Procurement Reports

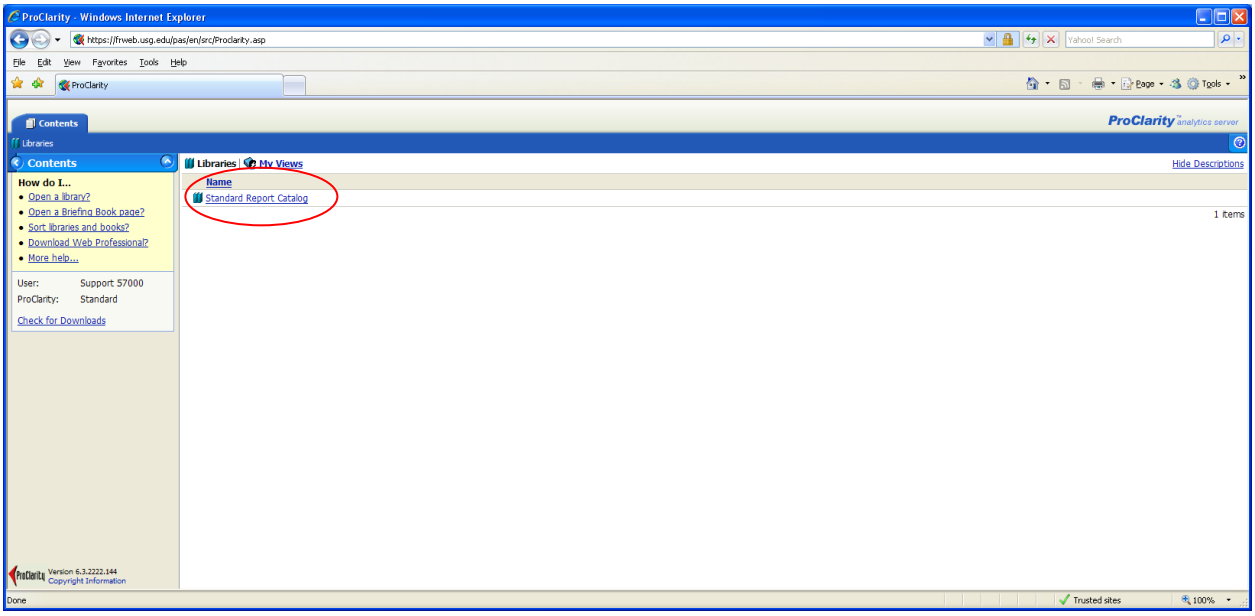
Procurement Reports is a new Briefing Book in the iStrategy Standard Report Catalog (as of June 2011). The first delivered report in the Procurement Reports Briefing Book is Top 50 Vendor Spend by Fiscal Year. The Top 50 Vendor Spend report offers an Accounts Payable "perspective," including dimensions 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

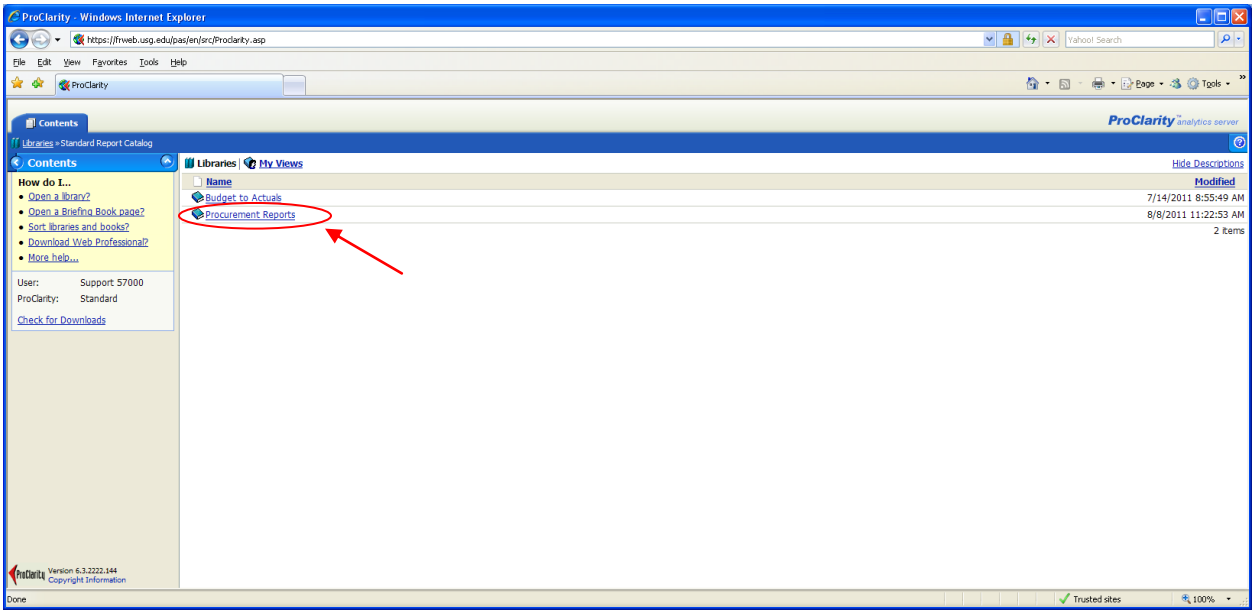
Security roles apply to the Procurement Reports library. If a user is setup with restricted access (i.e. department security) he or she will also have restricted access for the Vendor Spend Reports. For example, when a restricted user runs a Top 50 Vendor Spend Report, he or she will only see the vendor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



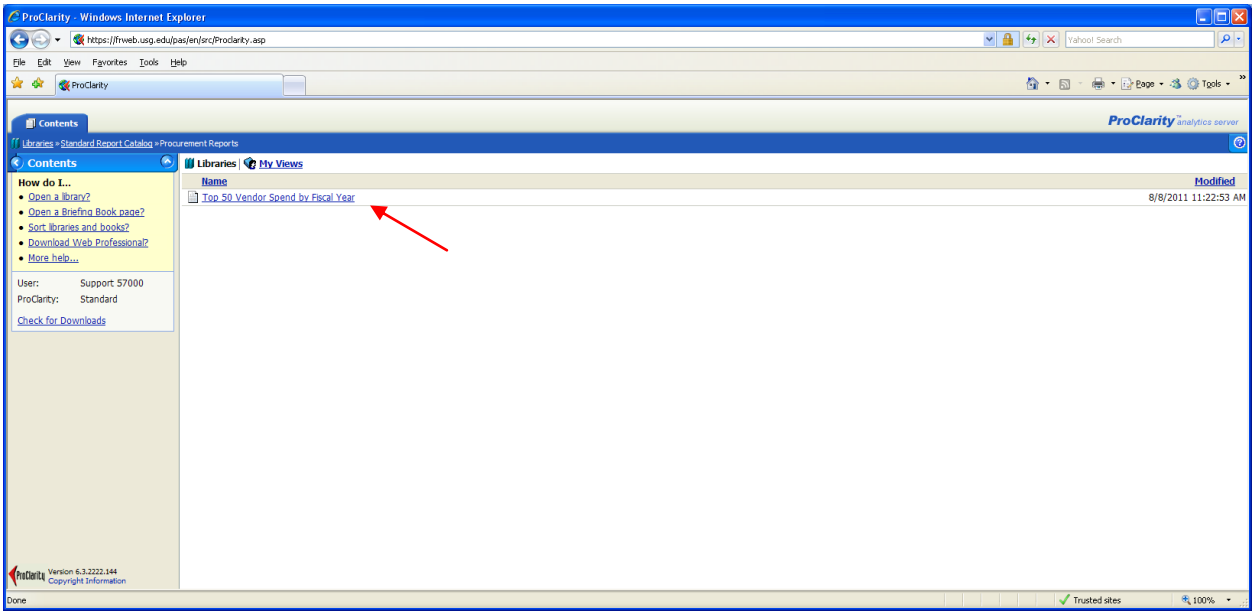
Select the link for Procurement Reports.

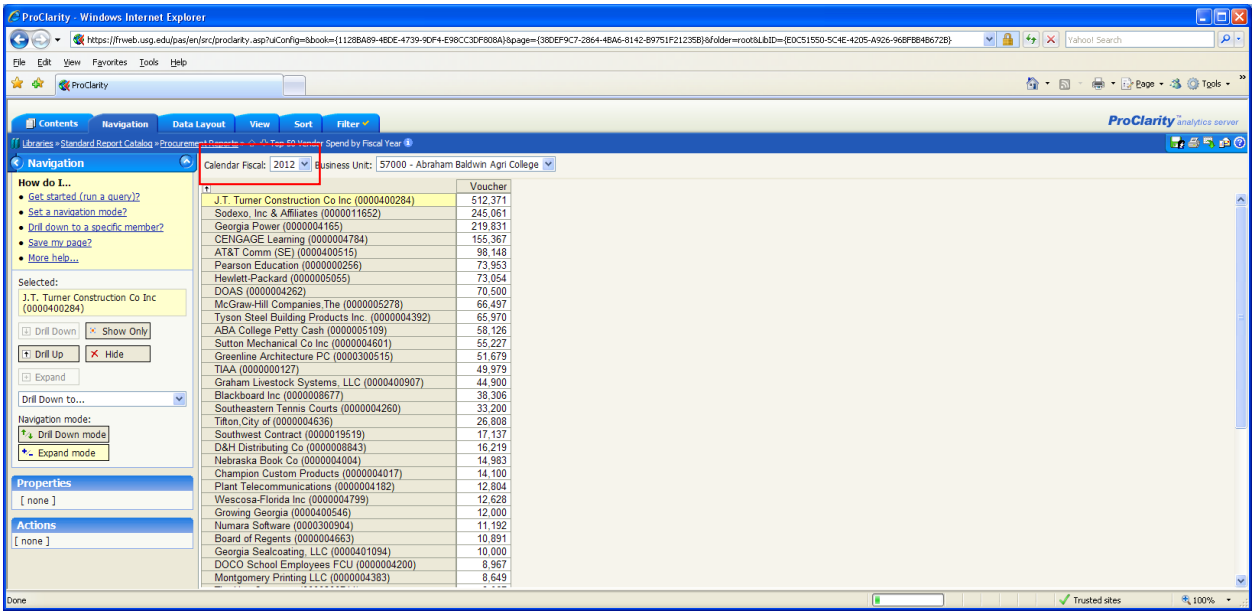


Currently, there is one report in this library but we will add to this as new reports are identified and developed.

