

# VISION FINANCIALS

## PO Detail Listing by Vendor ID (POY4031)

### Introduction

#### **Purpose of the Report**

The report displays a detail listing of all Purchase Orders (PO) sorted by vendor ID in ascending order. PO details include vendor ID, item description, category, price and contract ID. The run control page allows the user to specify the agency Business Unit, date range, vendor ID and buyer.

Three reports can be produced from the same run control page: PO Detail Listing by PO Date (POY4030), PO Detail Listing by Vendor ID (POY4031), PO Detail Listing by Buyer (POY4032).

This report is used to monitor and review PO detail data by vendor.

#### **Type of Report**

Crystal

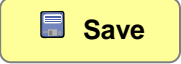

#### **Navigation Path to the Report**


Purchasing > Purchase Orders > Reports > Detail Listings

## Report Request Parameters

### General Notes:

- Select an existing Run Control ID or enter a new one
- For reports that are run on a regular basis, user should select a Run Control ID naming convention that can be easily identified (e.g. RUN\_POY4030)
- An asterisk \* preceding the field name indicates input is required

Report Request Parameters		see screenshots below
In This Field	Enter	Notes
<b>From Date:</b>	type date or use the lookup to select	<ul style="list-style-type: none"> <li>• to display one day - enter same date in both fields</li> <li>• to display a date range – enter beginning and end date</li> <li>• to display year to date – enter 07/01/YYYY and current date</li> </ul>
<b>Through Date:</b>	type date or use the lookup to select	
<b>Business Unit</b>	type agency PO Business Unit or use the lookup to select	leave blank to display all Business Units for selected report parameters  specify Business Unit to display data for one Business Unit
<b>Vendor Set ID</b>	default is STATE	field is grayed out after a Business unit is selected. If no BU is selected STATE is recommended
<b>Vendor ID:</b>	type vendor ID or use the lookup to select	leave blank to display all vendor IDs for selected report parameters  specify vendor ID to display data for one vendor ID
<b>Buyer</b>	type buyer or use the lookup to select	leave blank to display all buyers for selected report parameters  specify buyer to display data for one buyer
	push the save button to save report parameters	save reports that you want to run on a regular basis
	push the run control button	on the Process Scheduler Request page

Report Request Parameters (continued)		see screenshot below
In This Field	Enter	Notes
<b>Server Name</b>	Select "PSNTCR"	This is the server for Crystal Reports
<b>Process List</b>	Select "PO Detail Listing By Vendor"	To select the proper report
	Click the "Ok" button	This runs the report and returns you to the Report Request Parameters Page
<a href="#">Process Monitor</a>	click the Process Monitor link	<p>on the Process List tab</p> <ul style="list-style-type: none"> <li>view the processing status of the report</li> <li>click the refresh button until the Run Status is "Success" and the Distribution Status is "Posted"</li> </ul>
<a href="#">Details</a>	Click the "Details" link	Opens the Process Detail Page
<a href="#">View Log/Trace</a>	Click the "View Log/Trace" link	Opens the View Log/Trace Page
<a href="#">POY4031- #####.PDF</a>	Click the link for the PDF file	This opens the report

## Report Request Parameters page

PO Detail Listings - Microsoft Internet Explorer

Address: http://fmdevweb.finman.state.vt.us/psp/FMDEV/EMPLOYEE/ERP/c/MANAGE\_PURCHASE\_ORDERS.RUN\_POY4030.GBL

PeopleSoft. Home Worklist Sign out

New Window Help Customize Page

PO Detail Listings

Run Control ID: RUN\_POY4030 Report Manager Process Monitor Run

Language: English Process Instance: 2490712

Report Request Parameters

From Date: 07/01/2004 Through Date: 07/31/2004

Business Unit: 02300

Vendor SetID: STATE

Vendor ID:

Buyer:

Process Instance: 2490712

## Process Scheduler Request page

PO Detail Listings - Microsoft Internet Explorer

Address: http://fmdevweb.finman.state.vt.us/psp/FMDEV/EMPLOYEE/ERP/c/MANAGE\_PURCHASE\_ORDERS.RUN\_POY4030.GBL

PeopleSoft. Home Worklist Sign out

New Window Help Customize Page

Process Scheduler Request

User ID: JHARRIS Run Control ID: RUN\_POY4030

Server Name: PSNTCR Run Date: 03/28/2006

Recurrence: Run Time: 9:56:43AM Reset to Current Date/Time

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	PO Detail Listing By PO Date	POY4030-	Crystal	Web	PDF	Distribution
<input checked="" type="checkbox"/>	PO Detail Listing By Vendor	POY4031-	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	PO Detail Listing By Buyer	POY4032-	Crystal	Web	PDF	Distribution

OK Cancel

Process Instance: 2490712

# Process Monitor Page

PO Detail Listings - Microsoft Internet Explorer

Address: http://fmdevweb.finman.state.vt.us/psp/FMDEV/EMPLOYEE/ERP/c/MANAGE\_PURCHASE\_ORDERS.RUN\_POY4030.GBL

PeopleSoft.

