

Procurement Reports

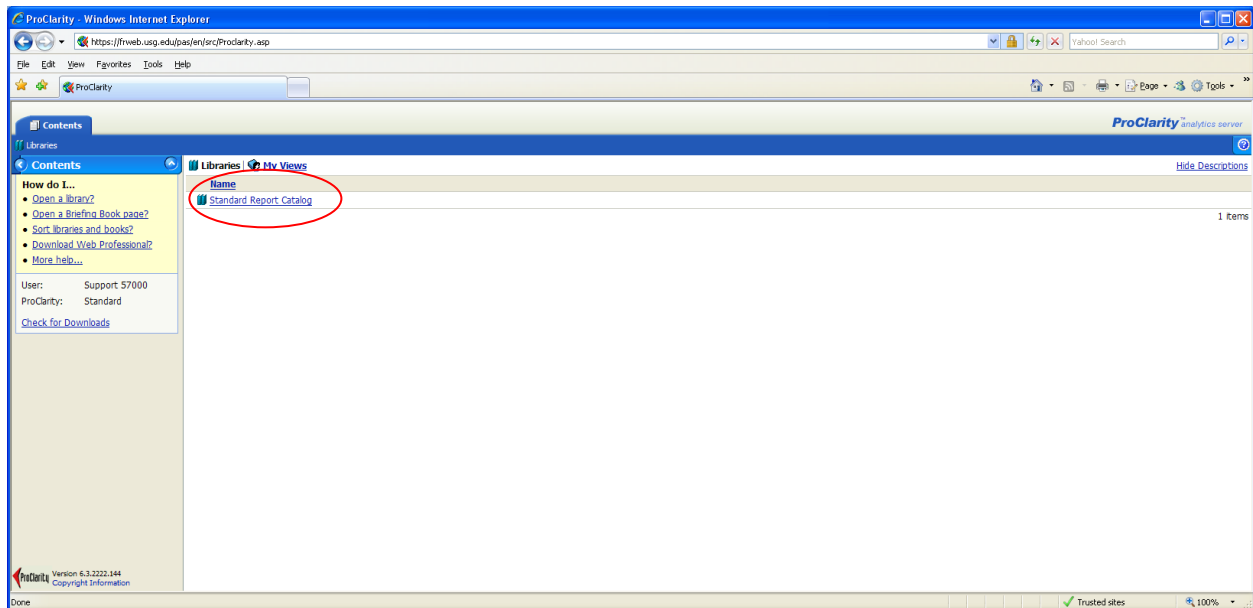
Procurement Reports is a new Briefing Book in the iStrategy Standard Report Catalog (as of June 2011). The first delivered report in the Procurement Reports Briefing Book is Top 50 Vendor Spend by Fiscal Year. The Top 50 Vendor Spend report offers an Accounts Payable “perspective,” including dimensions for vendor and invoice number and “drill down to” capabilities for invoices and departments. This section of the iStrategy User Guide will walk you through the features, functionality, and customization options for the Vendor Spend report.

Security

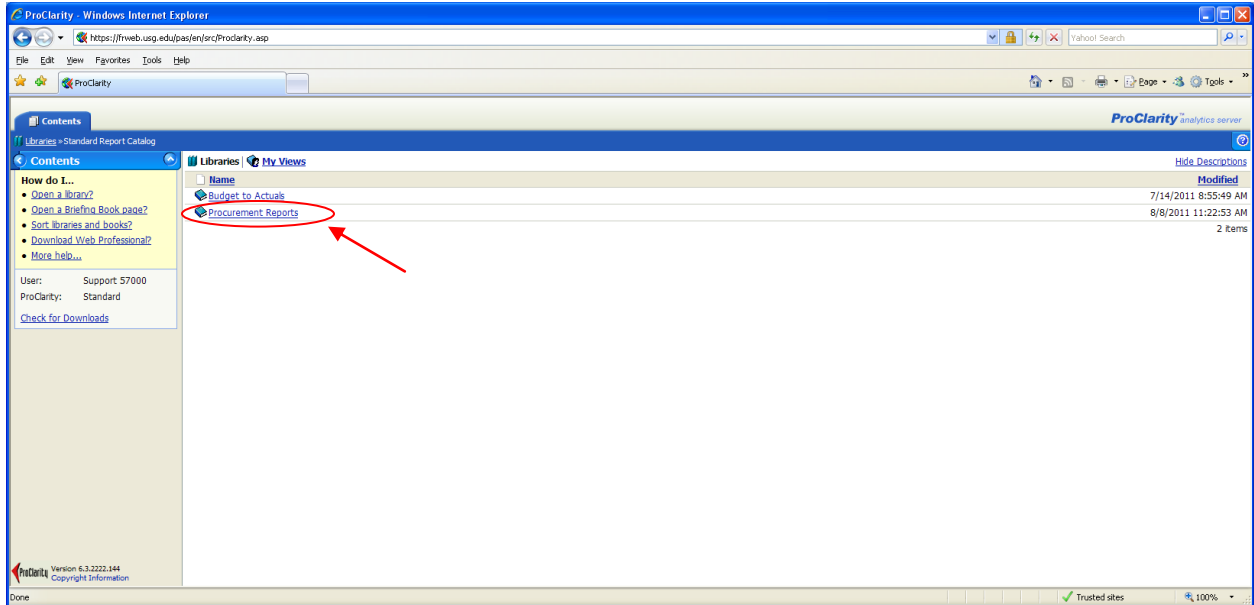
Security roles apply to the Procurement Reports library. If a user is setup with restricted access (i.e. department security) he or she will also have restricted access for the Vendor Spend Reports. For example, when a restricted user runs a Top 50 Vendor Spend Report, he or she will only see the vendor spend information for the departments that he or she has access to see in the iStrategy Budget to Actuals reports.

Accessing the Procurement Reports Library

Select the link for Standard Report Catalog.



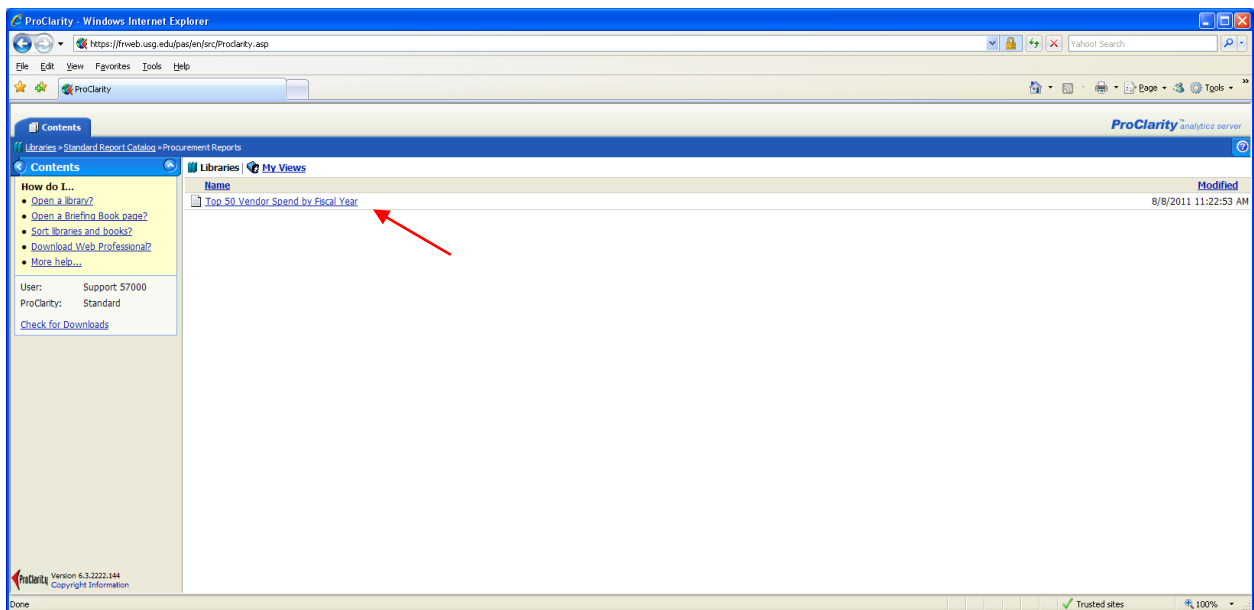
Select the link for Procurement Reports.

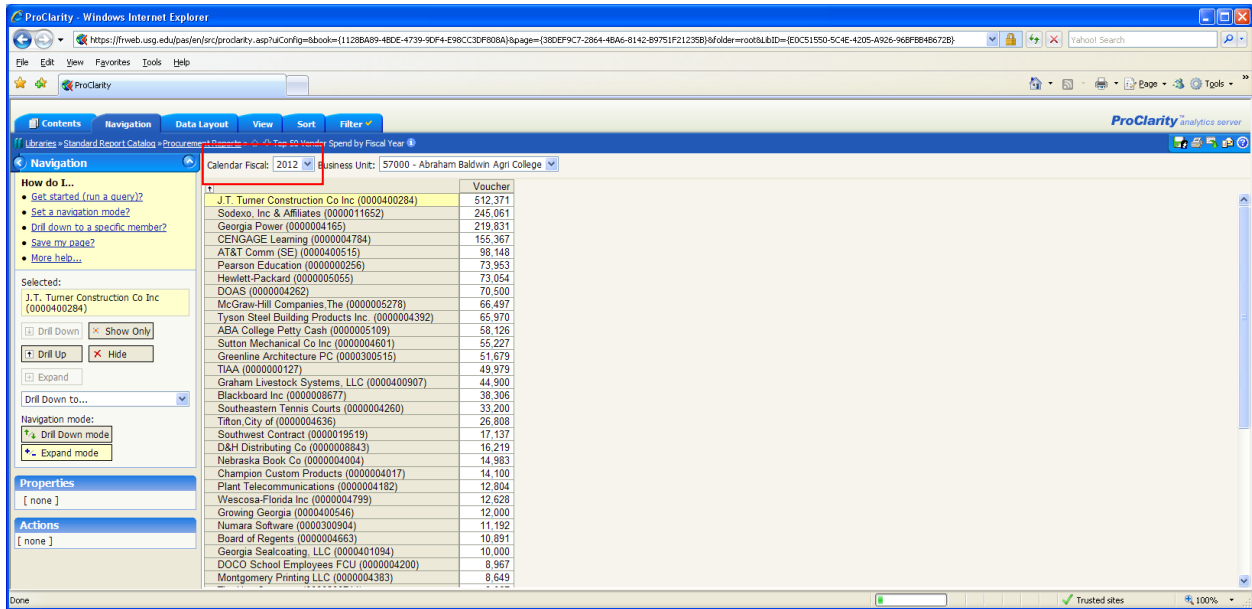


Currently, there is one report in this library but we will add to this as new reports are identified and developed.

Procurement Reports

Select the link for Top 50 Vendor Spend by Fiscal Year.

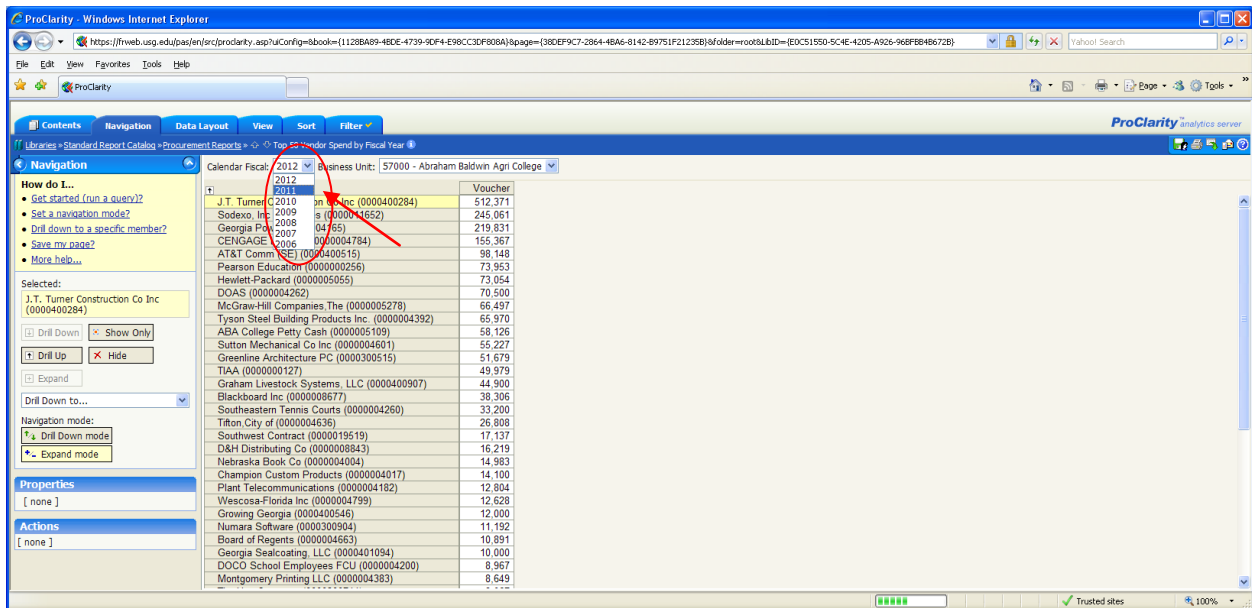




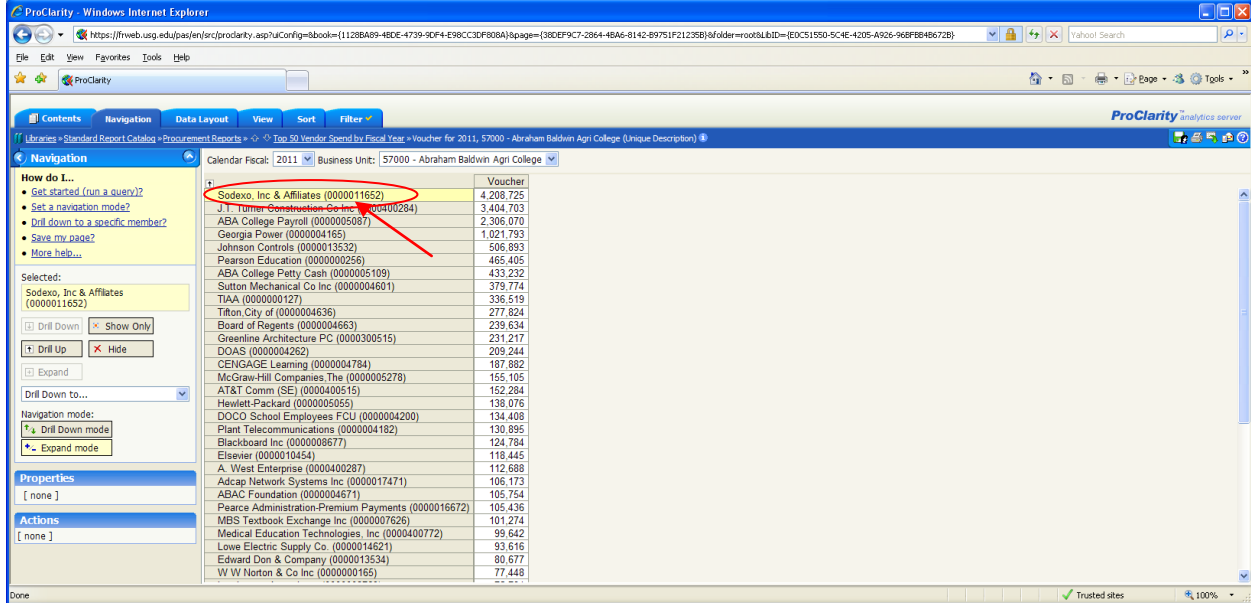
The tabs at the top of the screen are the same tabs that appear for all reports.