Procurement Reports

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

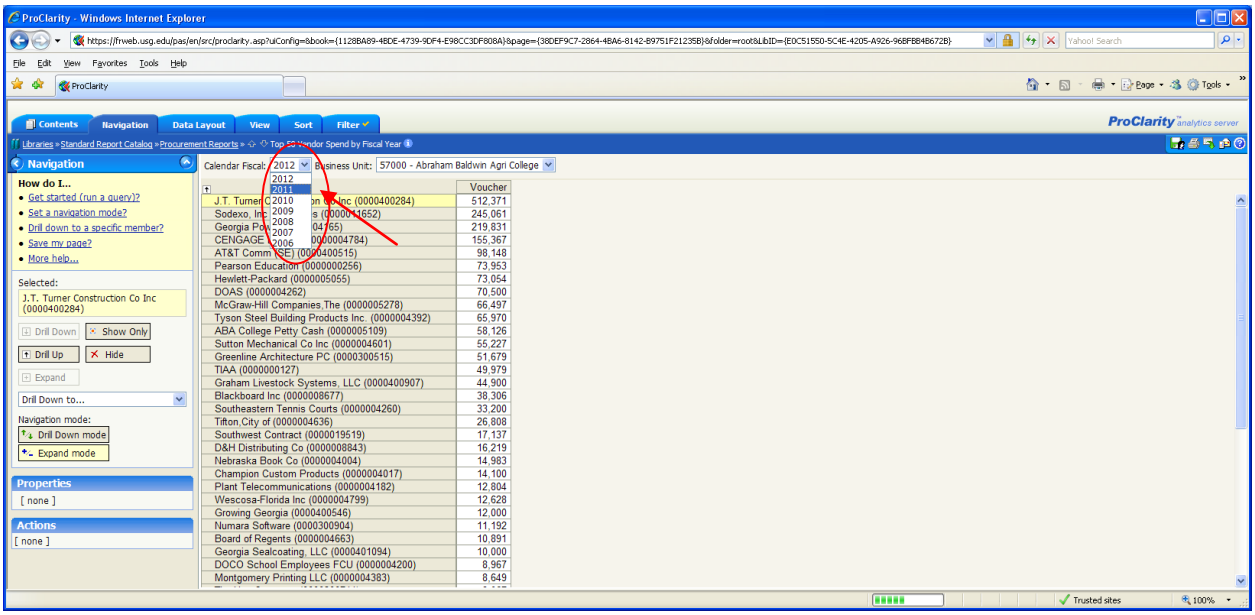




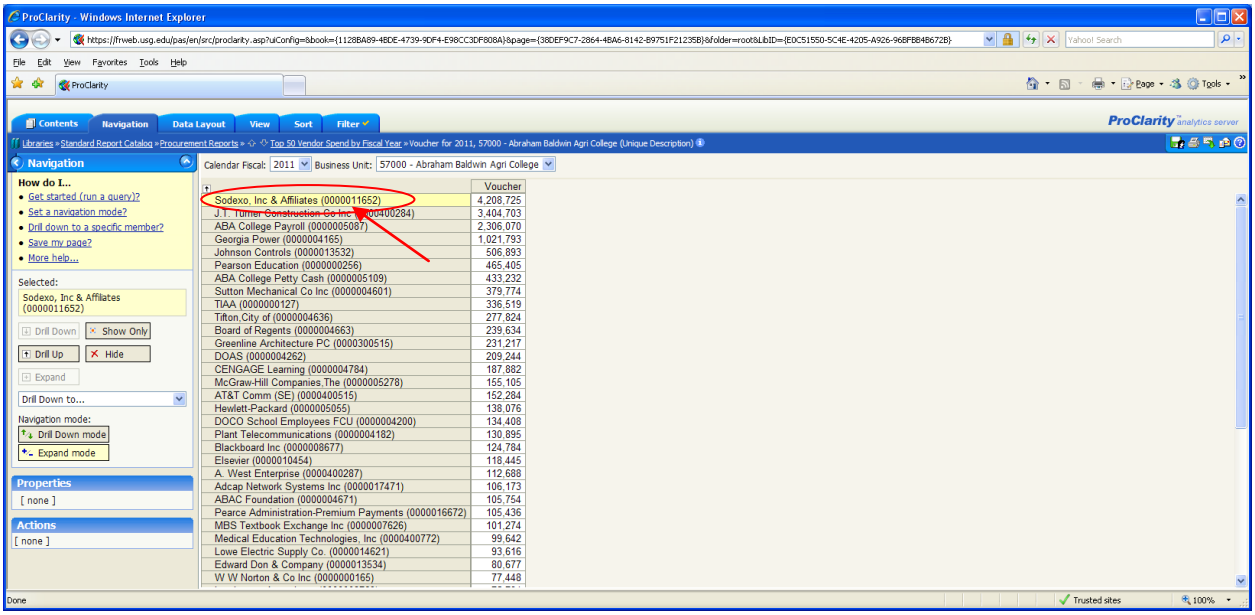
The tabs at the top of the screen are the same tabs that appear for all reports.

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.

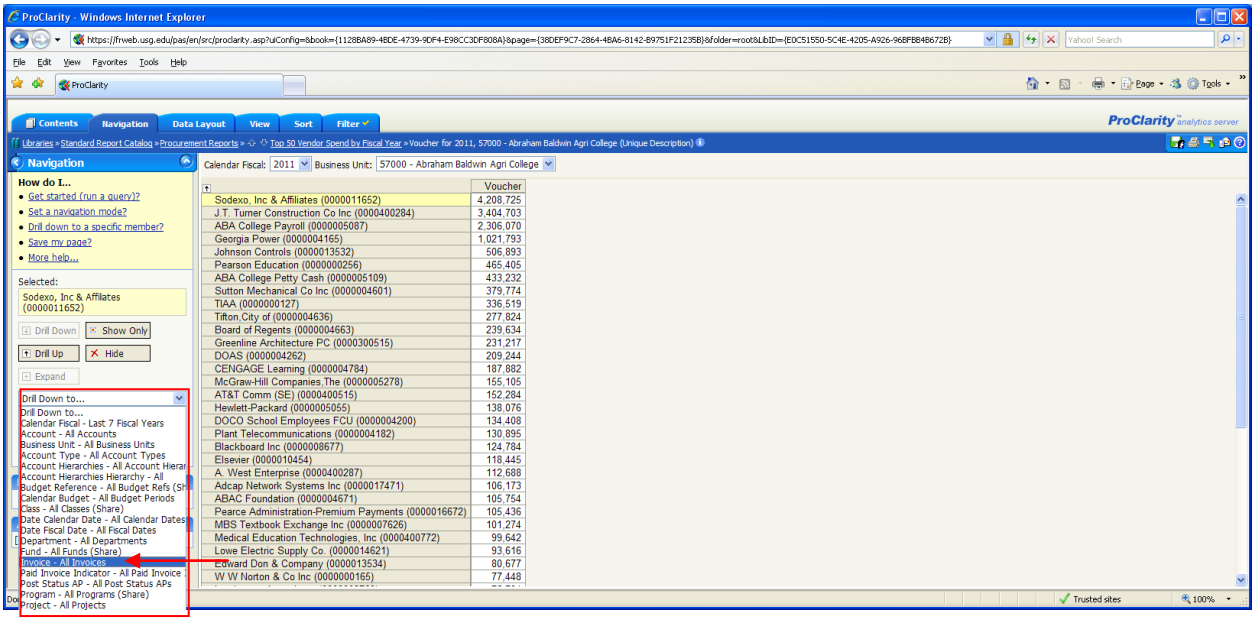


In this example, the Vendor “Sodexo” is selected. Notice that the vendor ID associated with the vendor is displayed to the right of the vendor name.