Home | Worklist | Sign out

New Window | Help | Customize Page

Process List | Server List

View Process Request For

User ID: JHARRIS Type: Last: 1 Days Refresh

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2490712		Crystal	POY4031- JHARRIS	JHARRIS	03/28/2006 9:56:20AM PST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	2490704		Crystal	POY4031- JHARRIS	JHARRIS	03/28/2006 9:34:57AM PST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	2490697		Crystal	POY4013- JHARRIS	JHARRIS	03/28/2006 8:19:28AM PST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	2490633		Crystal	POY4012- JHARRIS	JHARRIS	03/27/2006 2:39:31PM PST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	2490620		Crystal	POY4008- JHARRIS	JHARRIS	03/27/2006 2:15:34PM PST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	2490618		Crystal	POY4008- JHARRIS	JHARRIS	03/27/2006 2:14:22PM PST	Success	Posted	<a href="#">Details</a>

Process Instance:2490712

# Process Detail page

PO Detail Listings - Microsoft Internet Explorer

Address: http://fmdevweb.finman.state.vt.us/psp/FMDEV/EMPLOYEE/ERP/c/MANAGE\_PURCHASE\_ORDERS.RUN\_POY4030.GBL

PeopleSoft.

Home | Worklist | Sign out

Process Detail

Process

Instance: 2490712 Type: Crystal

Name: POY4031- Description: PO Detail Listing By Vendor

Run Status: Success Distribution Status: Posted

Run Update Process

Run Control ID: RUN\_POY4030

Location: Server

Server: PSNTCR

Recurrence:

Hold Request  
 Queue Request  
 Cancel Request  
 Delete Request  
 Restart Request

Date/Time Actions

Request Created On: 03/28/2006 9:56:26AM PST [Parameters](#) Transfer

Run Anytime After: 03/28/2006 9:56:20AM PST [Message Log](#)

Began Process At: 03/28/2006 9:56:58AM PST Batch Timings

Ended Process At: 03/28/2006 9:57:05AM PST [View Log/Trace](#)

Process Instance:2490712

# View Log/Trace page

**View Log/Trace**

Report

**Report ID:** 4676      **Process Instance:** 2490712      [Message Log](#)

**Name:** POY4031-      **Process Type:** Crystal

**Run Status:** Success

PO Detail Listing By Vendor

**Distribution Details**

**Distribution Node:** FDMWEBCR      **Expiration Date:** 04/04/2006

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">Message Log</a>	0	03/28/2006 9:57:05.000000AM PST
<a href="#">POY4031- 2490712.PDF</a>	73,016	03/28/2006 9:57:05.000000AM PST
<a href="#">PeopleSoft Trace File</a>	471	03/28/2006 9:57:05.000000AM PST

**Distribute To**

Distribution ID Type	Distribution ID
User	JHARRIS

Process Instance:2490712      Internet

# Example of Report Output

**Report ID:** POY4031      **PeopleSoft Purchasing**      **Page No:** 2  
**User ID:** JHARRIS      **PO DETAIL LISTING BY VENDOR**      **Run Date:** 3/28/2006  
**Run Control:** RUN\_POY4031      **Run Time:** 9:56:01 AM

**PO Dates Included:** 7/1/2004 thru 7/31/2004  
**Vendor Detail:** STATE  
**Vendor ID:** 000000093

BU	PO ID	PO Date	Line/Item ID	Item Description	Vendor Item	Category	Order Qty	UOM	CUR	Price	Contract	Line	Rel
02300	0000000831	7/2/2004	1 1	May cell phone - Warehouse	00698	1.00 EA	195.33	USD			0000000000000000000000022340	1	
			2 1	May cell phone - Admin.	00698	1.00 EA	56.58	USD			0000000000000000000000022340	1	
02300	0000000832	7/2/2004	1 1	May cell phone - Gonyo	00698	1.00 EA	46.58	USD			0000000000000000000000022340	1	
02300	0000000833	7/2/2004	1 1	May cell phone - Admin.	00698	1.00 EA	71.97	USD			0000000000000000000000022340	1	
			2 1	May cell phone - Ent.	00698	1.00 EA	583.91	USD			0000000000000000000000022340	1	
			3 1	May cell phone - Educ.	00698	1.00 EA	114.92	USD			0000000000000000000000022340	1	
02300	0000000854	7/19/2004	1 1	Cell phone - June - Gonyo	00698	1.00 EA	31.17	USD			0000000000000000000000022340	1	
02300	0000000855	7/19/2004	1 1	Cell phone - June - Warehouse	00698	1.00 EA	166.89	USD			0000000000000000000000022340	1	
			2 1	Cell phone - June - Admin.	00698	1.00 EA	37.74	USD			0000000000000000000000022340	1	
02300	0000000856	7/19/2004	1 1	Cell phone - June - Admin.	00698	1.00 EA	87.31	USD			0000000000000000000000022340	1	
			2 1	Cell phone - June - Ent.	00698	1.00 EA	458.63	USD			0000000000000000000000022340	1	
			3 1	Cell phone - June - Educ.	00698	1.00 EA	81.70	USD			0000000000000000000000022340	1	

11 x 8.5 in      2 of 13      Done      Internet