Note the slicer at the top of the report for **Calendar Fiscal**. The Budget to Actuals Report references the Budget_Ref dimension, while the Calendar Fiscal references the Fiscal Year information.

Click on the slicer and change the Calendar Fiscal slicer to display vendor spend for other fiscal years.

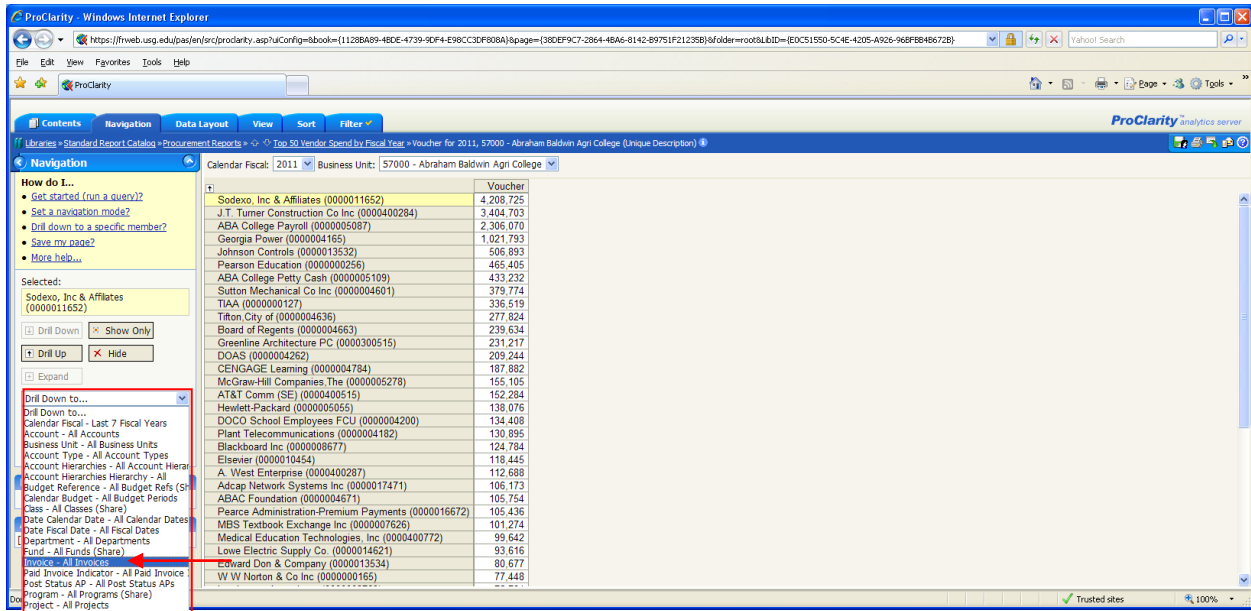


In this example, the Vendor “Sodexo” is selected. Notice that the vendor ID associated with the vendor is displayed to the right of the vendor name.



Using “Drill Down To” to list invoices associated with a particular vendor

With the Vendor Sodexo (0000011652) selected, click on the **Drill Down to...** drop-down box on the left side and select **INVOICE**. It is important to note that because we are looking at a different dimension (Accounts Payable) than the Budget to Actuals Reports, there may be different **drill down to** items available to select.



After selecting **Invoice**, note that the Vendor Spend Report only displays the data for the one vendor (Sodexo). The report now shows all invoices for FY2011 that make up the voucher spend amount for this vendor.

Voucher	Amount
1000467421	280,702
1000498645	243,900
1000487169 - Period 5	224,765
1000505040	220,801
1000451309	197,659
1000479677	193,182
1000511820	190,338
1000475116	187,625
1000457624	171,476
1000454179 - October 2010	171,476
1000445205 - July 2010	169,138
1000451781 - August 2010	169,138
1000489340 2/2011	168,552
1000495305 3/2011	168,552
1000501658	168,552
1000507964 - May 2011	168,552
1000513779 6/2011	168,552
1000470560	168,552
Maintenance Contract - 12/2010	168,552
1000482550	162,881
1000487283	82,391
1000443580	75,170
255353 9/15/10	75,000
1000511767	58,372
1000454825	36,898
Operations Cost Period 10	31,562
304339	14,599
255271 6/21/10	9,368
255274 6/25/10	9,287
255286 7/6/10	8,959

To use the breadcrumbs to get back to the Vendor Spend Report, select the link **Top 50 Vendor Spend by Fiscal Year** in the breadcrumbs at the top of the page. You will be brought back to the initial report.

Breadcrumbs: Libraries > Standard Report Catalog > Procurement Reports > Top 50 Vendor Spend by Fiscal Year > Voucher for 1000467421, 57000 - Abraham Baldwin Agri College, Sodexo, Inc. Affiliates (0000011652)

Vendor	Amount
J.T. Turner Construction Co Inc (0000400284)	512,371
Sodexo, Inc & Affiliates (0000011652)	245,061
Georgia Power (0000004165)	219,831
CEVAGE Learning (0000004784)	155,367
AT&T Comm (SE) (0000400515)	98,148
Pearson Education (0000000256)	73,953
Hewlett-Packard (0000005055)	73,054
DOAS (0000004262)	70,500
McGraw-Hill Companies, The (0000005278)	65,497
Tyson Steel Building Products Inc. (0000004392)	65,970
ABA College Petty Cash (0000005109)	58,126
Sutton Mechanical Co Inc (0000004601)	55,227
Greenline Architecture PC (0000300515)	51,679
TIAA (0000000127)	49,979
Graham Livestock Systems, LLC (0000400907)	44,900
Blackboard Inc (0000008677)	38,306
Southeastern Tennis Courts (0000004260)	33,200
Tifton City of (0000004636)	26,808
Southwest Contract (0000019519)	17,137
D&H Distributing Co (0000009843)	16,219
Nebraska Book Co (0000004004)	14,983
Champion Custom Products (0000004017)	14,100
Plant Telecommunications (0000004182)	12,804
Wescosa-Florida Inc (0000004799)	12,628
Growing Georgia (0000400545)	12,000
Numara Software (0000300904)	11,192
Board of Regents (0000004663)	10,891
Georgia Sealcoating, LLC (0000401094)	10,000
DOC School Employees FCU (0000004200)	8,967
Montgomery Printing LLC (0000004383)	8,649

Select the Vendor "TIAA (000000127)"

The screenshot shows the ProClarity software interface within a Windows Internet Explorer browser. The browser address bar displays the URL: <https://frweb.usg.edu/pas/en/src/proclarity.asp?uiConfig=&book={1128BA89-4BDE-4739-9DF4-E98CC3DF808A}&p>. The page title is "ProClarity - Windows Internet Explorer".

The main content area shows a navigation pane on the left and a data table on the right. The navigation pane includes a "How do I..." section with links like "Get started (run a query)?", "Set a navigation mode?", "Drill down to a specific member?", "Save my page?", and "More help...". Below this, the "Selected:" section shows "TIAA (000000127)" with buttons for "Drill Down", "Show Only", "Drill Up", "Hide", and "Expand". The "Navigation mode:" section shows "Drill Down mode" selected.

The data table displays a list of vendors and their voucher amounts. The vendor "TIAA (000000127)" is highlighted in yellow. The table columns are "Vendor" and "Voucher".

Vendor	Voucher
Sodexo, Inc & Affiliates (0000011652)	708,362
J.T. Turner Construction Co Inc (0000400284)	512,371
Georgia Power (0000004165)	231,376
Pearson Education (0000000256)	195,431
CENGAGE Learning (0000004784)	184,483
AT&T Comm (SE) (0000400515)	98,148
DOAS (0000004262)	95,114
McGraw-Hill Companies,The (0000005278)	86,210
Hewlett-Packard (0000005055)	81,369
Blackboard Inc (0000008677)	77,600
Intercontinental Commercial Services Inc (0000400492)	76,230
MBS Textbook Exchange Inc (0000007626)	71,658
Sutton Mechanical Co Inc (0000004601)	68,603
Tyson Steel Building Products Inc. (0000004392)	65,970
MPS-Accounts Receivable (0000000160)	60,330
ABA College Petty Cash (0000005109)	59,668
Greenline Architecture PC (0000300515)	51,679
TIAA (000000127)	49,979
Graham Livestock Systems, LLC (0000400907)	44,900
Tifton, City of (0000004636)	43,893
MetroPower, Inc. (0000004328)	42,263
W W Norton & Co Inc (0000000165)	39,188
D&H Distributing Co (0000008843)	35,643
David Edward Co LTD (0000400775)	34,642
Southeastern Tennis Courts (0000004260)	33,200
Elsevier (0000010454)	33,037

Use the **Drill Down to...** feature again to select another dimension. Select **Calendar Fiscal – Last 7 Fiscal Years**.

ProClarity - Windows Internet Explorer

https://frweb.usg.edu/pas/en/src/proclarity.asp?uiConfig=8&book={1128BA89-4BDE-4739-9DF4-E98CC3DF808A}&p

File Edit View Favorites Tools Help

ProClarity

Contents Navigation Data Layout View Sort Filter

ProClarity analytics server

Libraries > Standard Report Catalog > Procurement Reports > Top 50 Vendor Spend by Fiscal Year

Calendar Fiscal: 2012 Business Unit: 57000 - Abraham Baldwin Agri College

How do I...

- Get started (run a query)?
- Set a navigation mode?
- Drill down to a specific member?
- Save my page?
- More help...

Selected: TIAA (0000000127)

Drill Down Show Only

Drill Up Hide

Expand

Drill Down to...

Drill Down to...

Calendar Fiscal - Last 7 Fiscal Years

Account - All Accounts

Business Unit - All Business Units

Account Type - All Account Types

Account Hierarchies - All Account Hierarchies

Account Hierarchies Hierarchy - All Account Hierarchies Hierarchy

Budget Reference - All Budget Refs

Calendar Budget - All Budget Periods

Class - All Classes (Share)

Date Calendar Date - All Calendar Dates

Date Fiscal Date - All Fiscal Dates

Department - All Departments

Fund - All Funds (Share)

Invoice - All Invoices

	Voucher
Sodexo, Inc & Affiliates (0000011652)	708,362
J.T. Turner Construction Co Inc (0000400284)	512,371
Georgia Power (0000004165)	231,376
Pearson Education (0000000256)	195,431
CENGAGE Learning (0000004784)	184,483
AT&T Comm (SE) (0000400515)	98,148
DOAS (0000004262)	95,114
McGraw-Hill Companies,The (0000005278)	86,210
Hewlett-Packard (0000005055)	81,369
Blackboard Inc (0000008677)	77,600
Intercontinental Commercial Services Inc (0000400492)	76,230
MBS Textbook Exchange Inc (0000007626)	71,658
Sutton Mechanical Co Inc (0000004601)	68,603
Tyson Steel Building Products Inc. (0000004392)	65,970
MPS-Accounts Receivable (0000000160)	60,330
ABA College Petty Cash (0000005109)	59,668
Greenline Architecture PC (0000300515)	51,679
TIAA (0000000127)	49,979
Graham Livestock Systems, LLC (0000400907)	44,900
Tifton, City of (0000004636)	43,893
MetroPower, Inc. (0000004328)	42,263
W W Norton & Co Inc (0000000165)	39,188
D&H Distributing Co (0000008843)	35,643
David Edward Co LTD (0000400775)	34,642
Southeastern Tennis Courts (0000004260)	33,200
Elsevier (0000010454)	33,037

Trusted sites 100%

Note that the data displayed for the Vendor "TIAA (000000127)" is now shown for multiple Fiscal Years.

The screenshot shows the ProClarity analytics server interface. The breadcrumb trail at the top reads: Libraries > Standard Report Catalog > Procurement Reports > Top 50 Vendor Spend by Fiscal Year > Voucher for TIAA (000000127), 57000 - Abraham Baldwin Agri College. The main content area displays a table with the following data:

Fiscal Year	Voucher
+2010	391,672
+2009	377,238
+2007	360,110
+2008	357,103
+2011	336,519
+2006	127,488
+2012	49,979

The interface also includes a navigation pane on the left with options like 'Drill Down', 'Expand', and 'Navigation mode' set to 'Drill Down mode'. The status bar at the bottom indicates 'Trusted sites' and '100%' zoom.

Drilling to Detail

To use the breadcrumbs to get back to the Vendor Spend Report, select the link **Top 50 Vendor Spend by Fiscal Year** in the breadcrumbs at the top of the page. You will be brought back to the initial report.