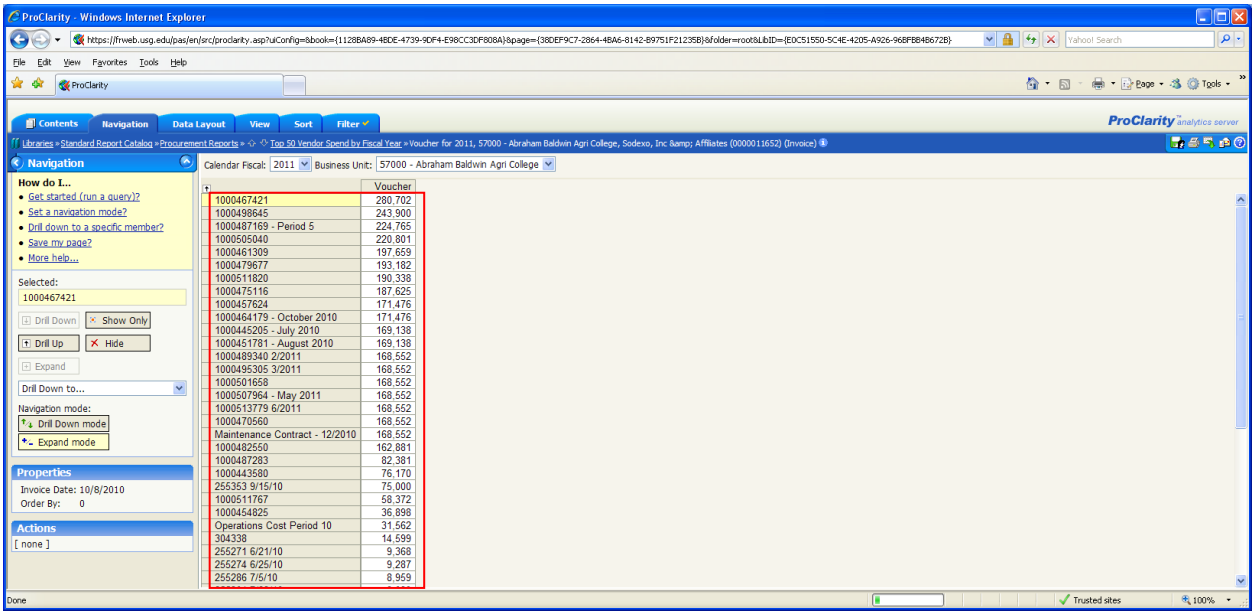


Using “Drill Down To” to list invoices associated with a particular vendor

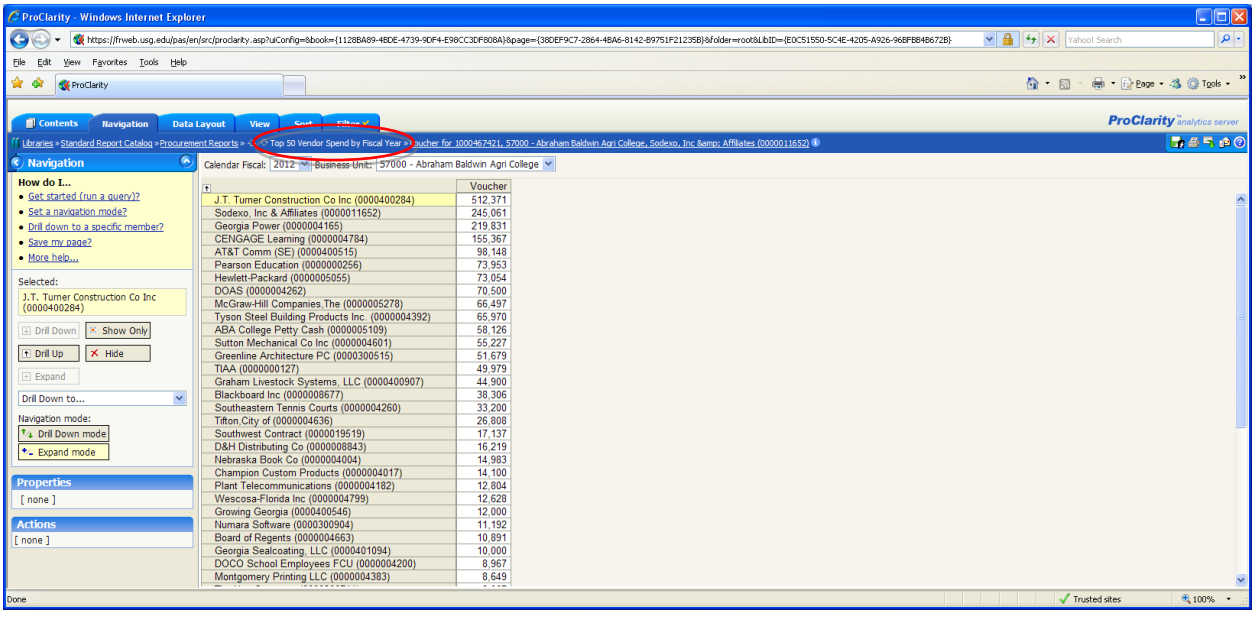
With the Vendor Sodexo (0000011652) selected, click on the **Drill Down to…** drop-down box on the left side and select **Invoice**. It is important to note that because we are looking at a different dimension (Accounts Payable) than the Budget to Actuals Reports, there may be different **drill down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



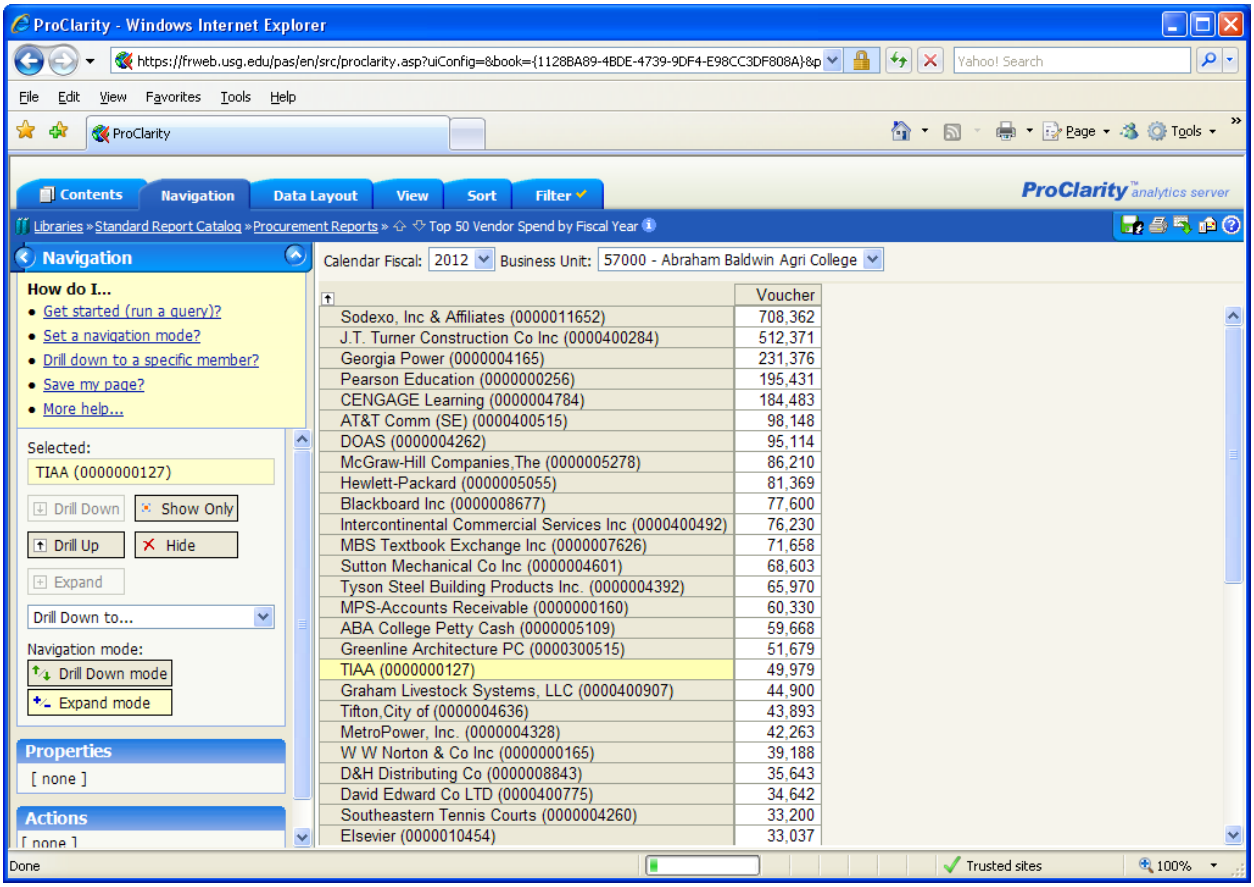
After selecting **Invoice**, note that the Vendor Spend Report only displays the data for the one vendor (Sodexo). The report now shows all invoices for FY2011 that make up the voucher spend amount for this vendor.



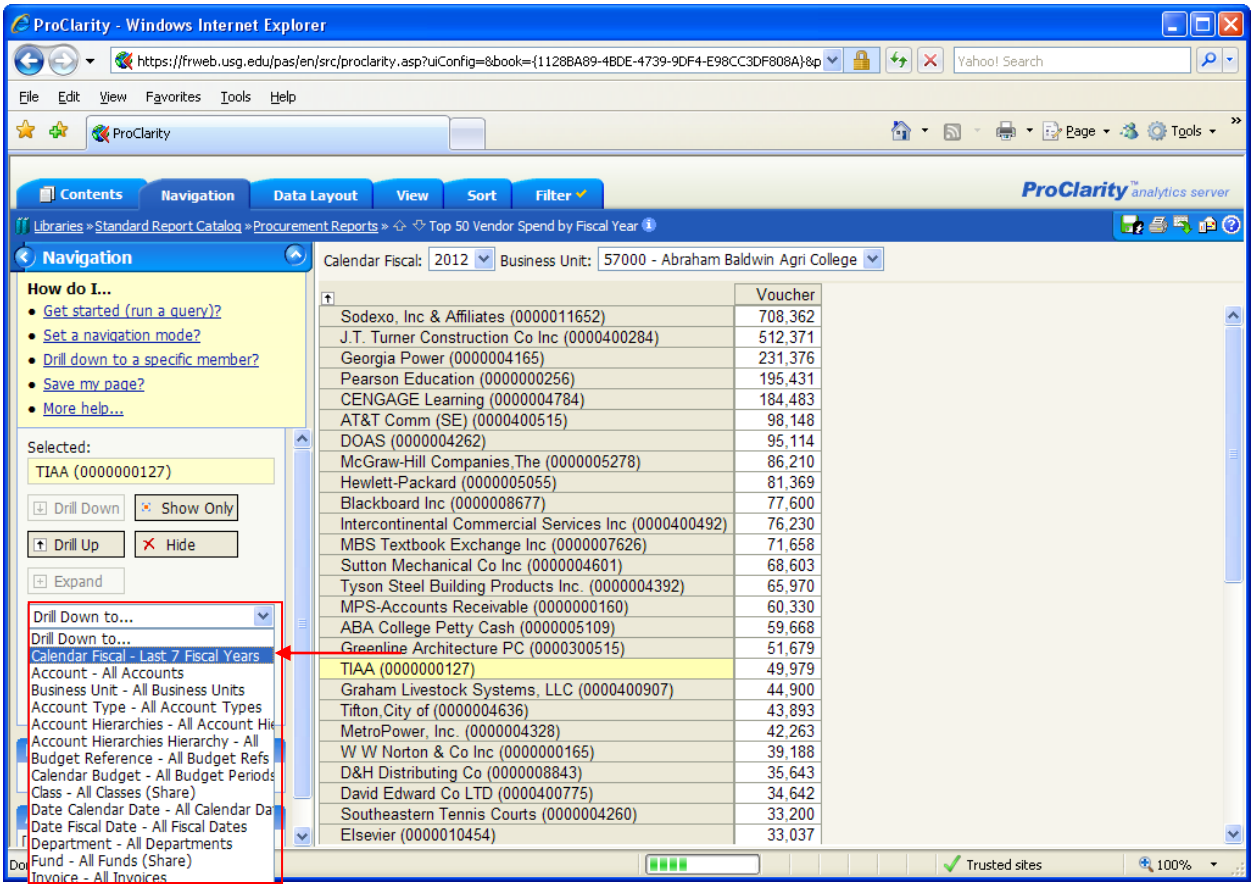
To use the breadcrumbs to get back to the Vendor Spend Report, select the link **Top 50 Vendor Spend by Fiscal Year** in the breadcrumbs at the top of the page. You will be brought back to the initial report.



