ITEMS

Category Code	CYCLING	Category	Cycling Equipment	Item	Total Qty	Avg Price	Total Amt	Cur	% of Total
Vendor		Contract							
SCM0000004	ERNIE'S BIKE SHOP			SR1001	Omega 500 Touring Bike	50	1,050.00	52,500.00 USD	42.15%
SCM0000004	ERNIE'S BIKE SHOP			FR7004	Bike Frame Subassembly, Standa	300	70.00	21,000.00 USD	16.86%
SCM0000001	BIKE SHOP			MT2000	Professional Road Bike, Woman'	20	875.00	17,500.00 USD	14.05%
SCM0000001	BIKE SHOP			MT3000	Mountain Bike, Woman's	20	675.00	13,500.00 USD	10.84%
SCM0000001	BIKE SHOP			FR7001	Bike Frame, Steel	100	100.00	10,000.00 USD	8.03%
SCM0000001	BIKE SHOP			10000	Long Sleeve Biking Jersey, Men	210	20.00	4,200.00 USD	3.37%
SCM0000001	BIKE SHOP			10000	Refrigerator, Plastic Bins	210	20.00	4,200.00 USD	3.37%
SCM0000004	ERNIE'S BIKE SHOP			LT5002	Wheel Tire, 700x23	50	12.25	612.50 USD	0.49%
SCM0000004	ERNIE'S BIKE SHOP			LT5000	Standard Wheel Subassembly	50	10.00	500.00 USD	0.40%
SCM0000004	ERNIE'S BIKE SHOP			WH1005	Wheel Spokes, Steel	100	1.60	160.00 USD	0.13%
SCM0000001	BIKE SHOP			WH1004	Wheel Spokes, Titanium	100	1.50	150.00 USD	0.12%
SCM0000004	ERNIE'S BIKE SHOP			WH1002	Wheel Rim, Box	70	2.00	140.00 USD	0.11%
SCM0000001	BIKE SHOP			WH1003	Wheel Spokes, Aluminium	100	1.00	100.00 USD	0.08%
					1,380				124,562.50



Report ID: PVY4001  
Run Cntl: reports

PeopleSoft eProcurement

Page: 1  
Run Date: 2/8/2002  
Run Time: 11:04:02AM

SetID: SHARE Catalog ID: ALL\_PURCHASE\_ITEMS  
Business Unit: US001 Category: CYCLING  
Dates Included: 1/1/2002 Thru 2/8/2002

## PO Item Category Usage By Vendor

**Vendor** SCM0000001 BIKE SHOP

Category Code	Category	Contract	Item	Total Qty	Avg Price	Total Amt Cur	% of Total	
CYCLING	Cycling Equipment		MT2000	Professional Road Bike, Woman'	20	875.00	17,500.00 USD	35.25%
CYCLING	Cycling Equipment		MT3000	Mountain Bike, Woman's	20	675.00	13,500.00 USD	27.19%
CYCLING	Cycling Equipment		FR7001	Bike Frame, Steel	100	100.00	10,000.00 USD	20.14%
CYCLING	Cycling Equipment		10000	Long Sleeve Biking Jersey, Men	210	20.00	4,200.00 USD	8.46%
CYCLING	Cycling Equipment		10000	Refrigerator, Plastic Bins	210	20.00	4,200.00 USD	8.46%
CYCLING	Cycling Equipment		WH1004	Wheel Spokes, Titanium	100	1.50	150.00 USD	0.30%
CYCLING	Cycling Equipment		WH1003	Wheel Spokes, Aluminium	100	1.00	100.00 USD	0.20%
				<b>760</b>		<b>49,650.00</b>		

**Vendor** SCM0000004 ERNIE'S BIKE SHOP

Category Code	Category	Contract	Item	Total Qty	Avg Price	Total Amt Cur	% of Total	
CYCLING	Cycling Equipment		SR1001	Omega 500 Touring Bike	50	1,050.00	52,500.00 USD	70.08%
CYCLING	Cycling Equipment		FR7004	Bike Frame Subassembly, Standa	300	70.00	21,000.00 USD	28.03%
CYCLING	Cycling Equipment		LT5002	Wheel Tire, 700x23	50	12.25	612.50 USD	0.82%
CYCLING	Cycling Equipment		LT5000	Standard Wheel Subassembly	50	10.00	500.00 USD	0.67%
CYCLING	Cycling Equipment		WH1005	Wheel Spokes, Steel	100	1.60	160.00 USD	0.21%
CYCLING	Cycling Equipment		WH1002	Wheel Rim, Box	70	2.00	140.00 USD	0.19%
				<b>620</b>		<b>74,912.50</b>		



Report ID: PVY1000  
User: PATRICKSANCHEZ  
Run Control: reports

PeopleSoft eProcurement

## Requisition Costing Summary

Page No. 1  
Run Date: 2/8/200  
Run Time: 11:23:07AM

Dates Included: 1/1/2001 Through 2/8/2002  
Business Unit US100

<u>Req ID</u>	<u>Req Name</u>	<u>Requestor</u>	<u>Req Date</u>	<u>GL Unit</u>	<u>Status</u>	<u>Account</u>	<u>DeptID</u>	<u>Amount</u>
0000000037	0000000037	CHRISBAKER	2/7/2002	US001	Approved	631000	13000	495.40
0000000038	0000000038	KELLYJONES	2/7/2002	US001	Approved	212020	13000	120.00
0000000039	0000000039	PATRICKSANCHEZ	2/7/2002	US001	Approved	631000	13000	123.85
0000000040	DELL	PATRICKSANCHEZ	2/7/2002	US001	Approved	131000	13000	168.00
							<b>Total:</b>	<b>907.25</b>



Report ID: PVY 1100  
Run Control ID: reports  
User ID: PATRICKSANCHEZ

PeopleSoft eProcurement

## Requisition Cost Distribution Detail

Page No. 1  
Run Date: 2/8/2002  
Run Time 11:17:25AM

Business Unit: US100  
Dates Included: 1/1/2001 Through 2/8/2002

<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 UOM</u>	<u>Amount</u>
0000000037	0000000037	1 1 1	2/7/2002	2/8/2002	Approved	EX2008	Whiteboard, 5 x 8	US001	631000	13000	4 EA	495.40
0000000038	0000000038	1 1 1	2/7/2002	2/10/2002	Approved	10037	3 Season Mummy Bag, Long	US001	212020	13000	1 EA	120.00
0000000039	0000000039	1 1 1	2/7/2002	2/8/2002	Approved	EX2008	Whiteboard, 5 x 8	US001	631000	13000	1 EA	123.85
0000000040	DELL	1 1 1	2/7/2002		Approved		Dell Computer: PowerConnect 2016/2	US001	131000	13000	1 EA	168.00
											<b>Total:</b>	<b>907.25</b>