Calendar Fiscal: 2012 Business Unit: 57000 - Abraham Baldwin Agri College

	Voucher
J.T. Turner Construction Co Inc (0000400284)	512,371
Sodexo, Inc & Affiliates (000011652)	245,061
Georgia Power (000004165)	219,831
CENGAGE Learning (0000004784)	155,367
AT&T Comm (SE) (0000400515)	98,148
Pearson Education (0000000256)	73,953
Hewlett-Packard (0000005055)	73,054
DOAS (000004262)	70,500
McGraw-Hill Companies The (0000005278)	66,497
Tyson Steel Building Products Inc. (0000004392)	65,970
ABA College Petty Cash (0000005109)	58,126
Sutton Mechanical Co Inc (0000004601)	55,227
Greenline Architecture PC (0000300515)	51,679
TIAA (000000127)	49,979
Graham Livestock Systems, LLC (0000400907)	44,900
Blackboard Inc (0000008677)	38,306
Southeastern Tennis Courts (0000004260)	33,200
Tifton City of (0000004636)	26,808
Southwest Contract (0000019519)	17,137
D&H Distributing Co (0000008843)	16,219
Nebraska Book Co (0000004004)	14,983
Champion Custom Products (0000004017)	14,100
Plant Telecommunications (0000004182)	12,804
Wescosa-Florida Inc (0000004799)	12,628
Growing Georgia (0000400546)	12,000
Numara Software (0000300904)	11,192
Board of Regents (0000004663)	10,891
Georgia Sealcoating, LLC (0000401094)	10,000
DOCO School Employees FCU (0000004200)	9,967
Montgomery Printing LLC (0000004383)	8,649

On the main report, click directly on the Voucher amount for Georgia Power (000004165). After doing this, a drill action will display on the bottom left of the screen under the **Actions** section – **Drill Accounts Payable**.

Calendar Fiscal: 2012 Business Unit: 57000 - Abraham Baldwin Agri College

	Voucher
J.T. Turner Construction Co Inc (0000400284)	512,371
Sodexo, Inc & Affiliates (000011652)	245,061
Georgia Power (000004165)	219,831
CENGAGE Learning (0000004784)	155,367
AT&T Comm (SE) (0000400515)	98,148
Pearson Education (0000000256)	73,953
Hewlett-Packard (0000005055)	73,054
DOAS (000004262)	70,500
McGraw-Hill Companies The (0000005278)	66,497
Tyson Steel Building Products Inc. (0000004392)	65,970
ABA College Petty Cash (0000005109)	58,126
Sutton Mechanical Co Inc (0000004601)	55,227
Greenline Architecture PC (0000300515)	51,679
TIAA (000000127)	49,979
Graham Livestock Systems, LLC (0000400907)	44,900
Blackboard Inc (0000008677)	38,306
Southeastern Tennis Courts (0000004260)	33,200
Tifton City of (0000004636)	26,808
Southwest Contract (0000019519)	17,137
D&H Distributing Co (0000008843)	16,219
Nebraska Book Co (0000004004)	14,983
Champion Custom Products (0000004017)	14,100
Plant Telecommunications (0000004182)	12,804
Wescosa-Florida Inc (0000004799)	12,628
Growing Georgia (0000400546)	12,000
Numara Software (0000300904)	11,192
Board of Regents (0000004663)	10,891
Georgia Sealcoating, LLC (0000401094)	10,000
DOCO School Employees FCU (0000004200)	9,967
Montgomery Printing LLC (0000004383)	8,649

Note: iStrategy displays the drill for **Accounts Payable** instead of the budget, encumbrance and actuals drills since this is a different perspective of data than the Budget to Actual Reports.

Select the **Drill Accounts Payable** link. Another pop-up screen will display showing the voucher lines that make up the Voucher total for Georgia Power.

In the middle of the page there is a column for Payment Info that shows the Check # related to the voucher. Other key fields available are the voucher ID and invoice ID as well as chart field data.

https://frweb.usg.edu/topWindow=parent.parent&uiConfig=%20FRAMEBORDER&book=(1128BA89-4BDE-4739 - Windows Internet Explorer)

Drill to Detail Export to Excel

Details for Georgia Power (0000004165), Voucher, 2012, 57000 - Abraham Baldwin Agri College

[Record Lines]	[Voucher Lines]	[Invoice Lines]	[Vendor Lines]	[Voucher Lines]	[Voucher Lines]	[Voucher Lines]	[Voucher Lines]	[Voucher Lines]	[Voucher Lines]	[Voucher Lines]	[Voucher Lines]	[Voucher Lines]	[Voucher Lines]	[Voucher Lines]	[Voucher Lines]	[Voucher Lines]	[Voucher Lines]	[Voucher Lines]	[Voucher Lines]
[Vendor Id]	[Invoice Date]	[Invoice Date]	[Vendor Id]	[Vendor Name]	[Description]	[Monetary Amount]	[Po Id]	[Payment Applied Amount]	[Payment Info]	[Source Key]	[Unique Description]	[Source Key]	[Class]	[Department]	[Fund]	[Program]	[Project]	[Voucher Lines]	
1	04017555	00033-48409 2011-06-27 6/2011	0000004165	Georgia Power	MAIN	103385.490		103385.490	Chk#177108 Date:07/08/2011 Amt\$103385.49	717200	717200 - Electricity (57000)	2012	11000	9940000	10600	17400	UNSPECIFIED	103385.49	
2	04017600	46503-18000 2011-06-28 6/2011	0000004165	Georgia Power	Street lights	20.530		-20.530	Chk#177127 Date:07/08/2011 Amt\$20.53	717200	717200 - Electricity (57000)	2012	11000	9940000	10600	17400	UNSPECIFIED	20.53	
3	04018052	90857-40011 2011-07-14 7/2011	0000004165	Georgia Power	DS/F&S	364.460		-364.460	Chk#177413 Date:07/27/2011 Amt\$10330.93	717200	717200 - Electricity (57000)	2012	11000	4000110	10000	11300	UNSPECIFIED	364.46	
4	04018055	91697-40013 2011-07-14 7/2011	0000004165	Georgia Power	pump	76.510		-76.510	Chk#177413 Date:07/27/2011 Amt\$10330.93	717200	717200 - Electricity (57000)	2012	11000	4000110	10000	11300	UNSPECIFIED	76.51	

Close

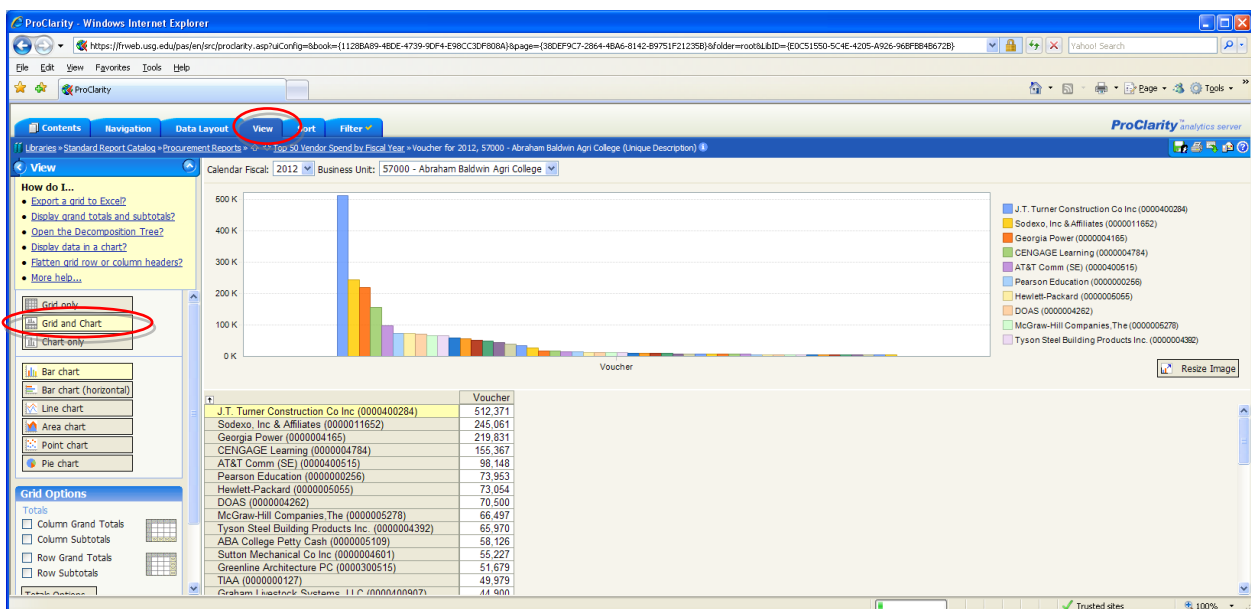
Users have the option to export this data to Microsoft Excel if needed - Please see page 29 (section 5) on the iStrategy Executive User Training Guide for tips on exporting iStrategy report data to Excel.

Additional Options for Displaying Procurement Reports

View Tab

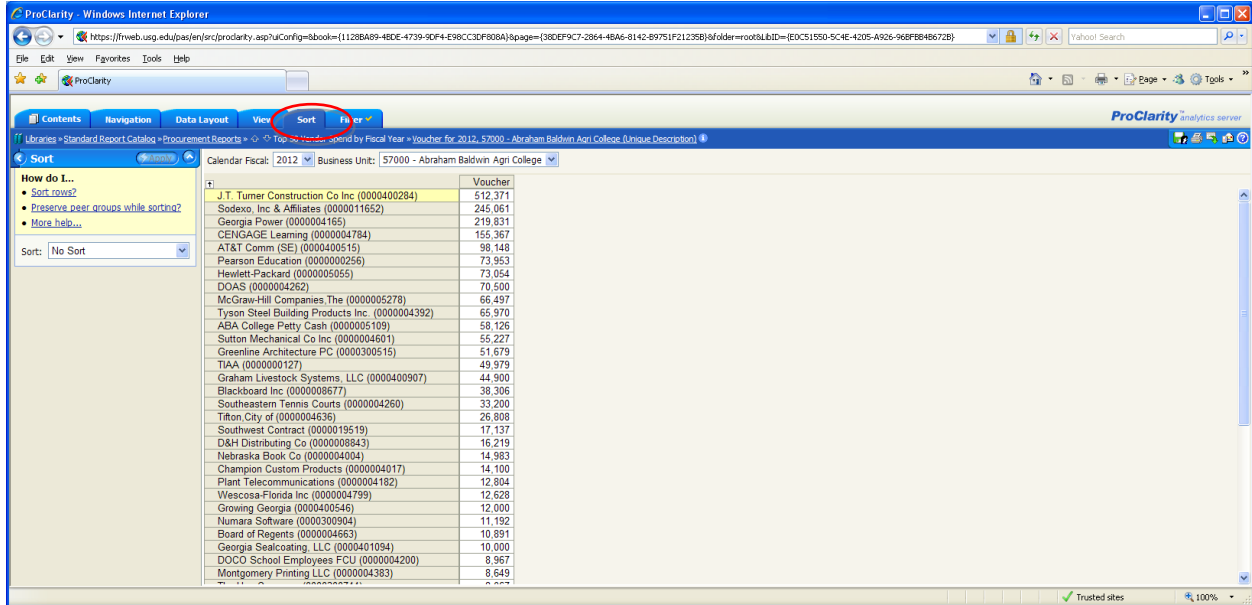
Just like the budget to actual reports, you can use the view tab to show a grid and/or a chart for vendor spend data.

In this example, the chart shows vendor spend by year and the differences between the year. To chart this data, select the **View** tab and then select the **Grid and Chart** option on the left side of the screen.

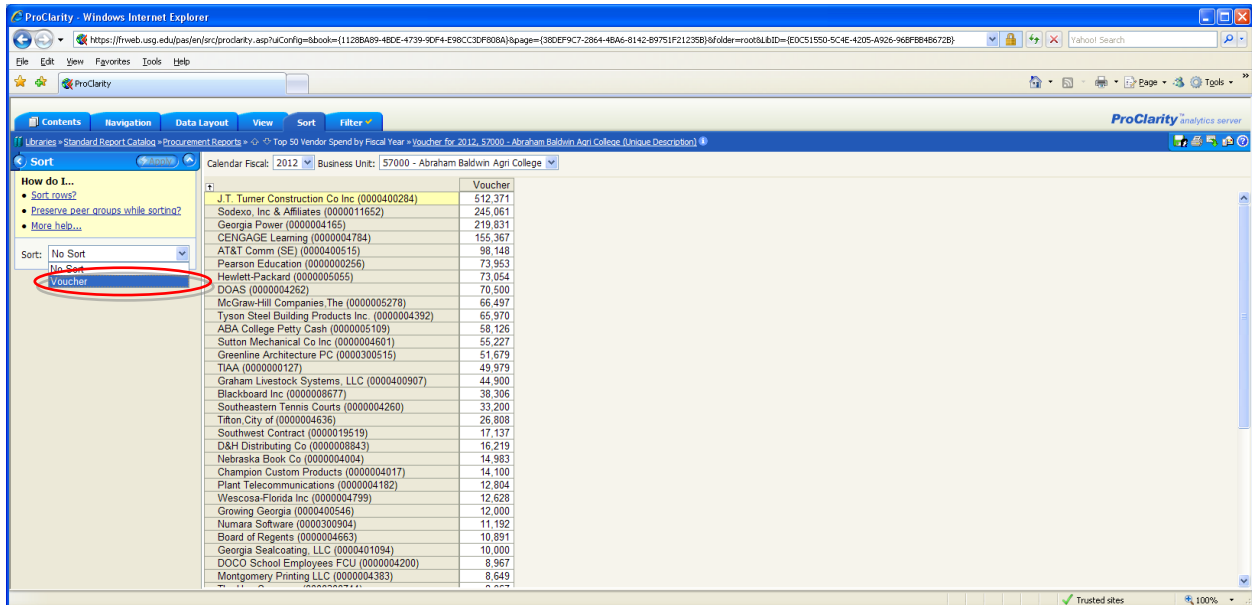


Sort Tab

By default, the data on the Vendor Spend report is sorted high to low. However, to sort the data differently, select the **Sort** tab at the top of the screen.



On the left side of the screen, change the sort option from **No Sort** to **Voucher**.