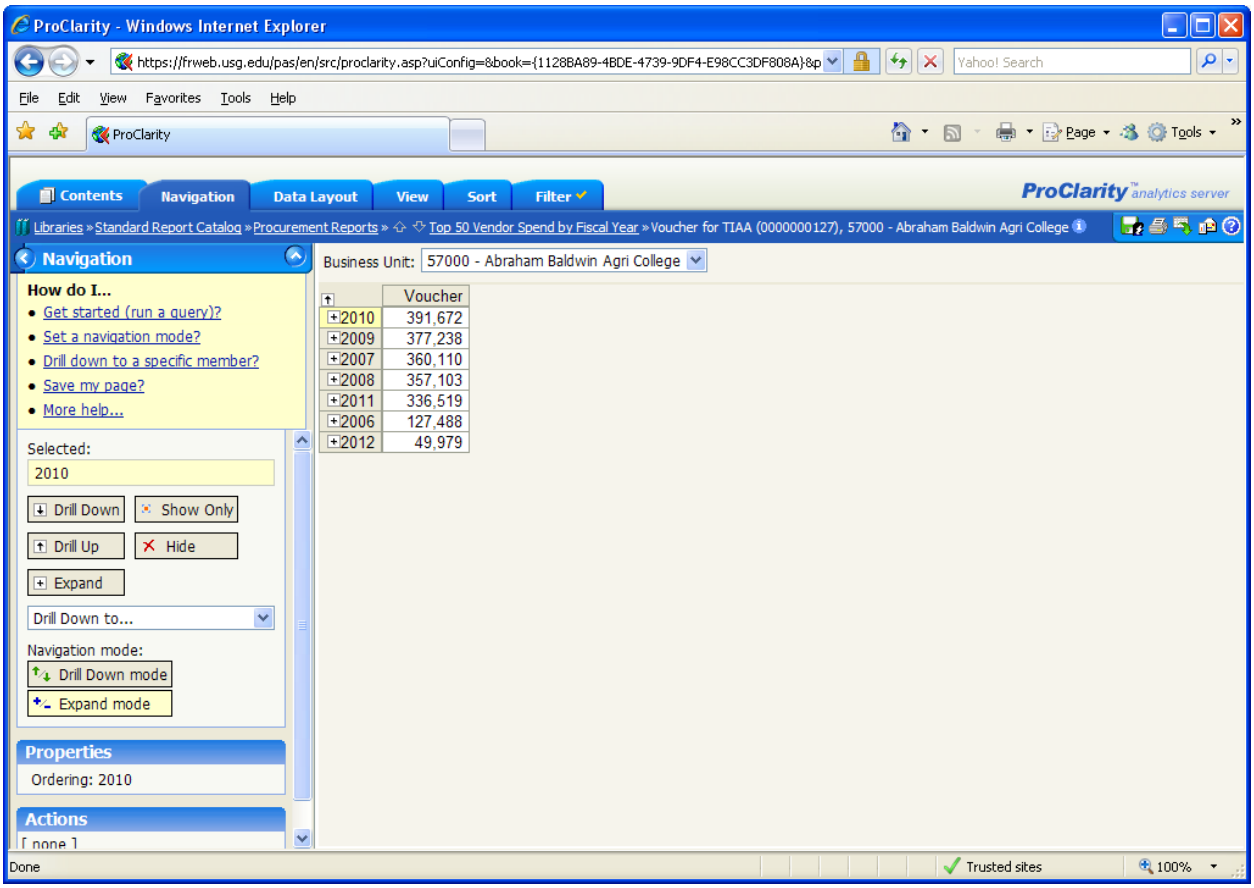
Select the Vendor “TIAA (0000000127)”



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

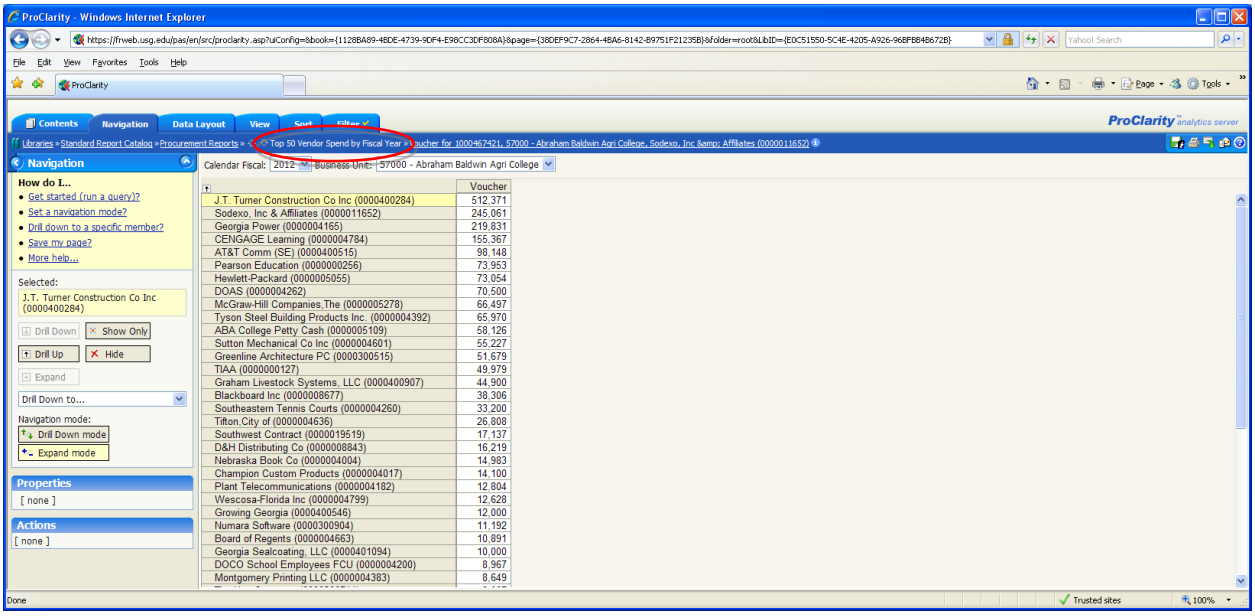

ProClarity - Windows Internet Explorer
https://frweb.usg.edu/pas/en/src/proclarity.asp?uiConfig=&book={1128BA89-4BDE-4739-9DF4-E98CC3DF808A}&p
File Edit View Favorites Tools Help
ProClarity
Page Tools
Contents Navigation Data Layout View Sort Filter
ProClarity analytics server
Libraries »Standard Report Catalog »Procurement Reports » Top 50 Vendor Spend by Fiscal Year
Navigation
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 Hie
Account Hierarchies Hierarchy - All
Budget Reference - All Budget Refs
Calendar Budget - All Budget Periods
Class - All Classes (Share)
Date Calendar Date - All Calendar Da
Date Fiscal Date - All Fiscal Dates
Department - All Departments
Fund - All Funds (Share)
Invoice - All Invoices
Calendar Fiscal: 2012 Business Unit: 57000 - Abraham Baldwin Agri College
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 (0000000127)” is now shown for multiple Fiscal Years.

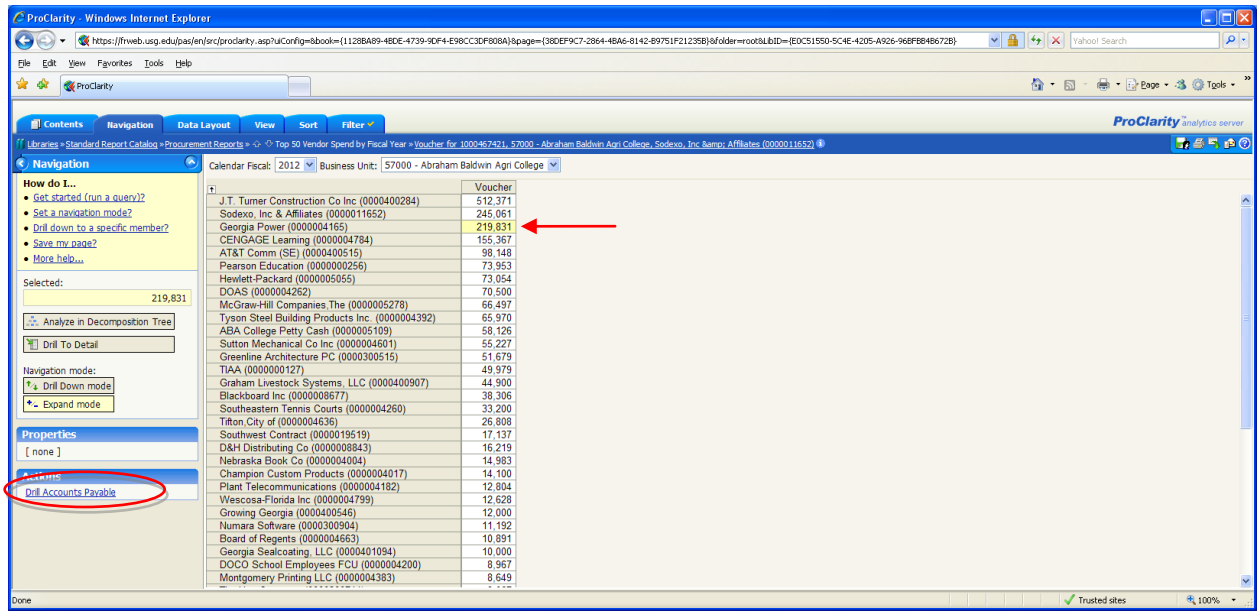


Drilling to Detail

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.



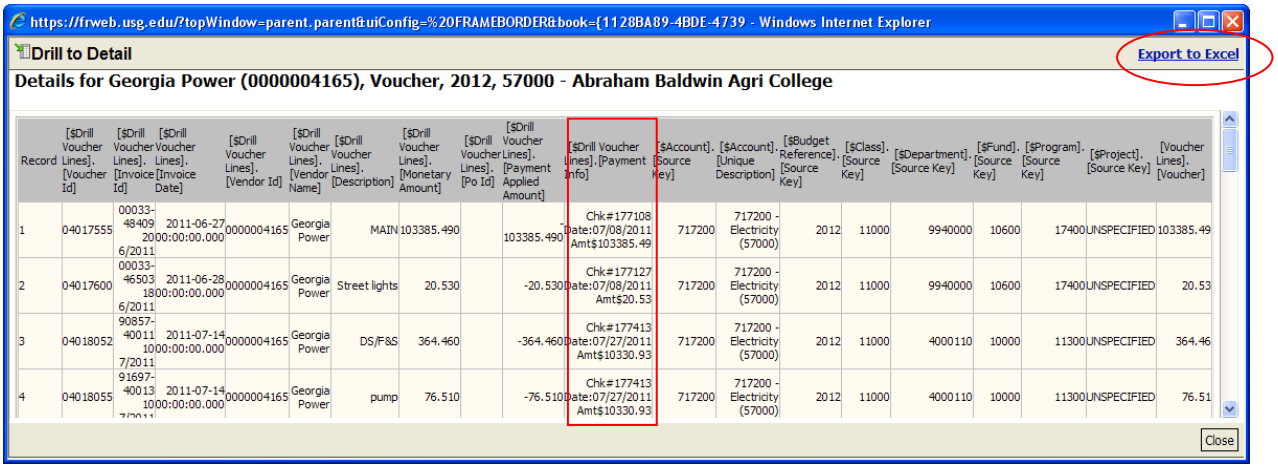
On the main report, click directly on the Voucher amount for Georgia Power (0000004165). After doing this, a drill action will display on the bottom left of the screen under the **Actions** section – **Drill Accounts Payable**.



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.