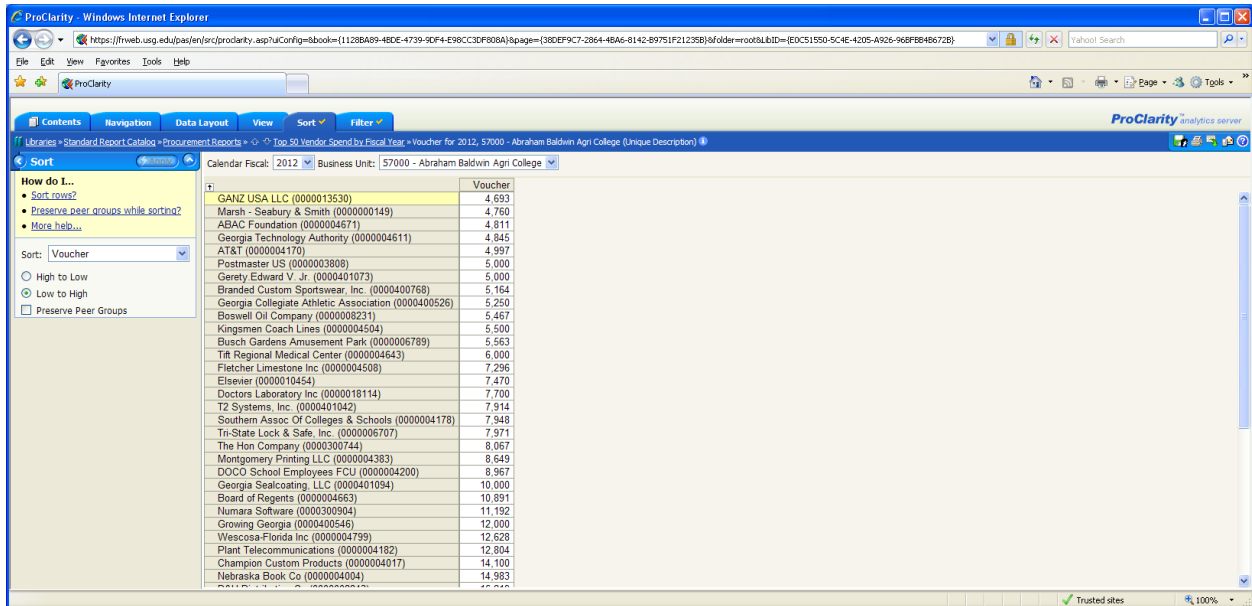


You are then prompted to select how to sort the data. For this example, the sort order is **Low to High**.
Click the **Apply** button (flashing).

The screenshot shows the ProClarity software interface in Internet Explorer. The browser address bar displays a URL starting with 'https://fweb.usg.edu/pa/en/src/proclarity...'. The main content area shows a report titled 'Top 50 Vendor Spend by Fiscal Year - Voucher for 2012 - Abraham Baldwin Agri College'. The report is sorted by 'Voucher' amount in descending order. A 'Sort' panel on the left is open, showing the 'Sort' dropdown set to 'Voucher' and the 'Low to High' radio button selected. The 'Apply' button in the 'Sort' panel is highlighted with a red circle. The table below lists the top 50 vendors with their voucher numbers and amounts.

Vendor	Voucher
J.T. Turner Construction Co Inc (0000400284)	512,371
Sodexo, Inc & Affiliates (0000011652)	245,061
Georgia Power (0000004165)	219,831
CEVNGAGE Learning (0000004784)	155,367
AT&T Comm (SE) (0000400515)	98,148
Pearson Education (0000000256)	73,953
Hewlett-Packard (0000005055)	73,054
DOAS (0000004262)	70,500
McGrave-Hill Companies The (0000005278)	66,497
Tyson Steel Building Products Inc. (0000004392)	65,970
ABA College Petty Cash (0000005109)	58,126
Sutton Mechanical Co Inc (0000004601)	55,227
Greenline Architecture PC (0000300515)	51,679
TIAA (0000000127)	49,979
Graham Livestock Systems, LLC (0000400907)	44,900
Blackboard Inc (0000008677)	38,306
Southeastern Tennis Courts (0000004260)	33,200
Tifton City of (0000004636)	26,808
Southwest Contract (0000019519)	17,137
D&H Distributing Co (0000008843)	16,219
Nebraska Book Co (0000004004)	14,983
Champion Custom Products (0000004017)	14,100
Plant Telecommunications (0000004182)	12,804
Wescosa-Florida Inc (0000004799)	12,628
Growing Georgia (0000400545)	12,000
Numata Software (0000300904)	11,192
Board of Regents (0000004663)	10,891
Georgia Sealcoating, LLC (0000401094)	10,000
DOCO School Employees FCU (0000004200)	8,967
Montgomery Printing LLC (0000004383)	8,649

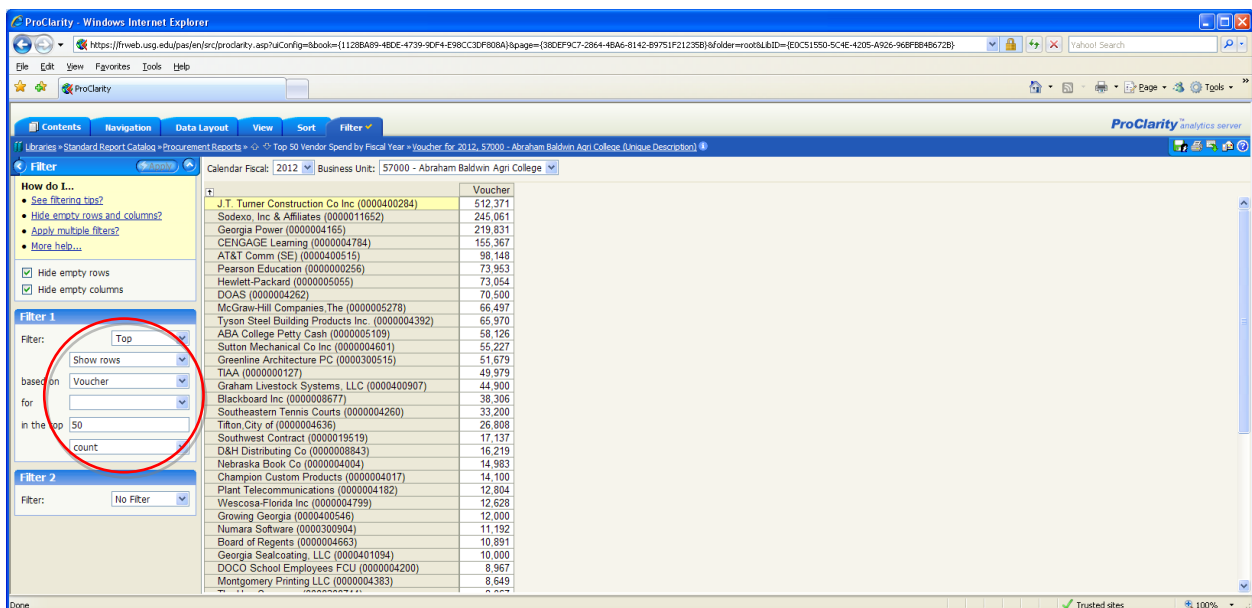
The data now displays from low to high.



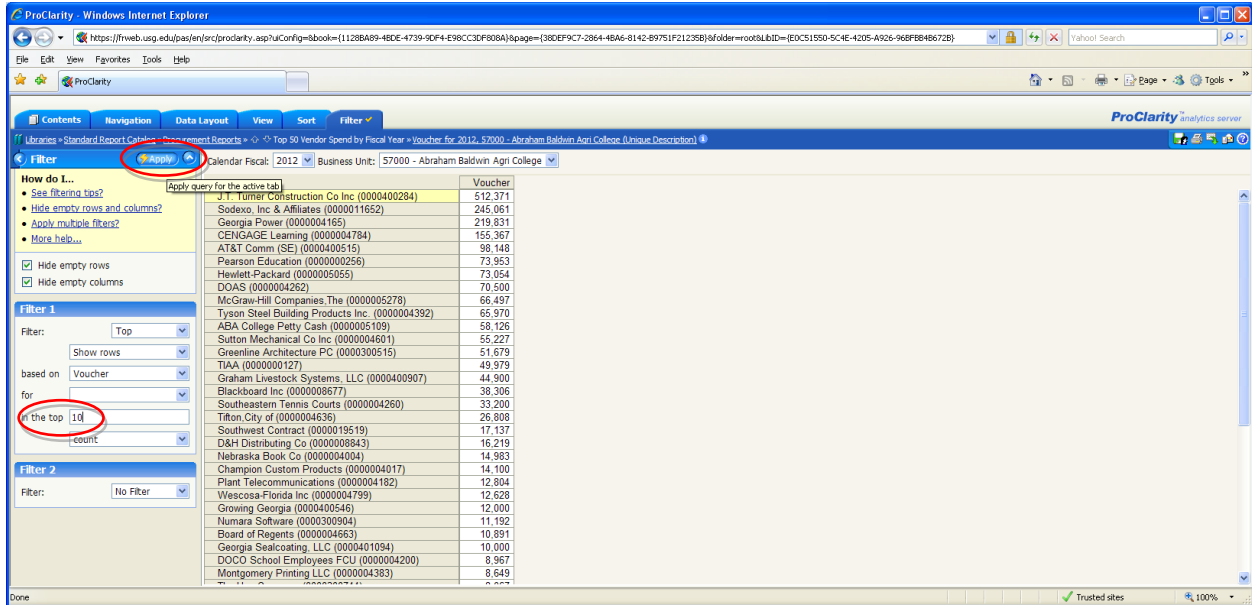
Filter Tab

The Filter tab allows users to change the number of vendors that display on the Vendor Spend report. In this example, we ran the **Top 50 Vendor Spend by Fiscal Year report** and selected the **Filter** tab at the top of the screen.

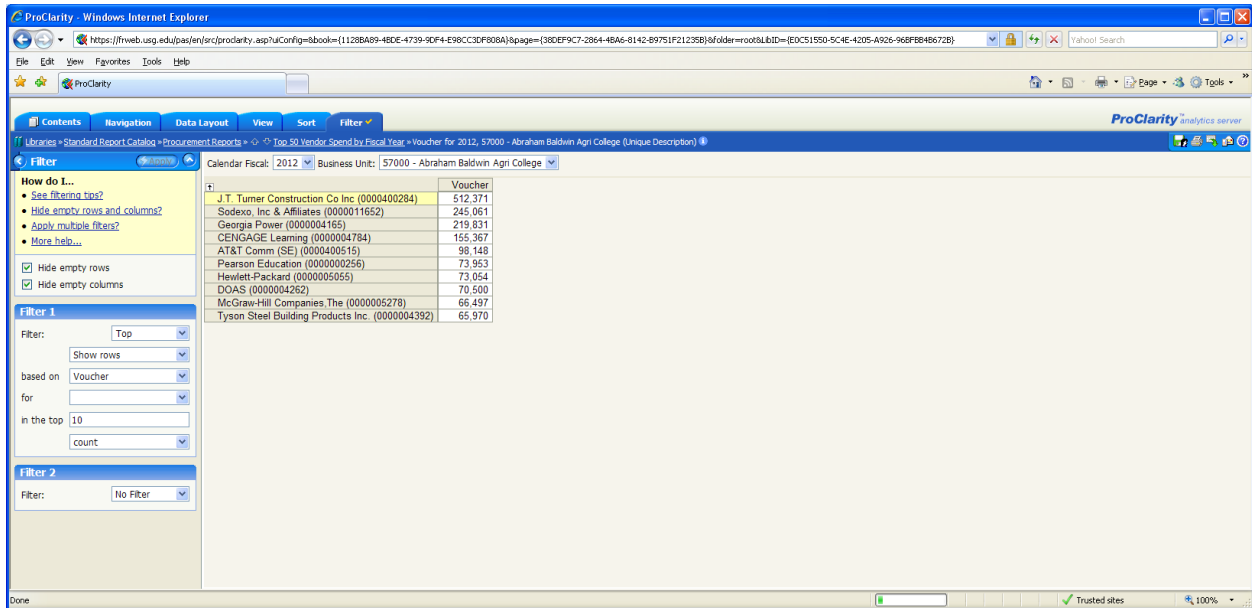
On the left side of the screen, note that the criteria is already entered by the developer to display the top 50 rows by voucher.



To modify the report to show only the top 10 vendors, change the **in the top** number from 50 to 10 and then select the **Apply** button.

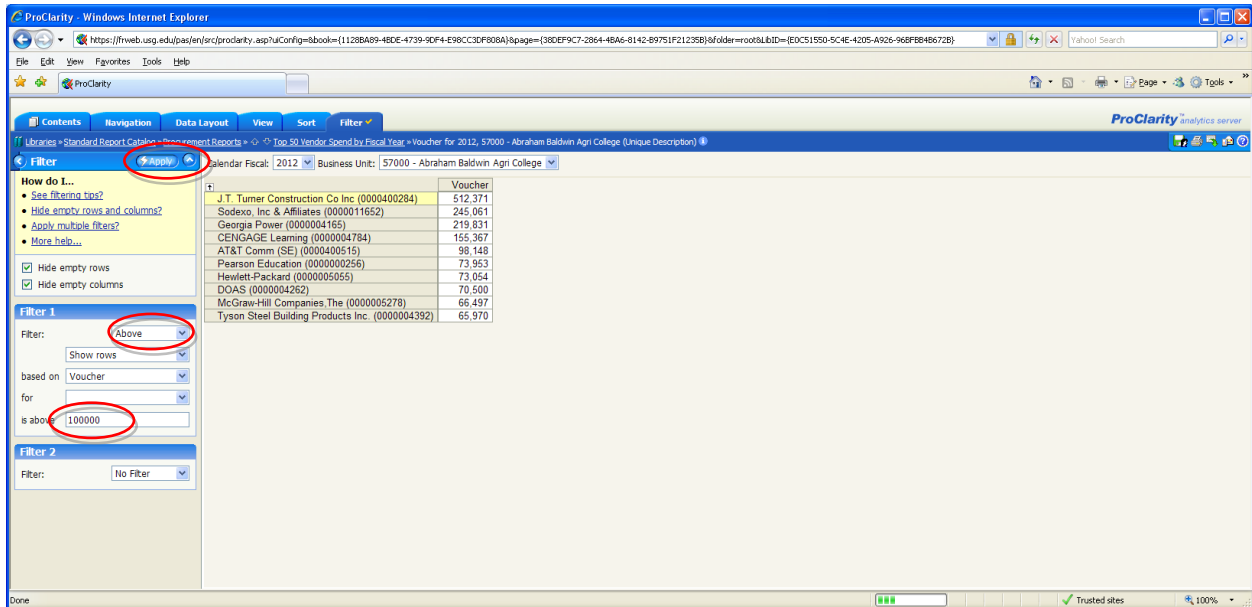


The report now shows the top 10 vendors.

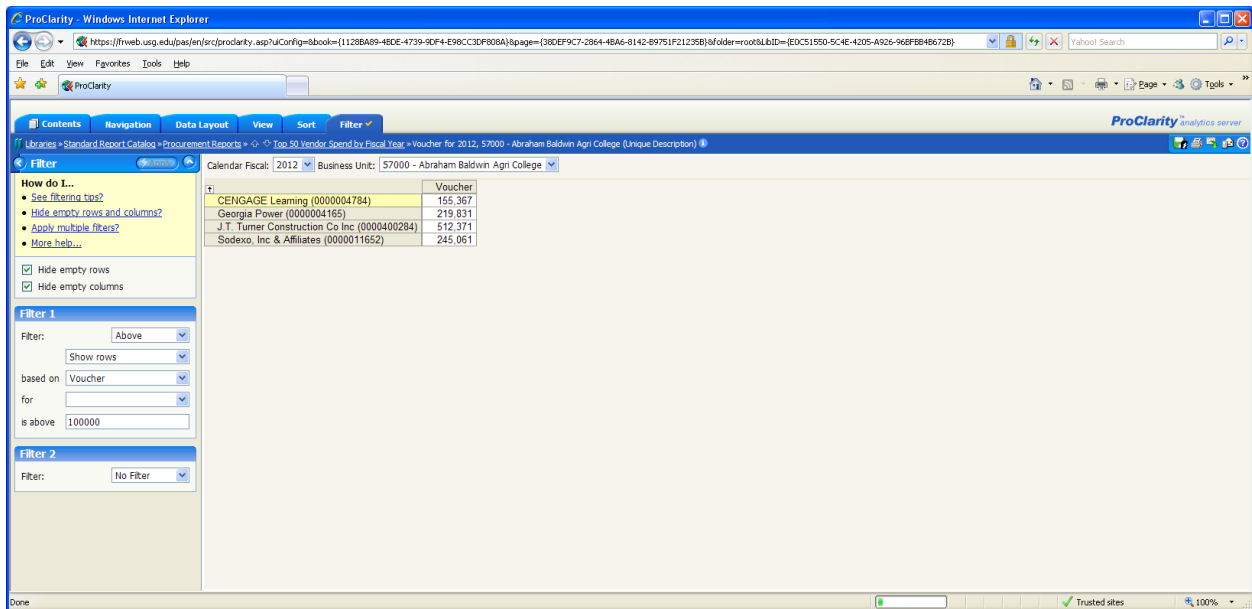


Other filtering options exist to show different views of the report.

In this example, we want vendors whose voucher spend is above \$100,000 for the fiscal year. To see this data, change the **Filter 1** criteria from **Top** to **Above** and then enter 100000 in the **is above** line. Click **Apply**.



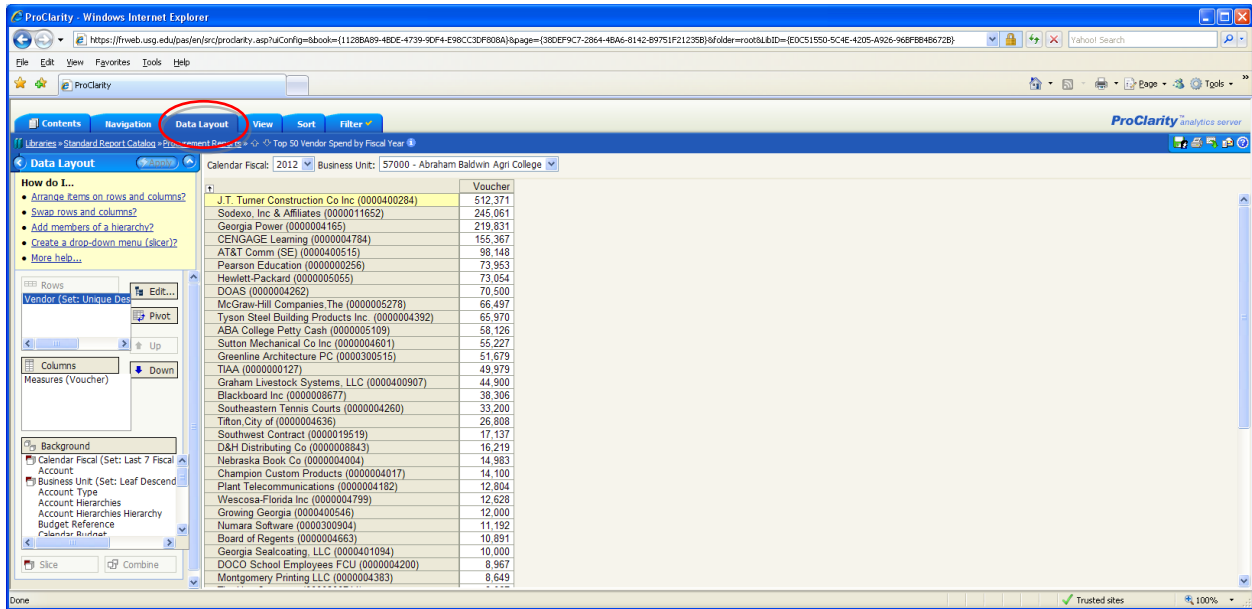
The report now shows vendors whose voucher spend is above \$100,000 for the selected Fiscal Year.



Customizing the Vendor Spend Report

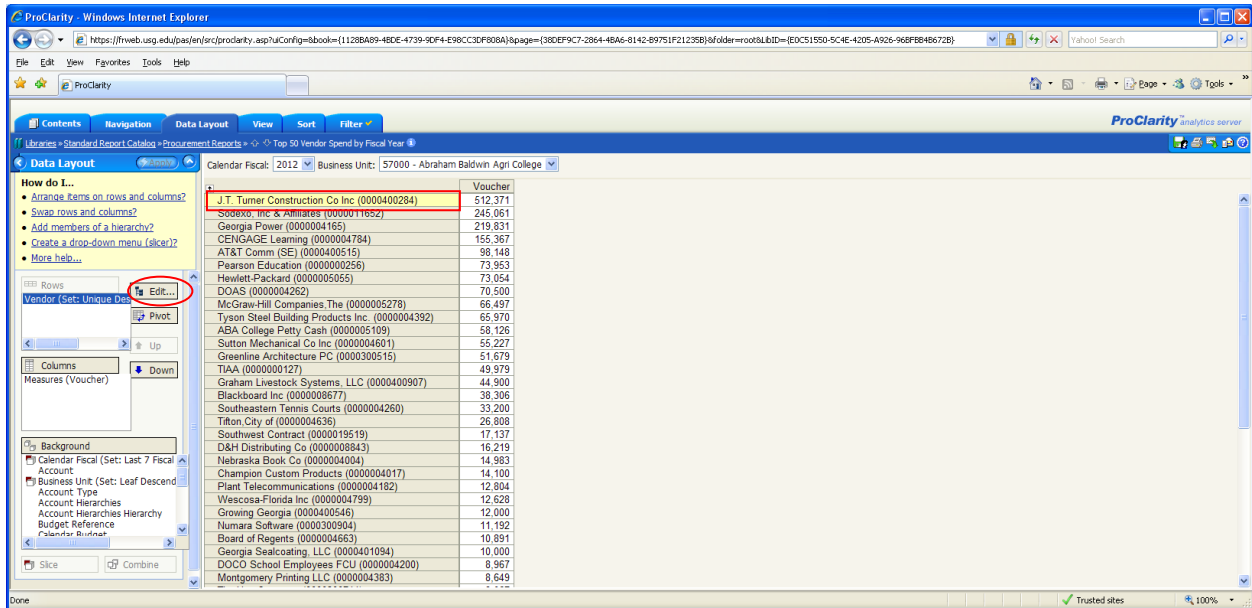
The Data Layout tab is used similarly in Vendor Spend reports as it is in Budget to Actuals reports. In both reports, users have the option to customize the report to fit their preferences.

To customize the report, select the **Data Layout** tab at the top of the screen.

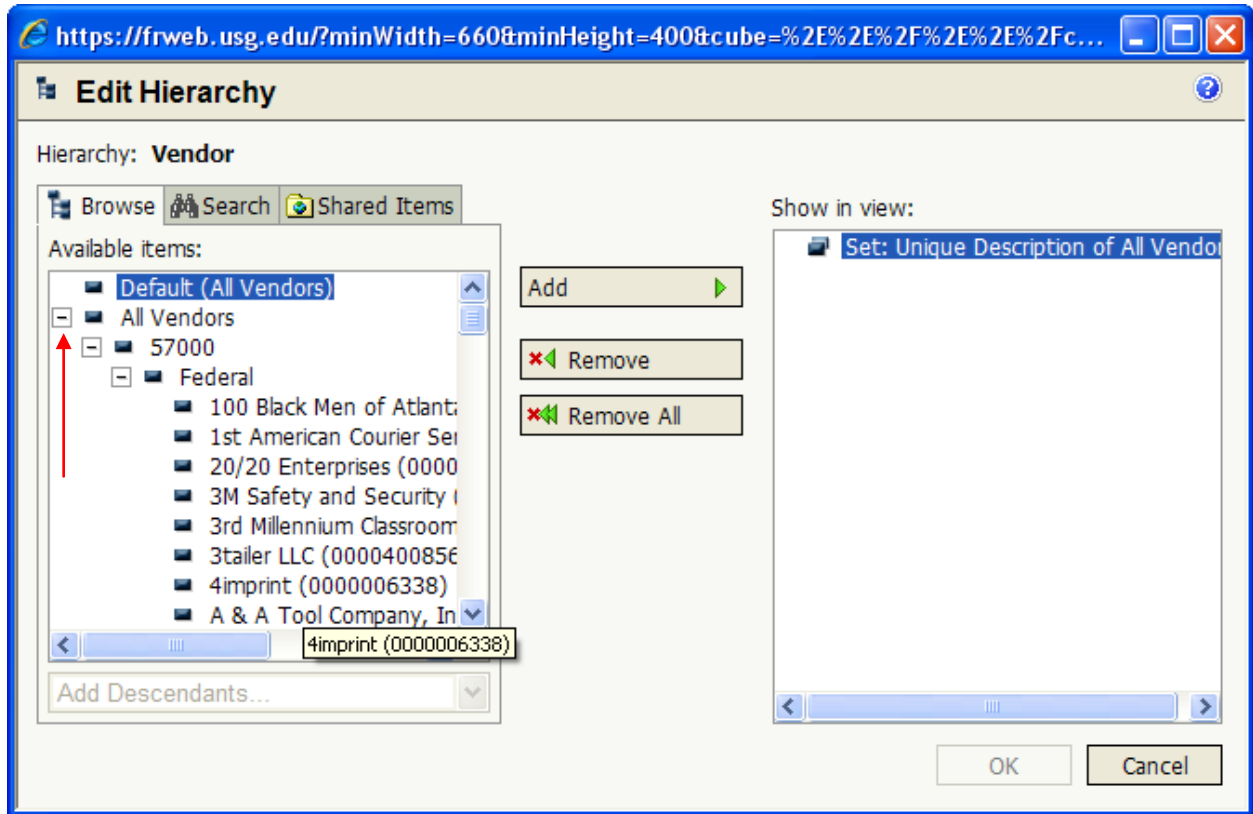


Edit Functionality

To edit the vendor information in the **Data Layout** tab, make sure the vendor is highlighted in the rows section and click on the **Edit** button.

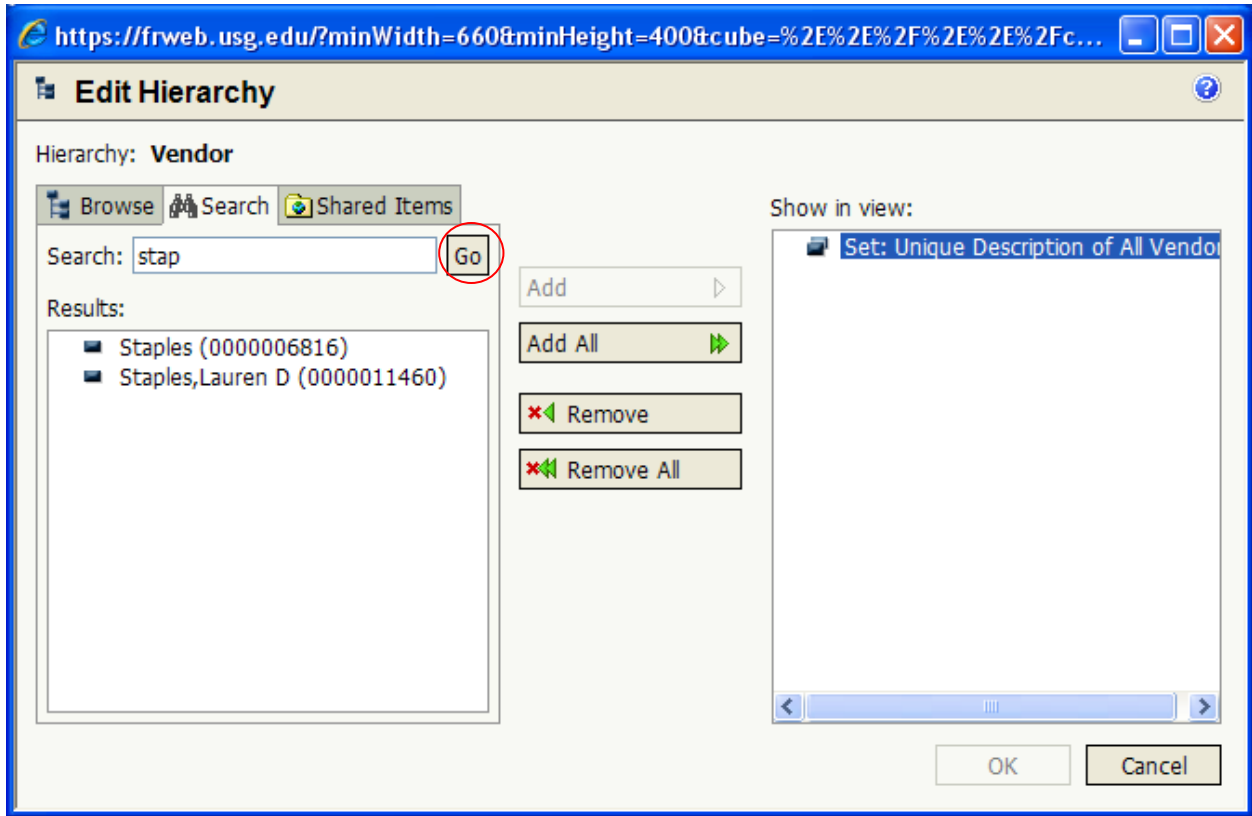


Expand the vendor dimension and scroll down to find vendors you wish to display on the report.