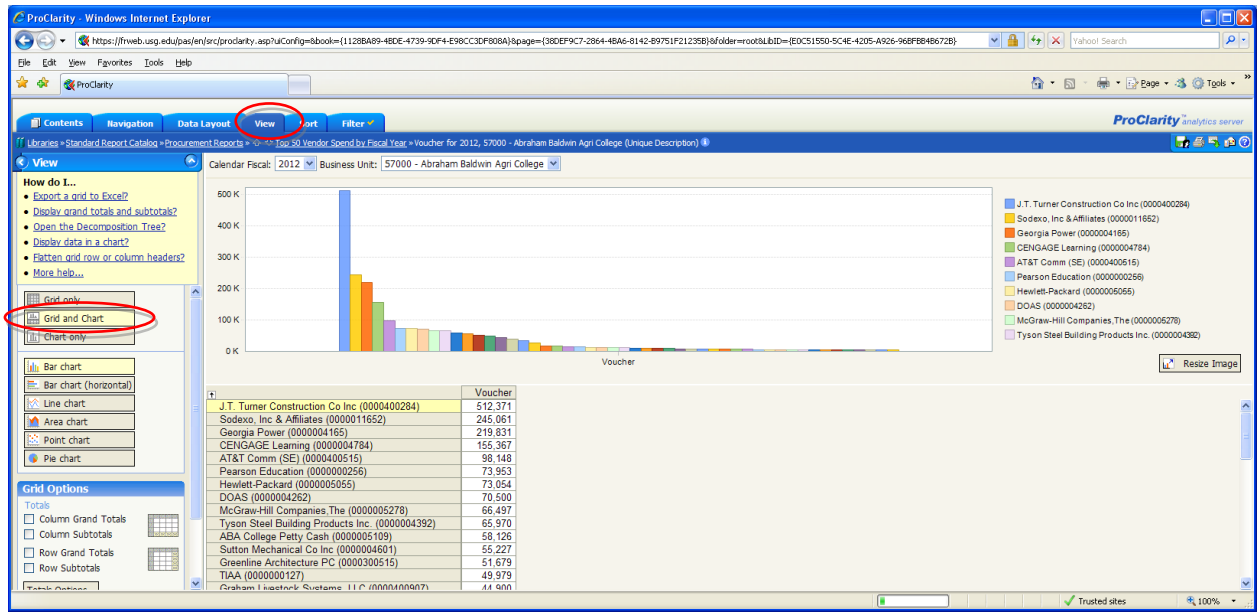
Users have the option to export this data to Microsoft Excel if needed - Please see page 29 (section 5) on the iStrategy Executive User Training Guide for tips on exporting iStrategy report data to Excel.

Additional Options for Displaying Procurement Reports

View Tab

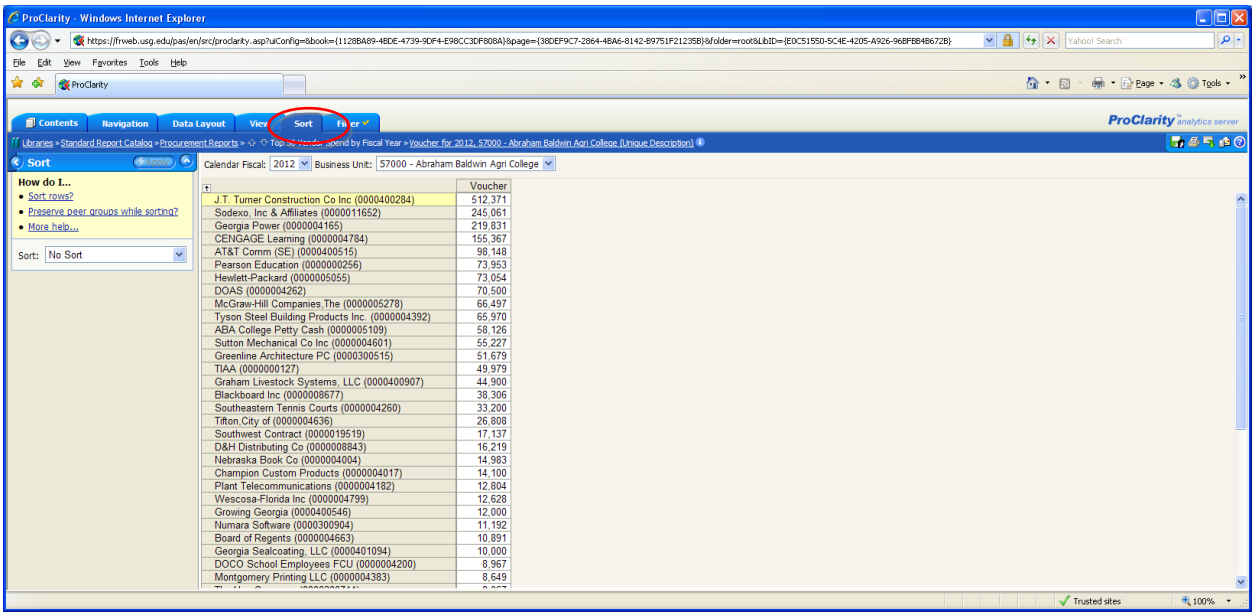
Just like the budget to actual reports, you can use the view tab to show a grid and/or a chart for vendor spend data.

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.

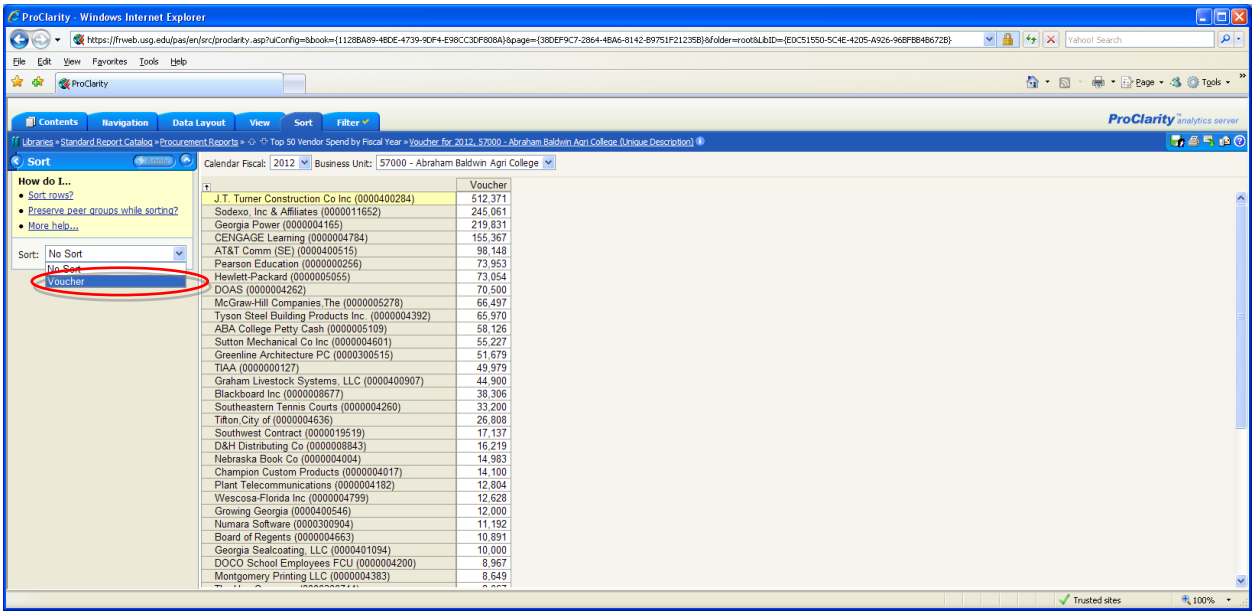


Sort Tab

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.

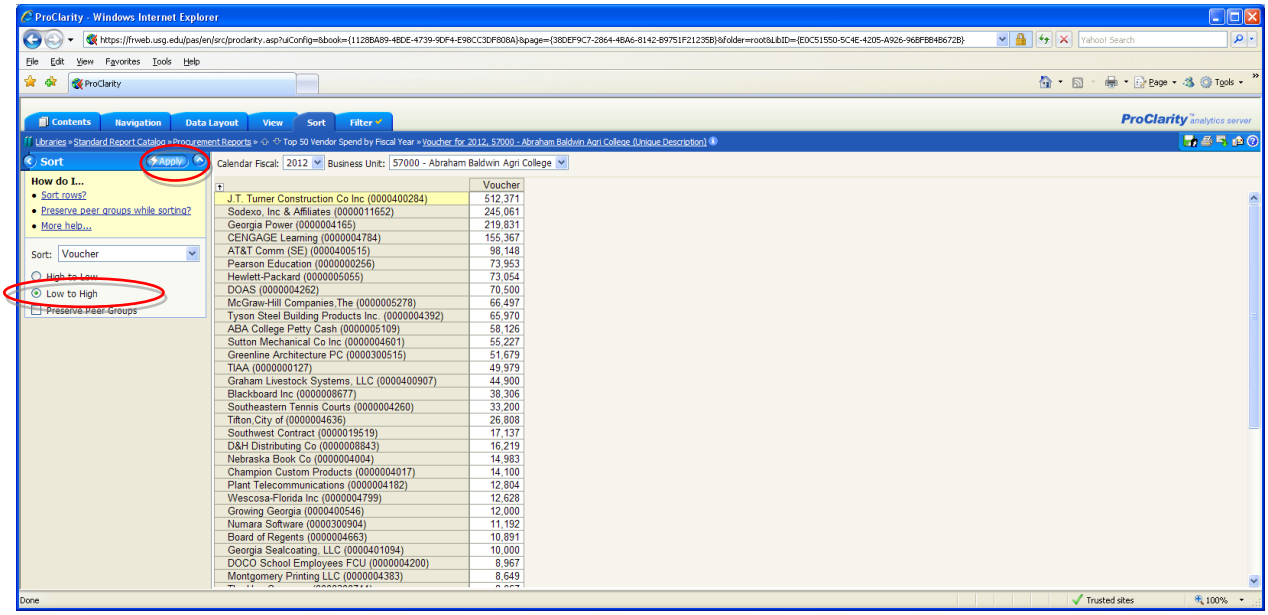


On the left side of the screen, change the sort option from **No Sort** to **Voucher**.

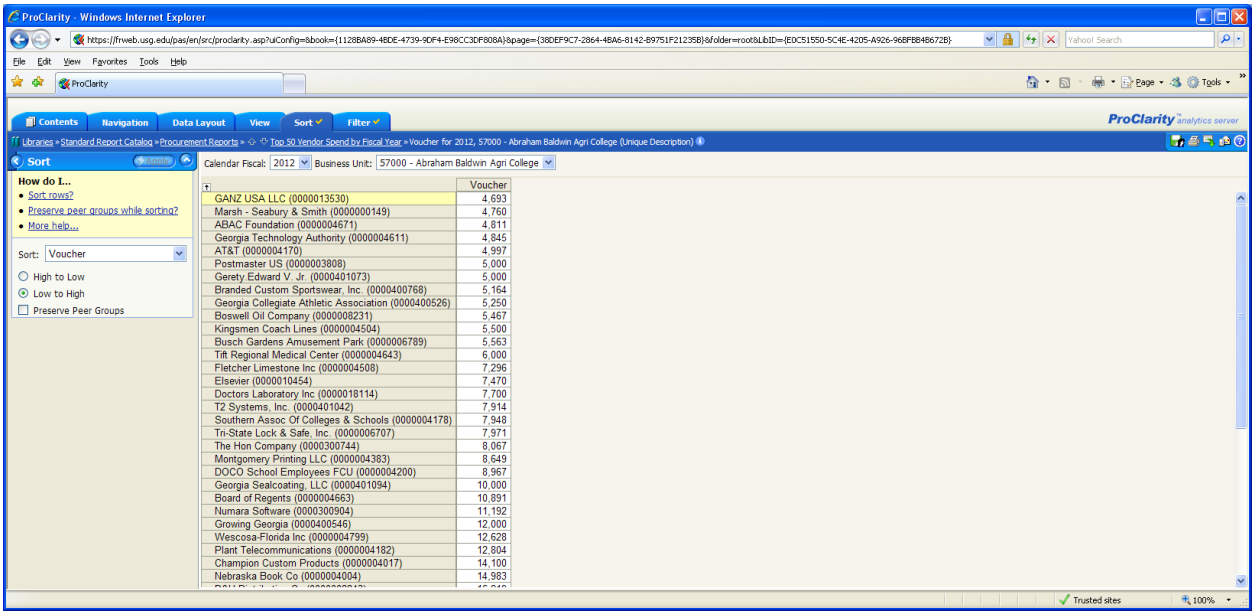


You are then prompted to select how to sort the data. For this example, the sort order is **Low to High**.