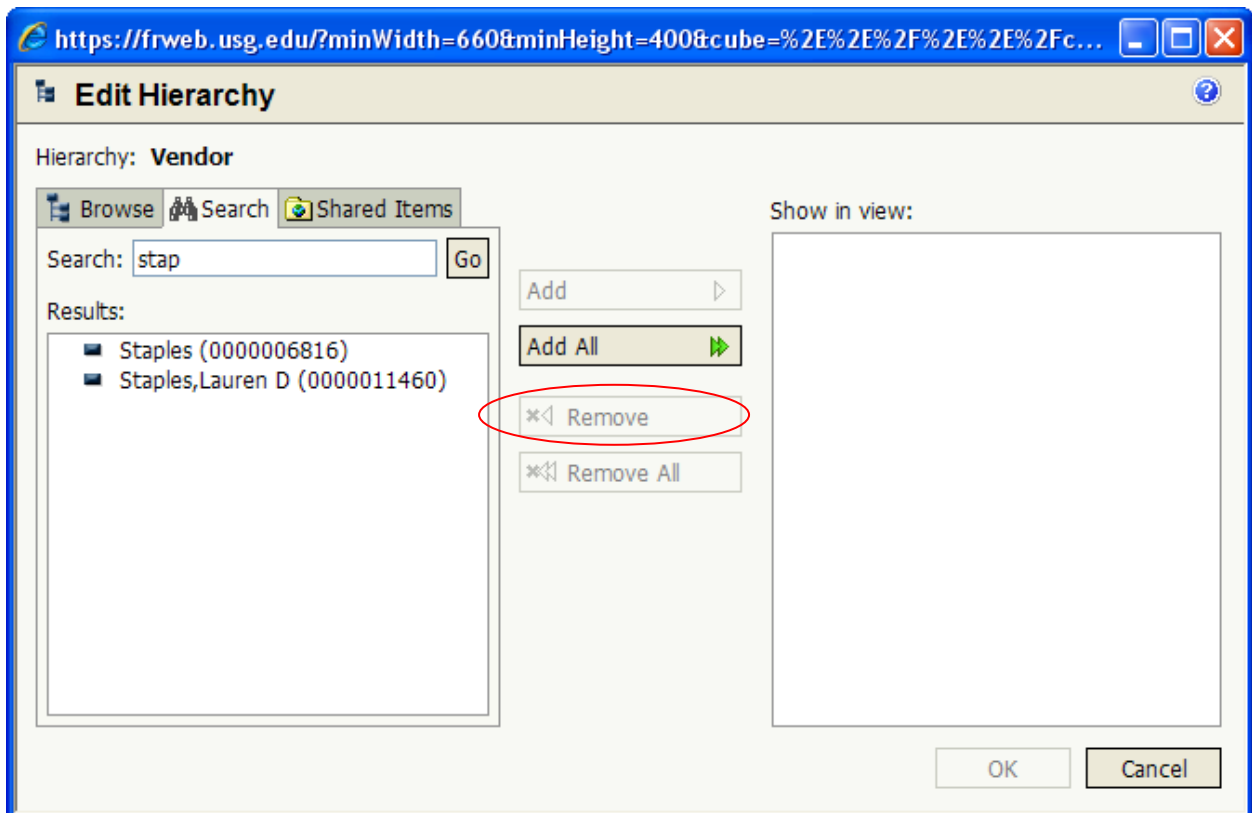


As an alternative users can search by Vendor Name and/or Vendor ID to quickly identify a vendor using the **Search** tab.

In this example, select the **Search** tab and type in the vendor name “Stap” and click the “Go” button. Note: iStrategy is not case sensitive, so the same results will show for “STAP,” “stap,” or “Stap.”

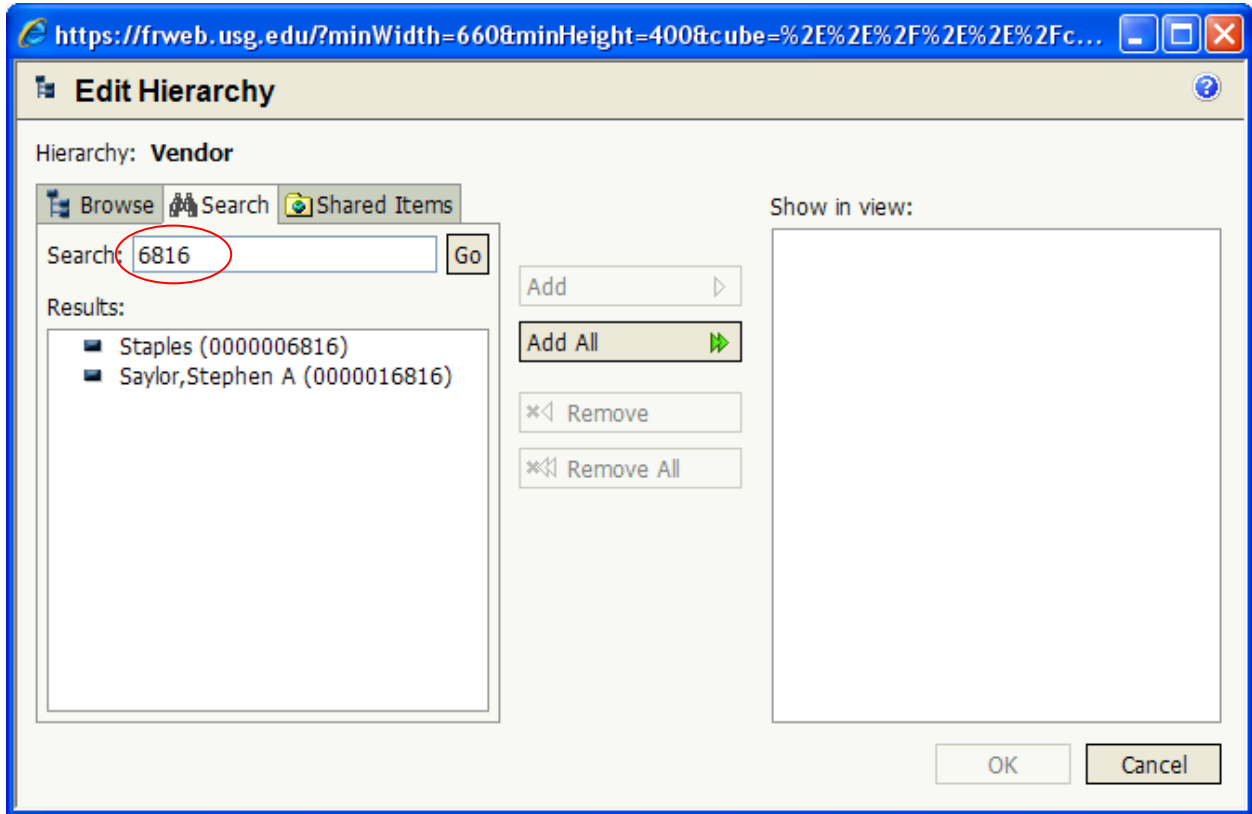


Next, select the **Remove** button. This will clear out the **Show in View** section.

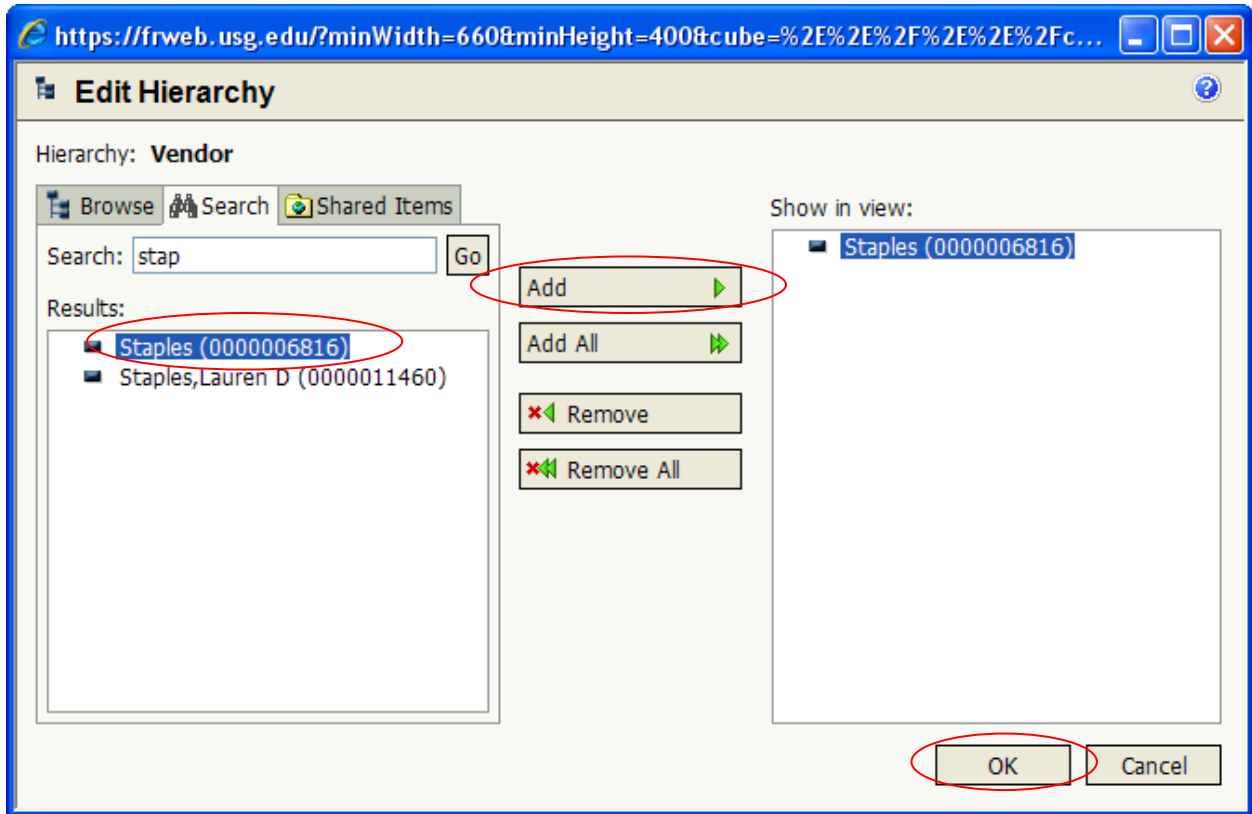


Then select the Staples vendor. Click the **Add** button.

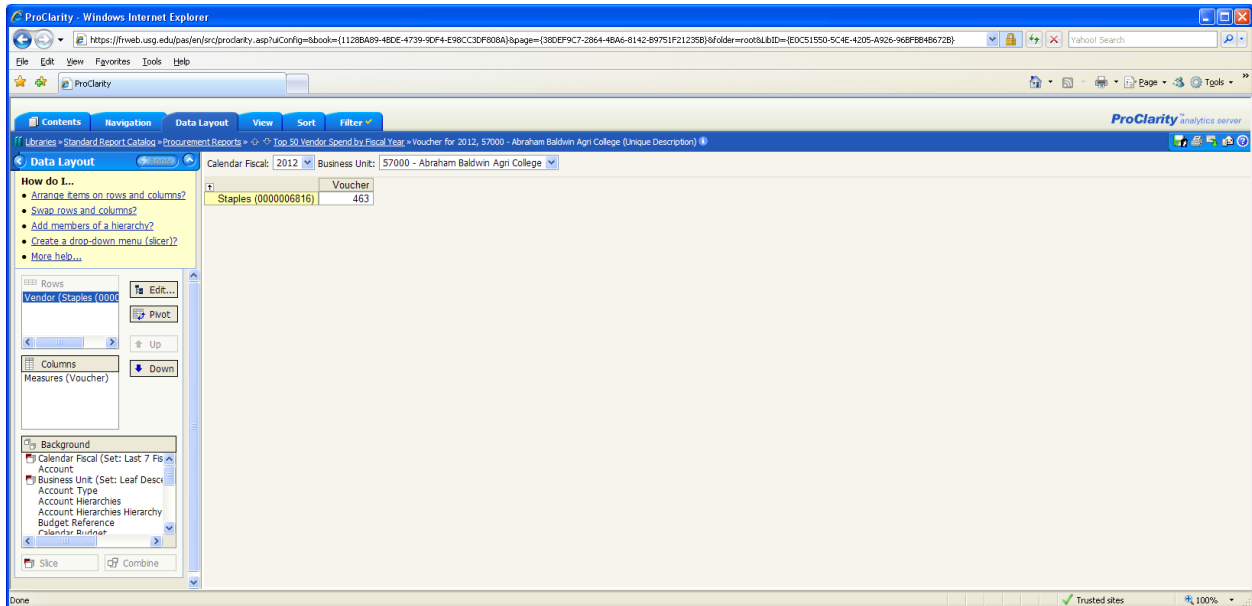
Alternately, a user can also search by Vendor ID by following the same steps.



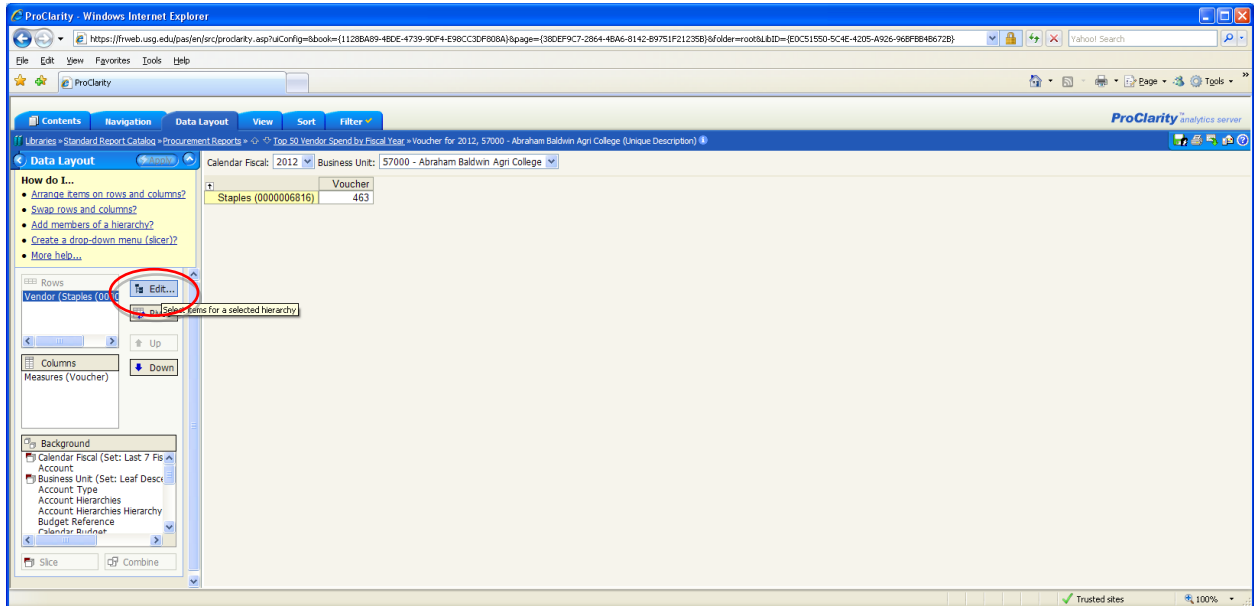
Select OK.