Click the **Apply** button (flashing).



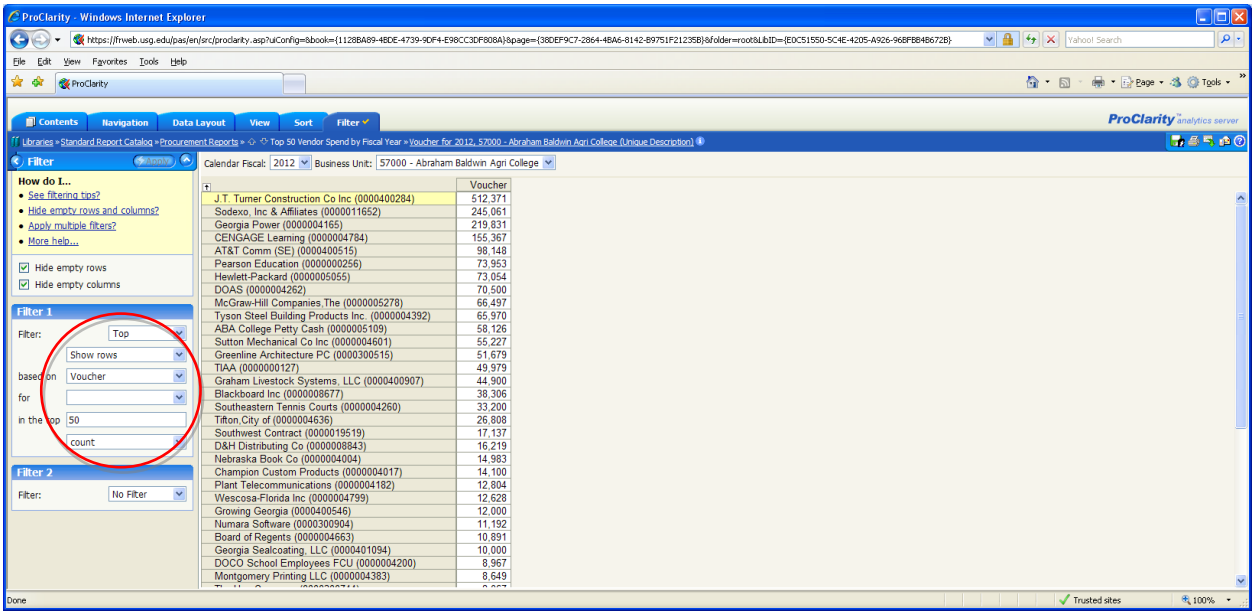
The data now displays from low to high.



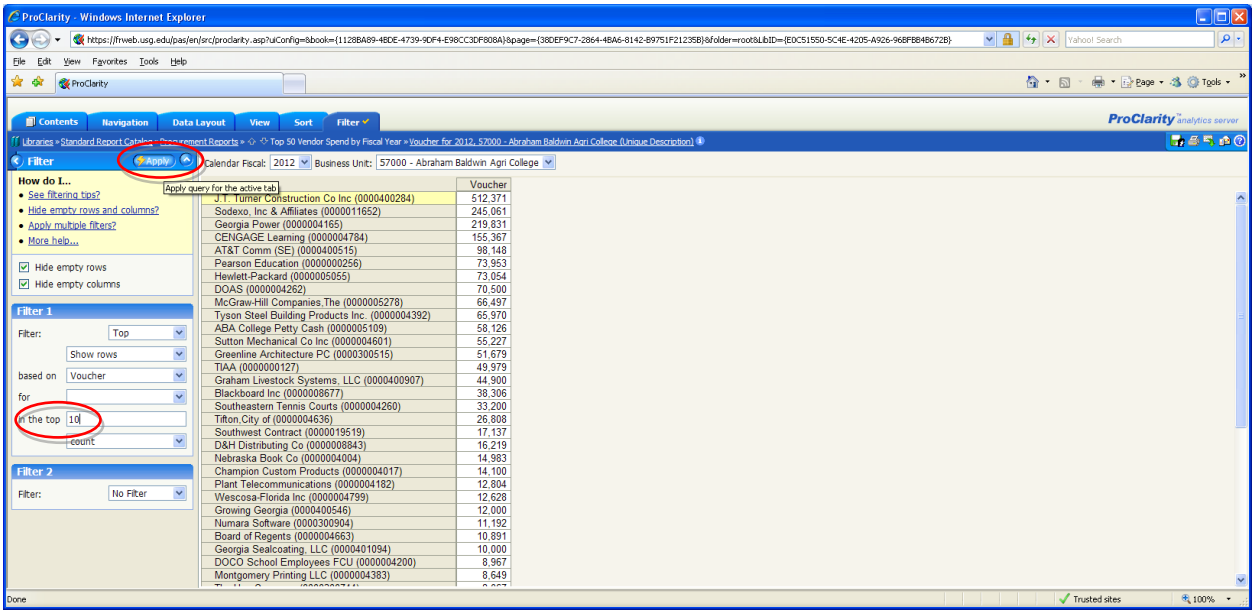
Filter Tab

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.

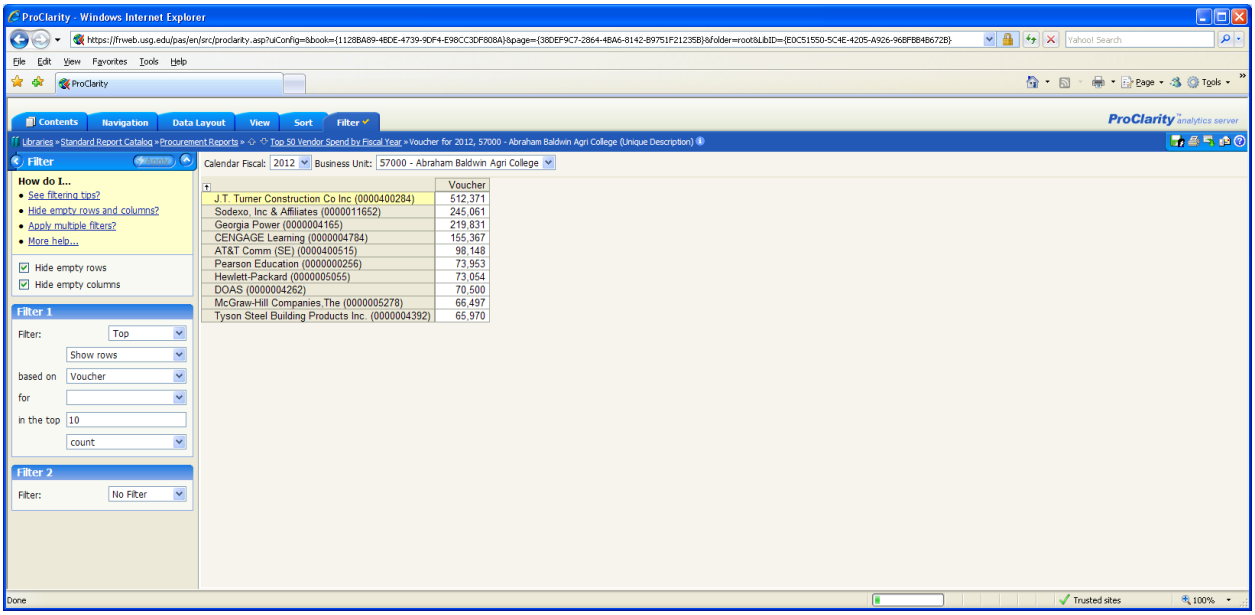
On the left side of the screen, note that the criteria is already entered by the developer to display the top 50 rows by voucher.



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.

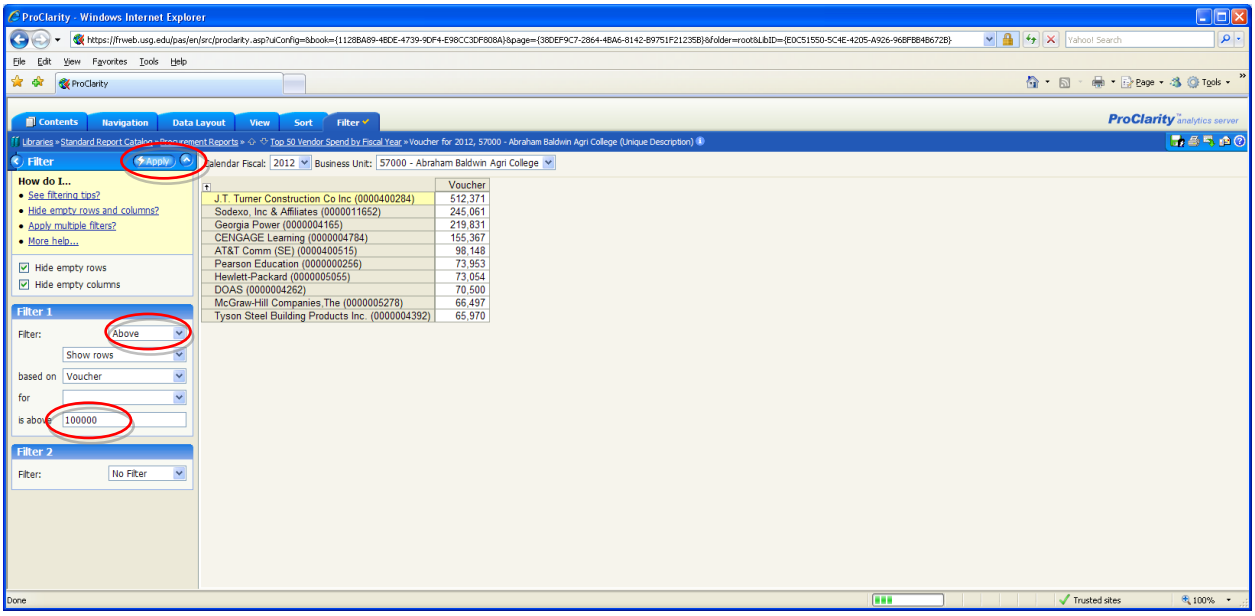


The report now shows the top 10 vendors.

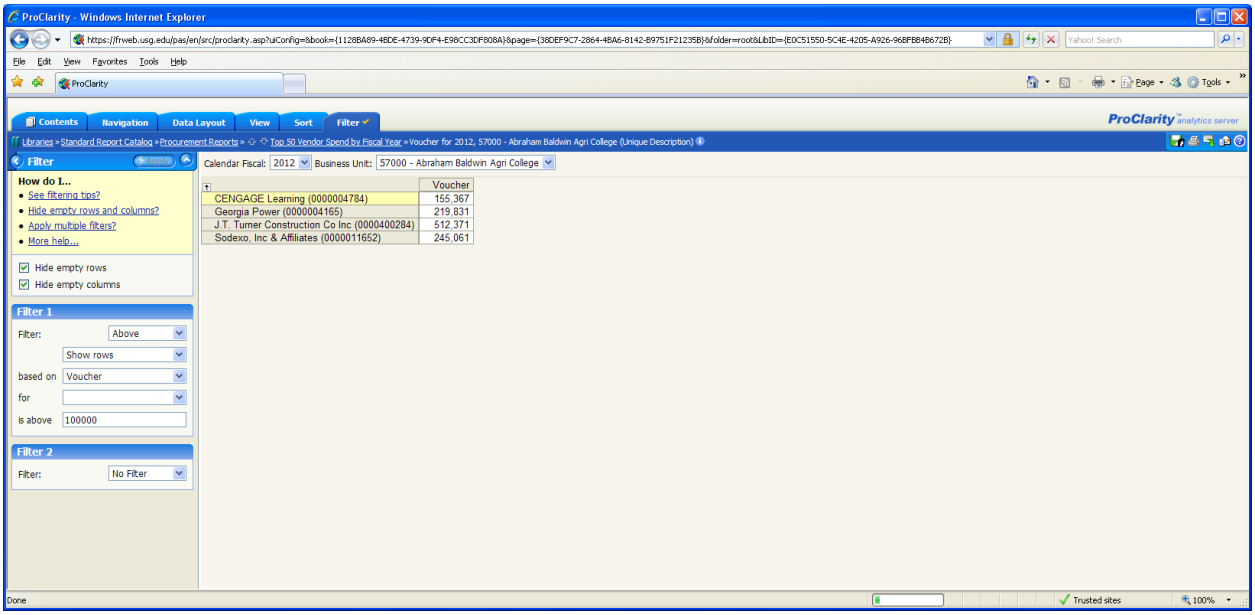


Other filtering options exist to show different views of the report.

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**.



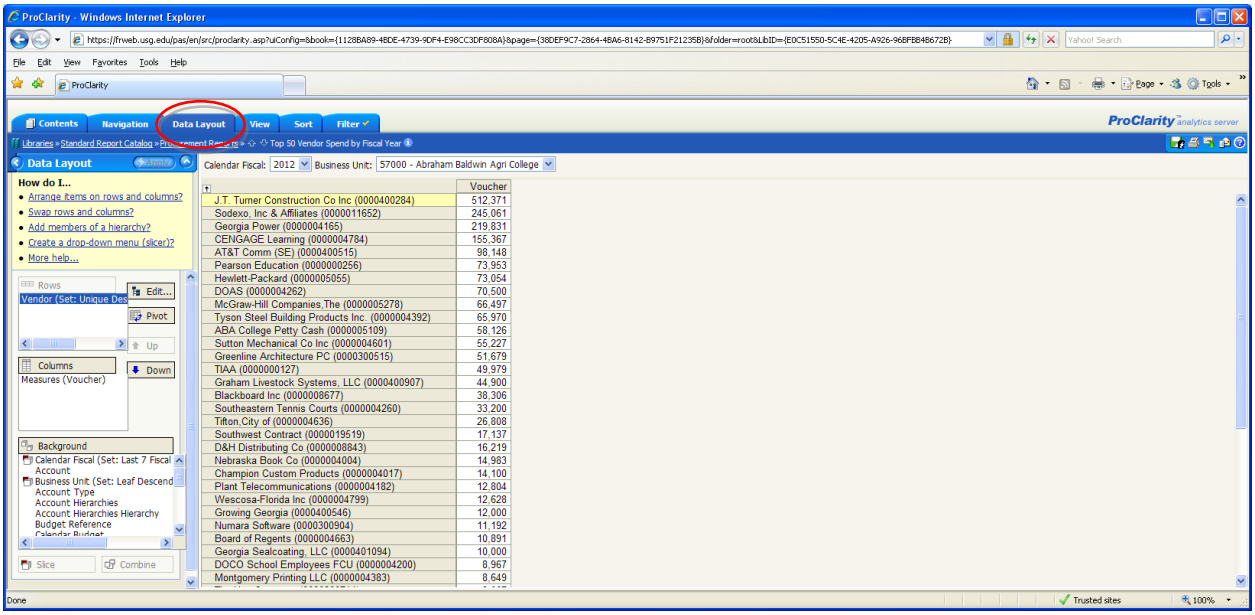
The report now shows vendors whose voucher spend is above $100,000 for the selected Fiscal Year.



Customizing the Vendor Spend Report

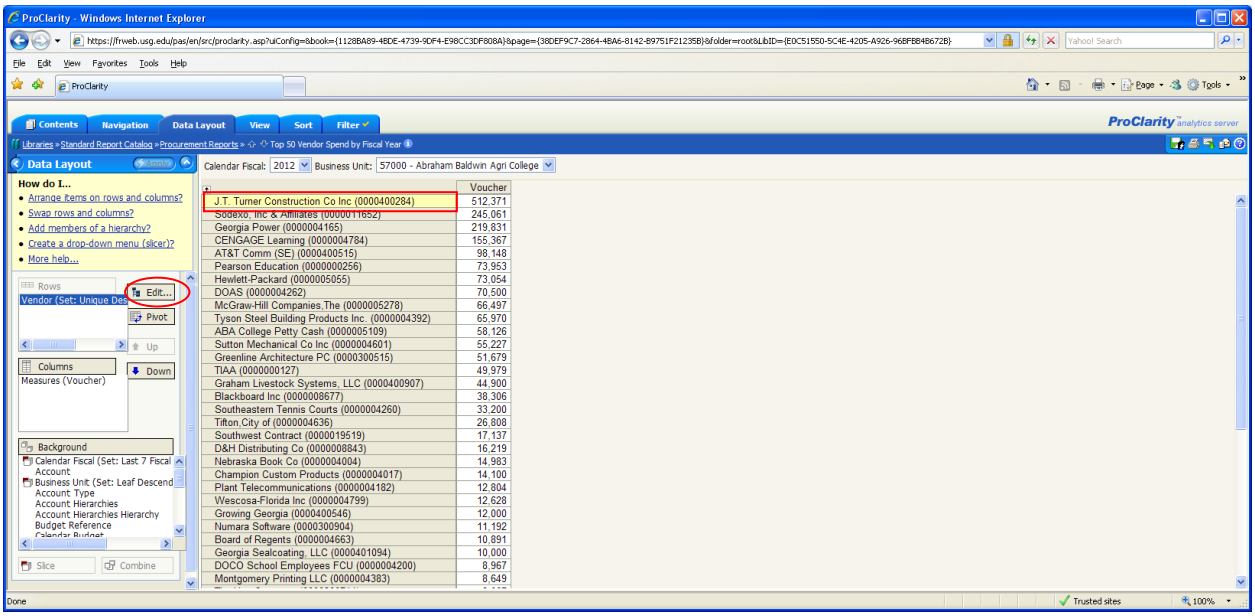
The Data Layout tab is used similarly in Vendor Spend reports as it is in Budget to Actuals reports. In both reports, users have the option to customize the report to fit their preferences.

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

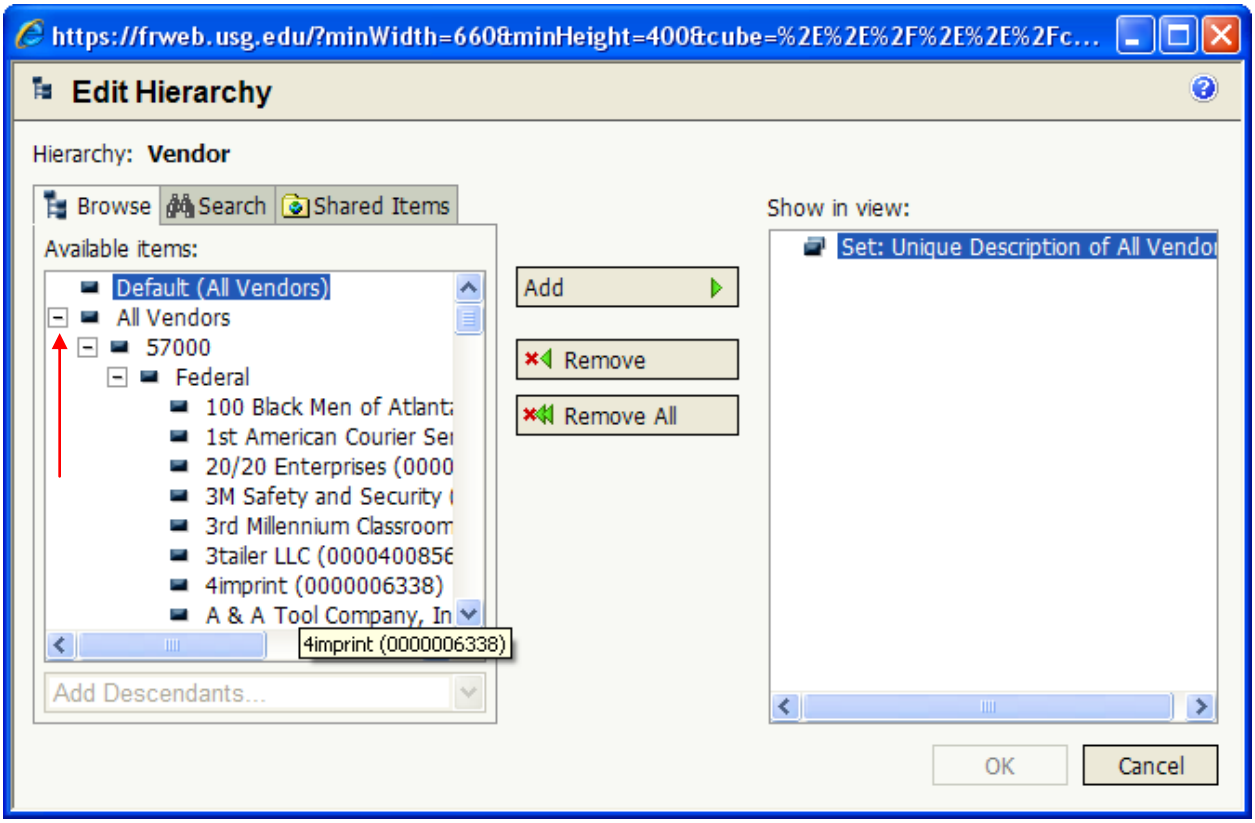


Edit Functionality

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.