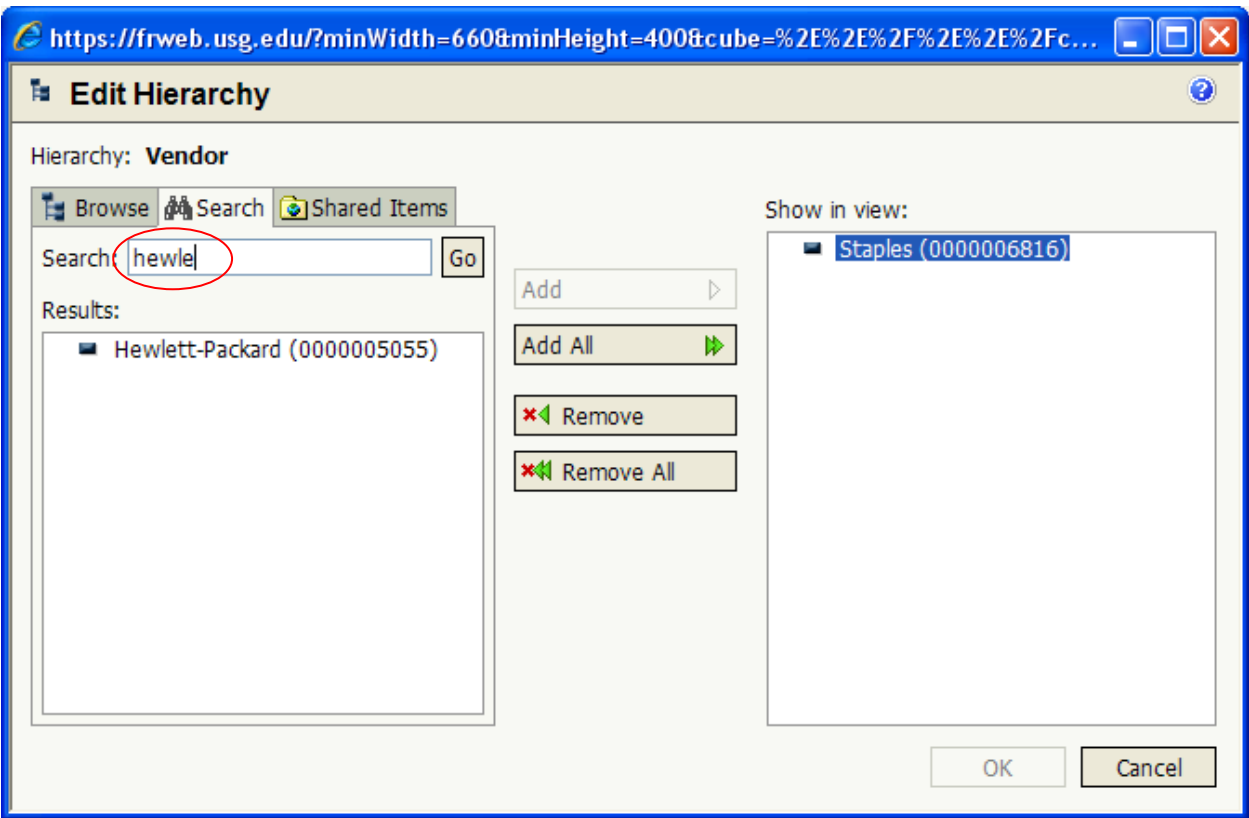
The report will show just the vendor spend for Staples.



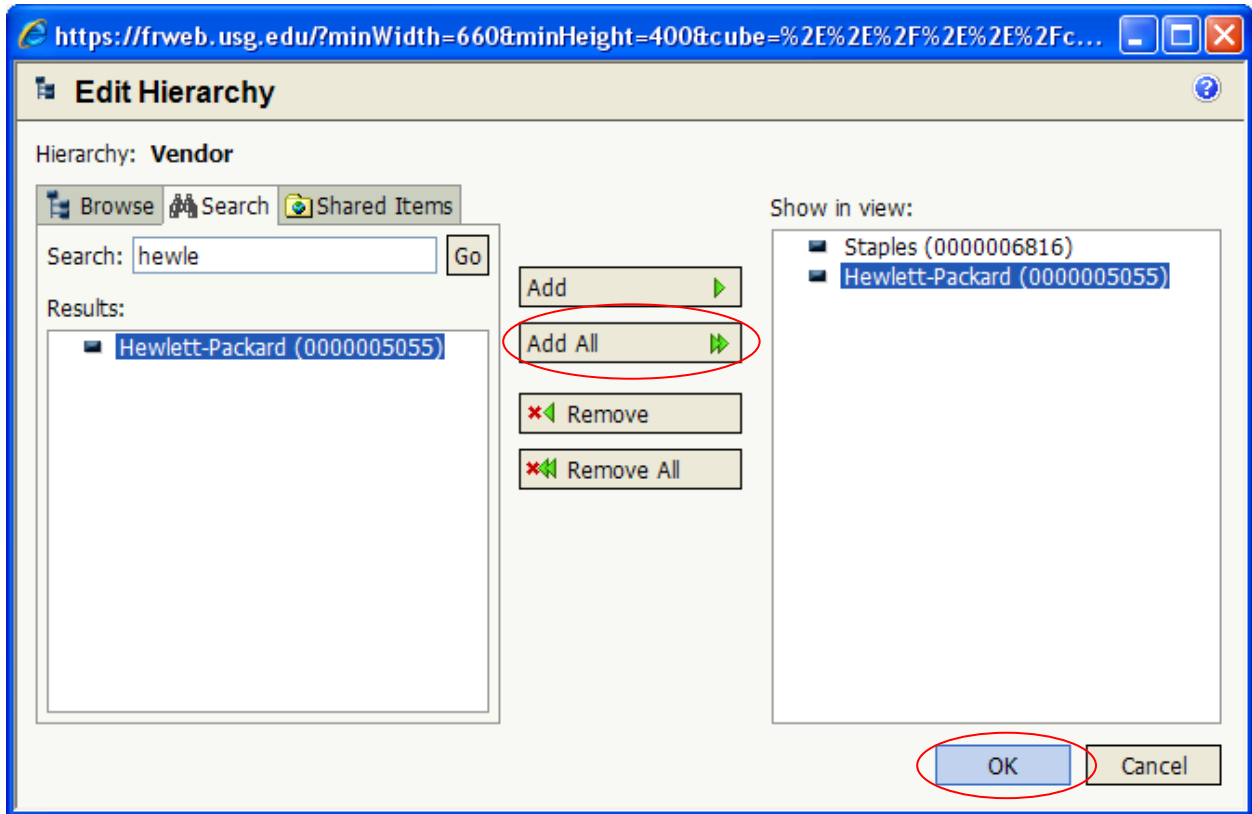
Add another vendor to the report by selecting the **Edit** button again.



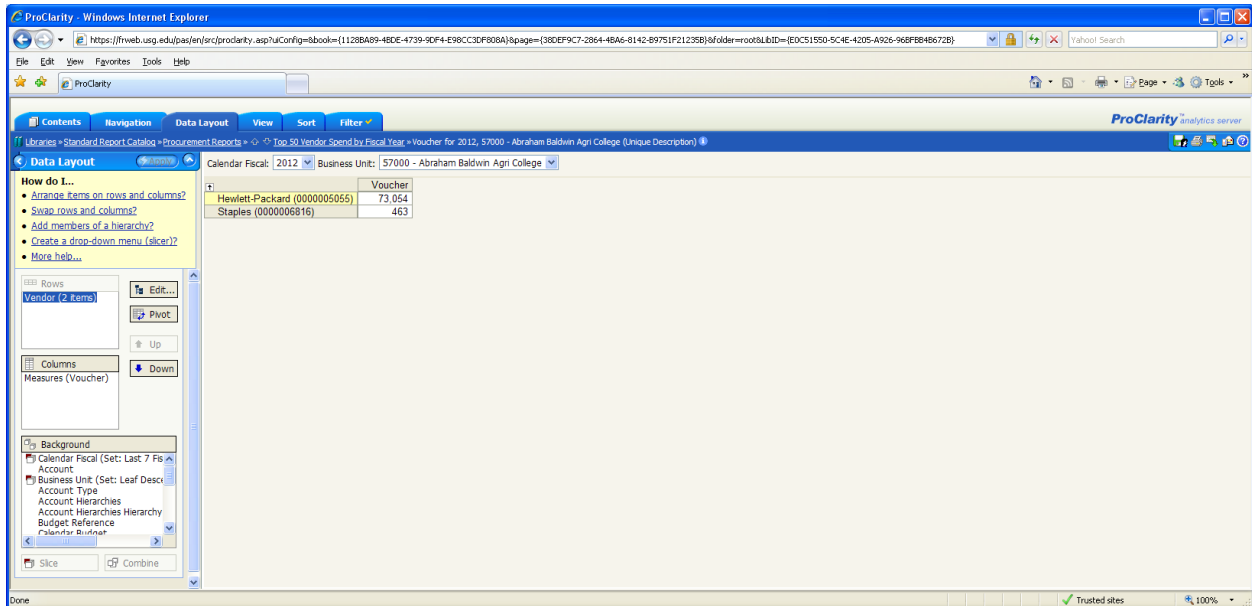
For this example, click on the **Search** tab and type in “hewle.” Results should come back to display the vendor “Hewlett-Packard.” Or, type “hp” to make sure that all Hewlett Packard vendors are covered in the search.



Once the vendor information returns in the search engine, click the **Add All** button and select **OK**.

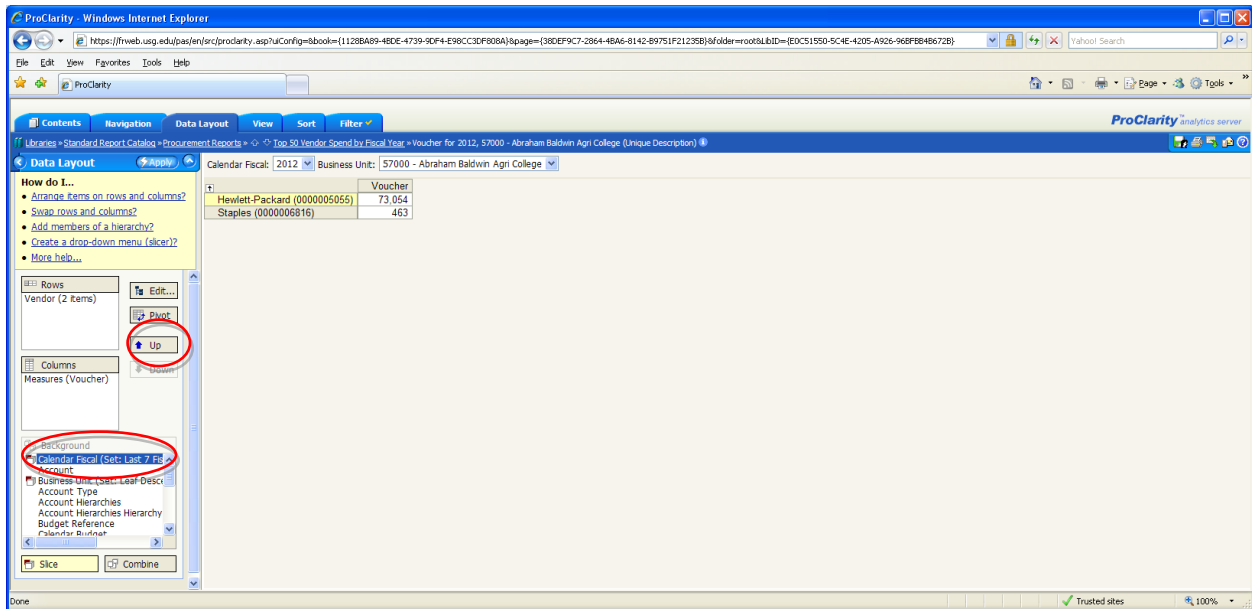


The report now shows data for Hewlett-Packard and Staples.

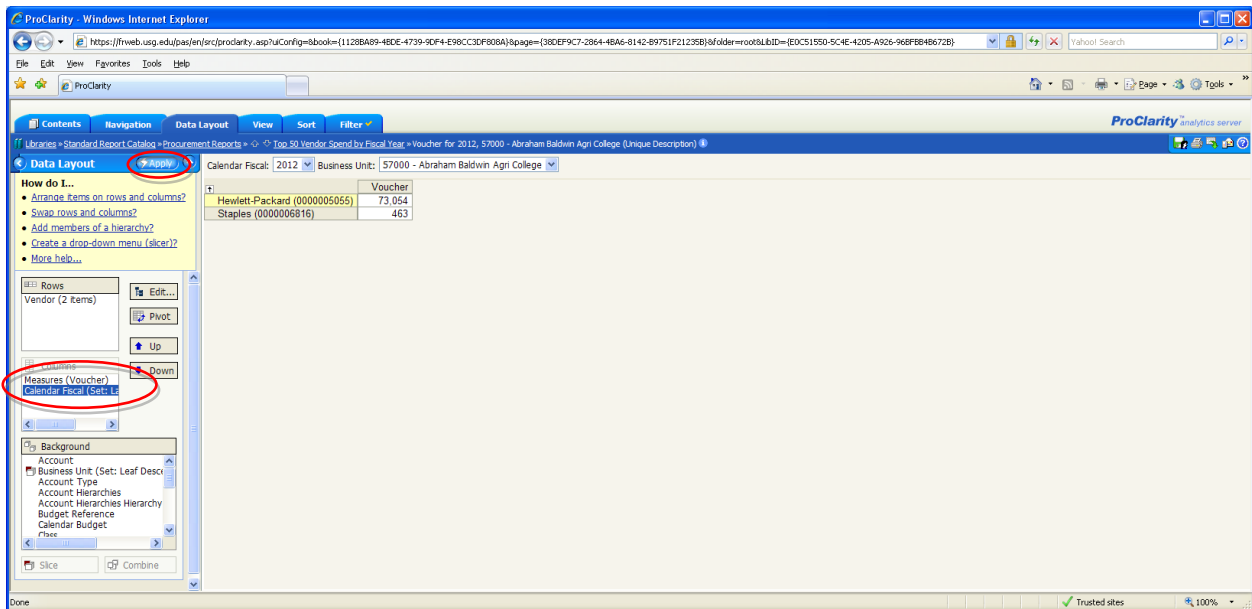


Continuing with this example, we will customize the report to see the spend data for these vendors for multiple fiscal years. To do this, we must remove the slicer for fiscal year and make it a dimension in the columns section - this is called nesting.

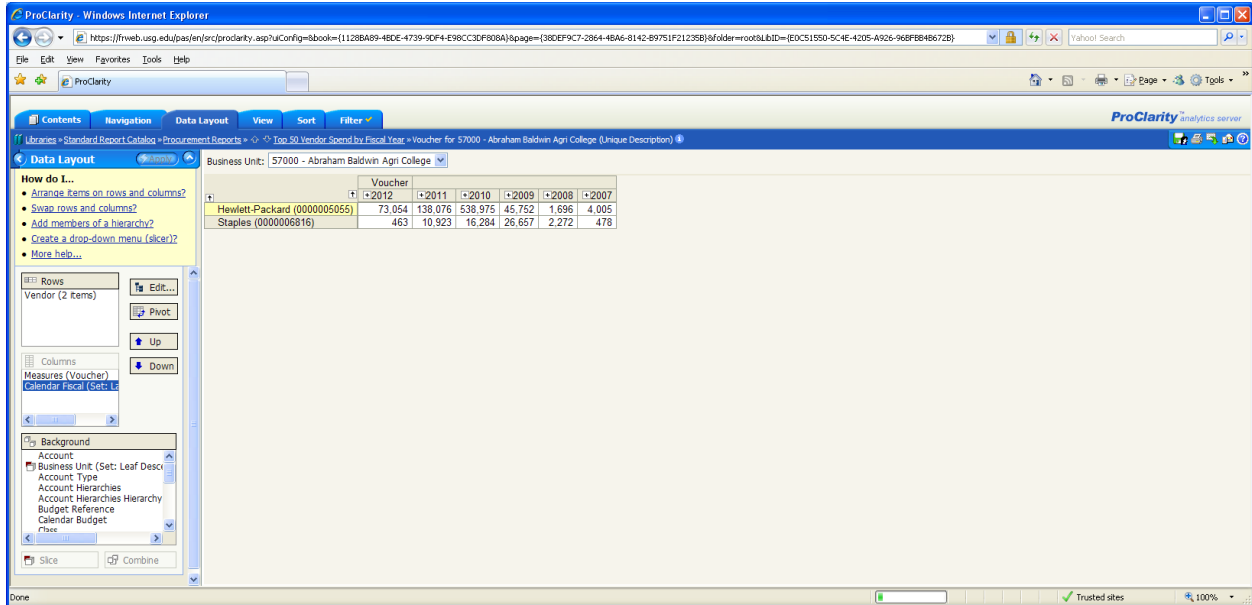
First, go to the **Data Layout** page and find the **Calendar Fiscal** Dimension. In this example, it is in the **Background** section on the left side of the page. Select the **Calendar Fiscal** Dimension and click the **Up** button.



This will move the dimension from the **Background** section to the **Columns** section. Click the **Apply** button.

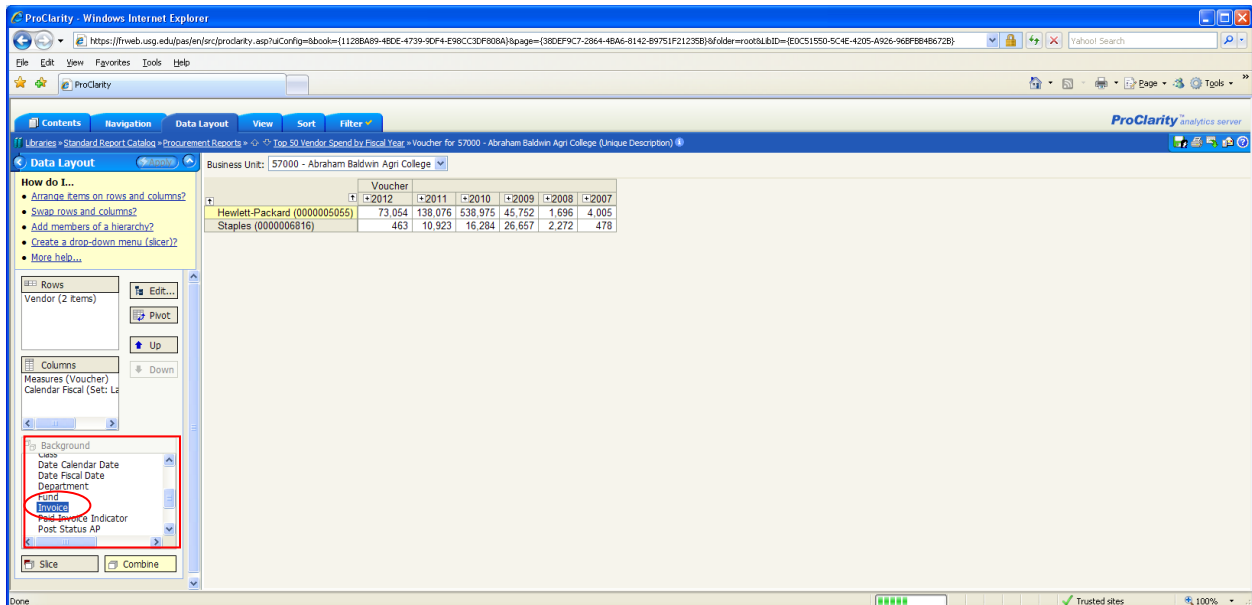


The Fiscal Year slicer has been removed and the data is now displayed for multiple fiscal years from 2012 to 2006.

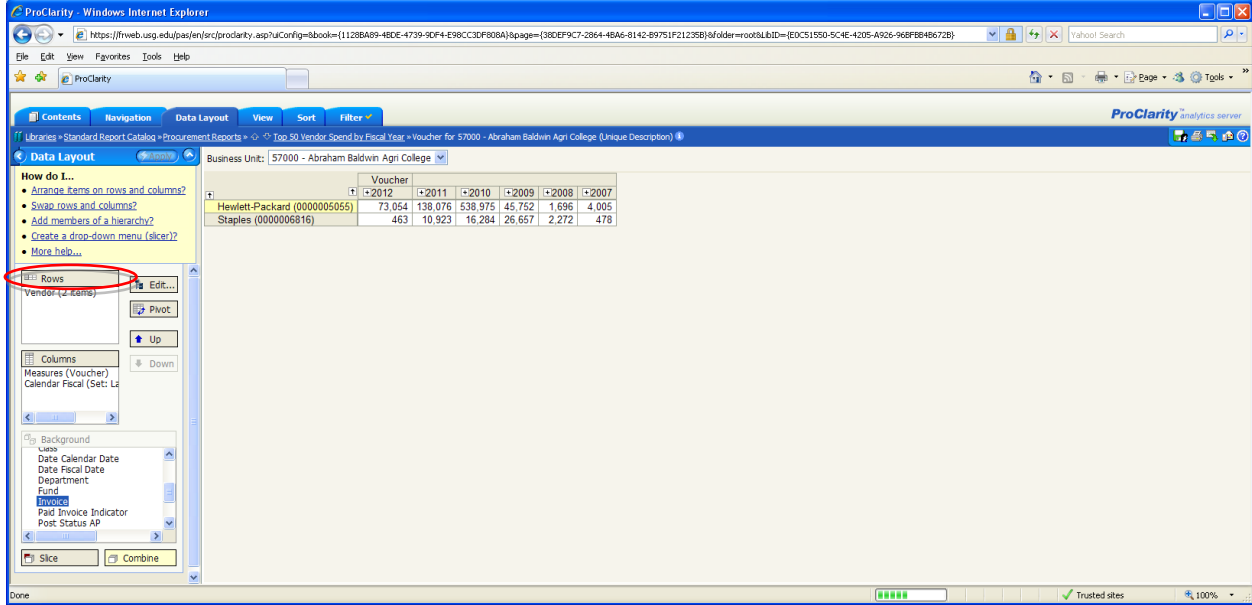


For this example, we also want to add the invoices that make up the voucher spend to this report. This involves nesting to show the vendor and the invoice in the same section.

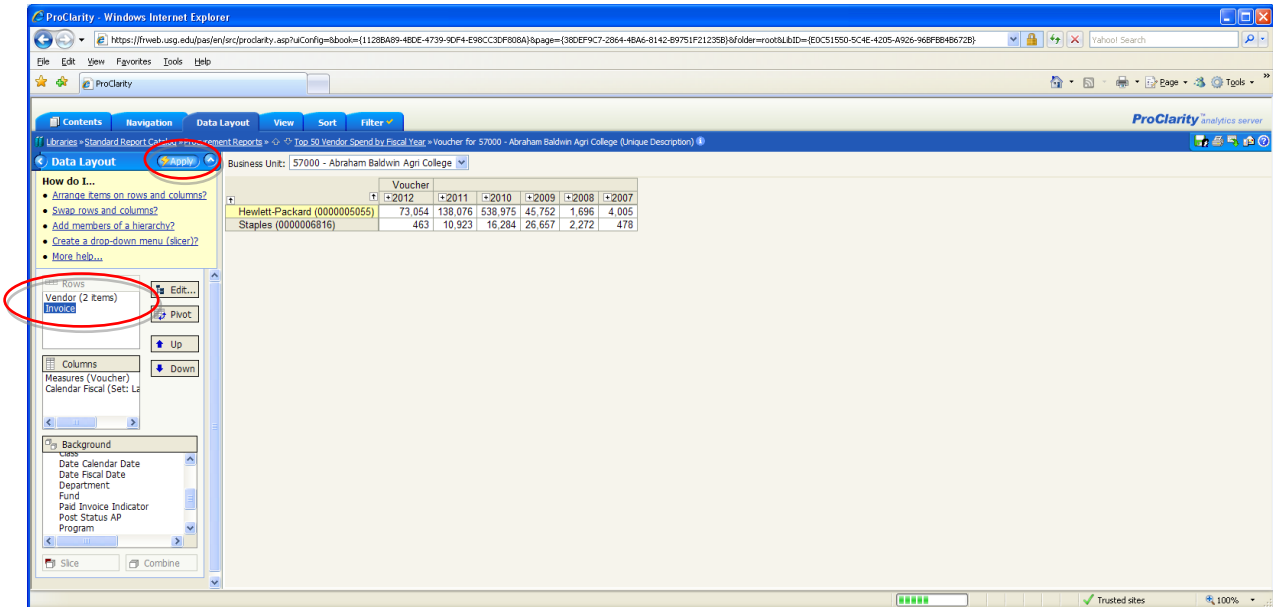
First, scroll down in the **Background** section and select **Invoice**.



Once invoice is selected, click on the **Rows** heading above the Vendor dimension. This will move the invoice up to the **Rows** section with the Vendor. Note: This is an alternative to using the **Up** button.



When the Invoice is in the **Rows** section, click the **Apply** button.



The report now shows all invoices for the vendors Hewlett Packard and Staples for multiple fiscal years.

The screenshot shows a ProClarity report titled "Top 50 Vendor Spend by Fiscal Year" for Business Unit 57000. The report is summarized by Vendor and All Invoices. The data is as follows:

Vendor	All Invoices	2012	2011	2010	2009	2008	2007
Hewlett-Packard (0000005055)	All Invoices	73,054	138,076	538,975	45,752	1,696	4,005
Staples (0000006816)	All Invoices	463	10,923	16,284	26,657	2,272	478

Note: To expand all invoices, select the + (Expand) just to the left of All Invoices. This expands the invoices to show the report by Invoice ID.

The screenshot shows the expanded report for Hewlett-Packard (0000005055). The report is broken down by Invoice ID and All Invoices. The data is as follows:

Invoice ID	All Invoices	2012	2011	2010	2009	2008	2007
40814973							138
40827282							1,710
40670866							1,805
40882543							351
44793619					196		
66365544			2,775				
66365545			124				
46157805					461		
48958771			375				
48954173			49				
49987040			899				
66412998			124				
66412997			2,775				
66365546			124				
6641300			124				
66474696			2,775				
66474708			124				
49283051			1,294				
49155153			24				
46215790				42,640			
46248770				3,192			
46215672				798			
46264963				-798			
46264964				798			
66474722			124				
45230356						351	
45232495						327	
45265302						5,400	

You may preserve this report for future use by selecting the **Save to My Views** icon.

The screenshot shows the ProClarity interface with a report titled "Top 20 Vendor Spend by Fiscal Year - Voucher for 57000 - Abraham Baldwin Agri College". The report is a pivot table with "Voucher" as the row label and years from 2012 to 2007 as columns. The data is for "Hewlett-Packard (0000005055)". A red circle highlights the "Save to My Views" icon in the top right corner of the application window.

Voucher	2012	2011	2010	2009	2008	2007
Hewlett-Packard (0000005055) - All Invoices	73,054	138,076	538,975	45,752	1,696	4,005
40814973						138
40827282						1,710
40670866						1,805
40882543						351
44793819				196		
66365544		2,775				
66365545		124				
45157805					461	
48958771		375				
48954173		49				
48987040		899				
66412998		124				
66412997		2,775				
66365546		124				
6641300		124				
66474696		2,775				
66474708		124				
49283051		1,294				
49185153		24				
46215790			42,640			
46248770			3,192			
46215872			798			
46264963			-798			
46264964			798			
66474722		124				
45230356					351	
45232495					327	
45265302					5,400	

Type a name for the report and click **Save**.

The screenshot shows the "Save to My Views" dialog box. The "Page Name" field contains the text "HP_Staples vendor spend with invoice number". The "Save In" dropdown menu is set to "My Views". There are "Save" and "Cancel" buttons at the bottom right of the dialog.