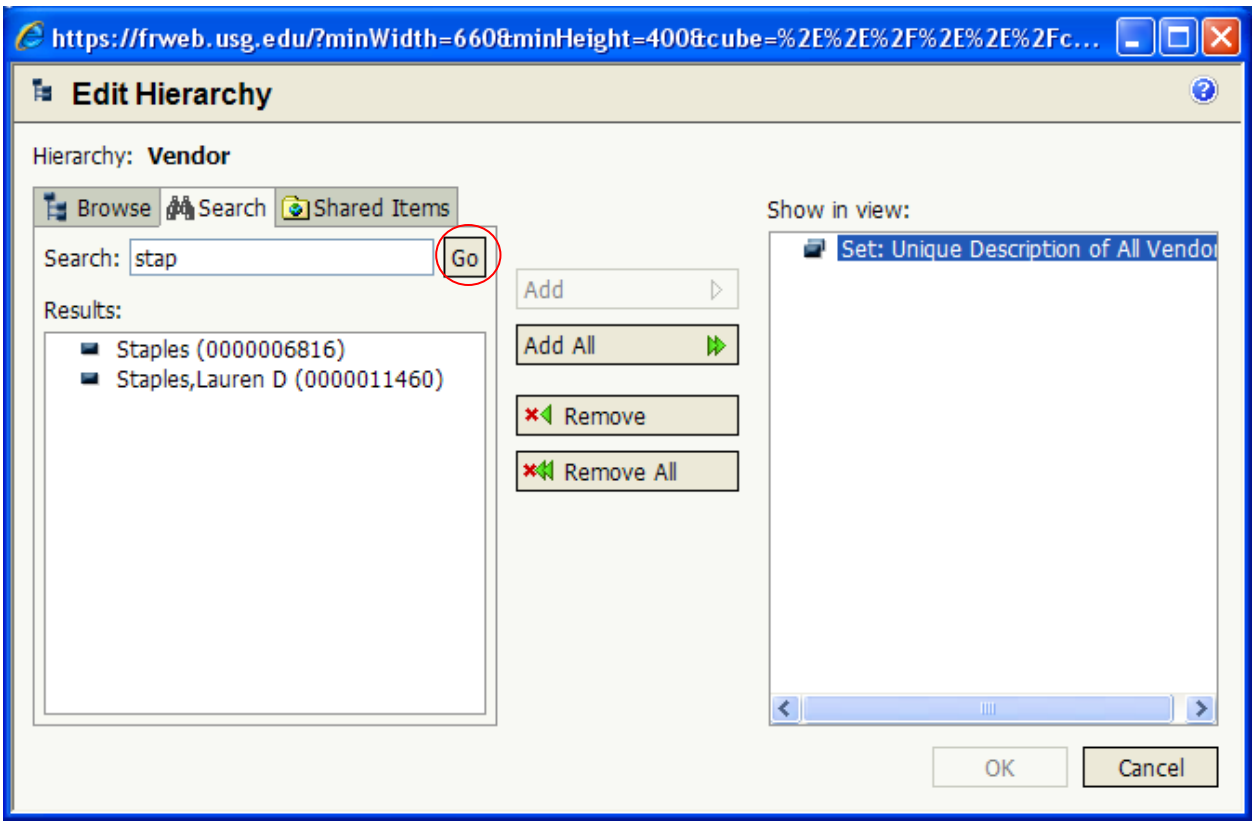


Expand the vendor dimension and scroll down to find vendors you wish to display on the report.

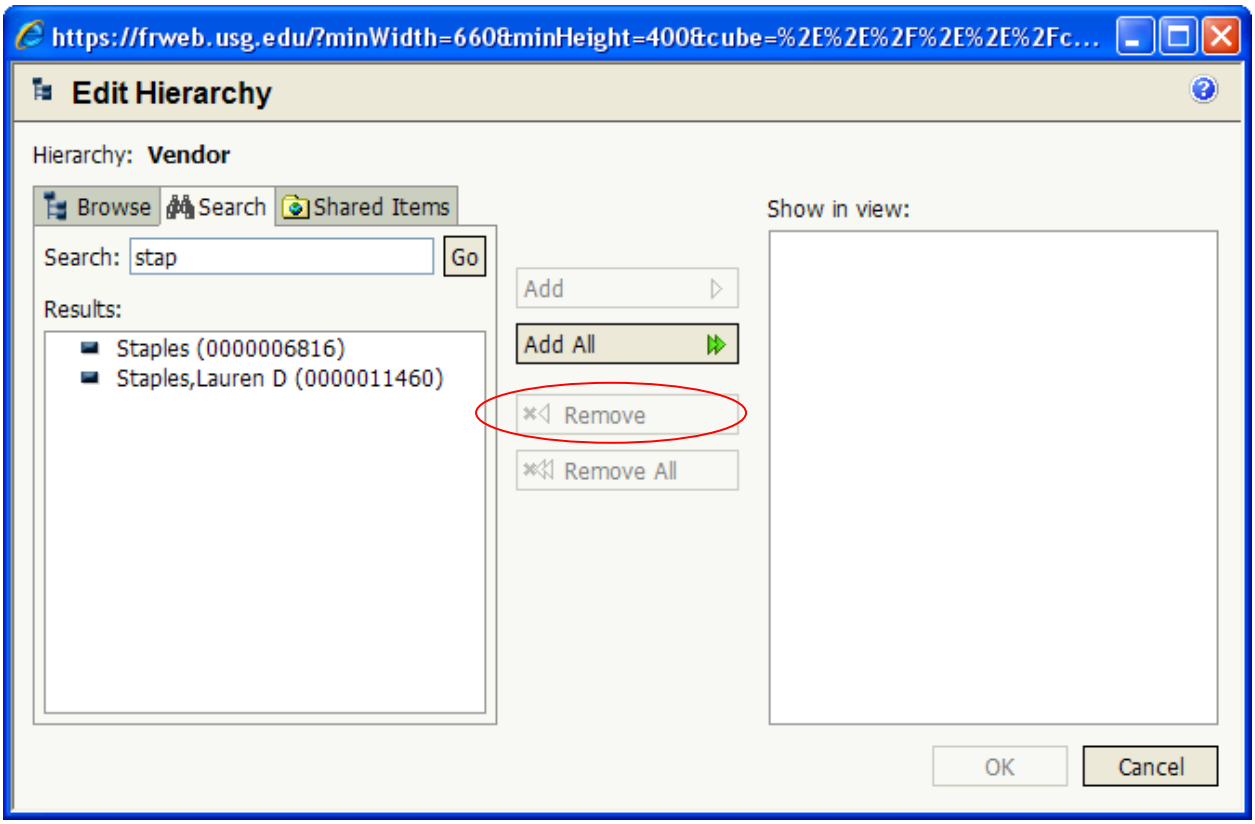


As an alternative users can search by Vendor Name and/or Vendor ID to quickly identify a vendor using the **Search** tab.

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.”

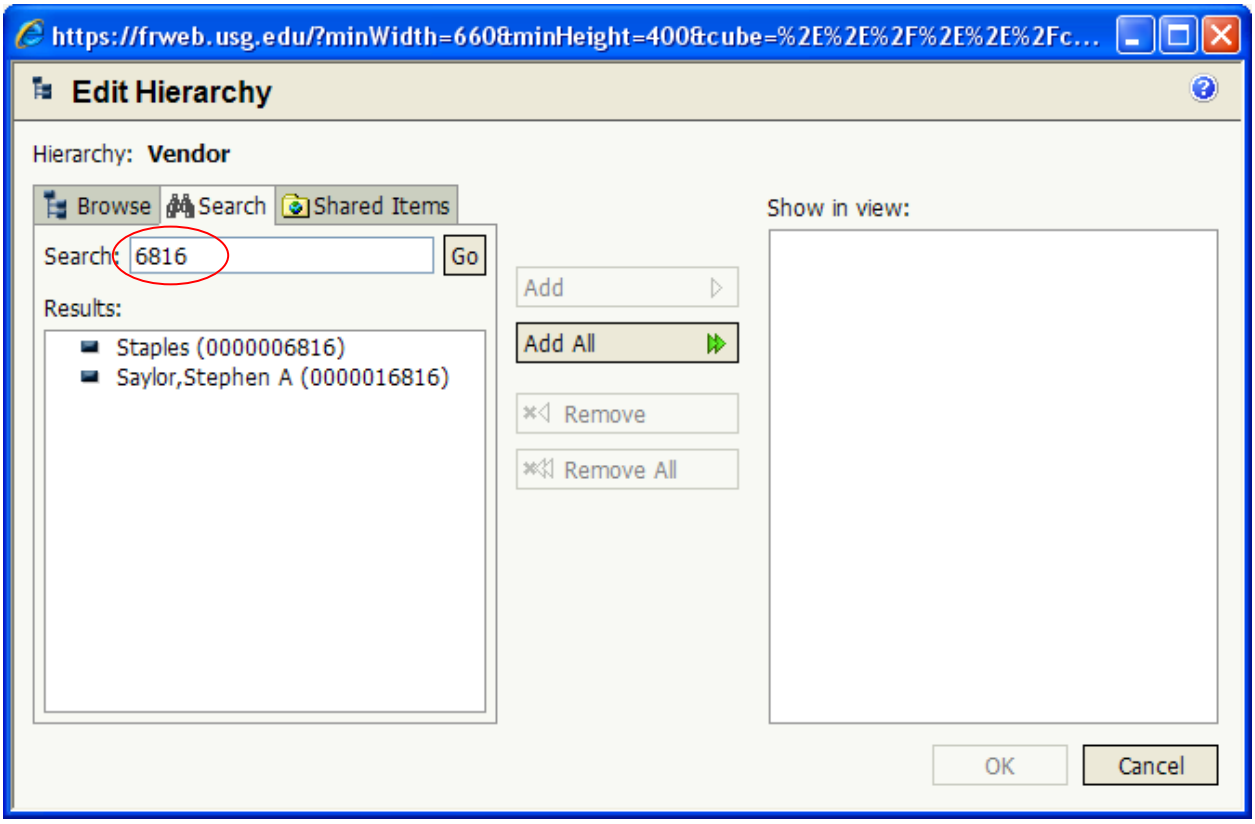


Next, select the **Remove** button. This will clear out the **Show in View** section.

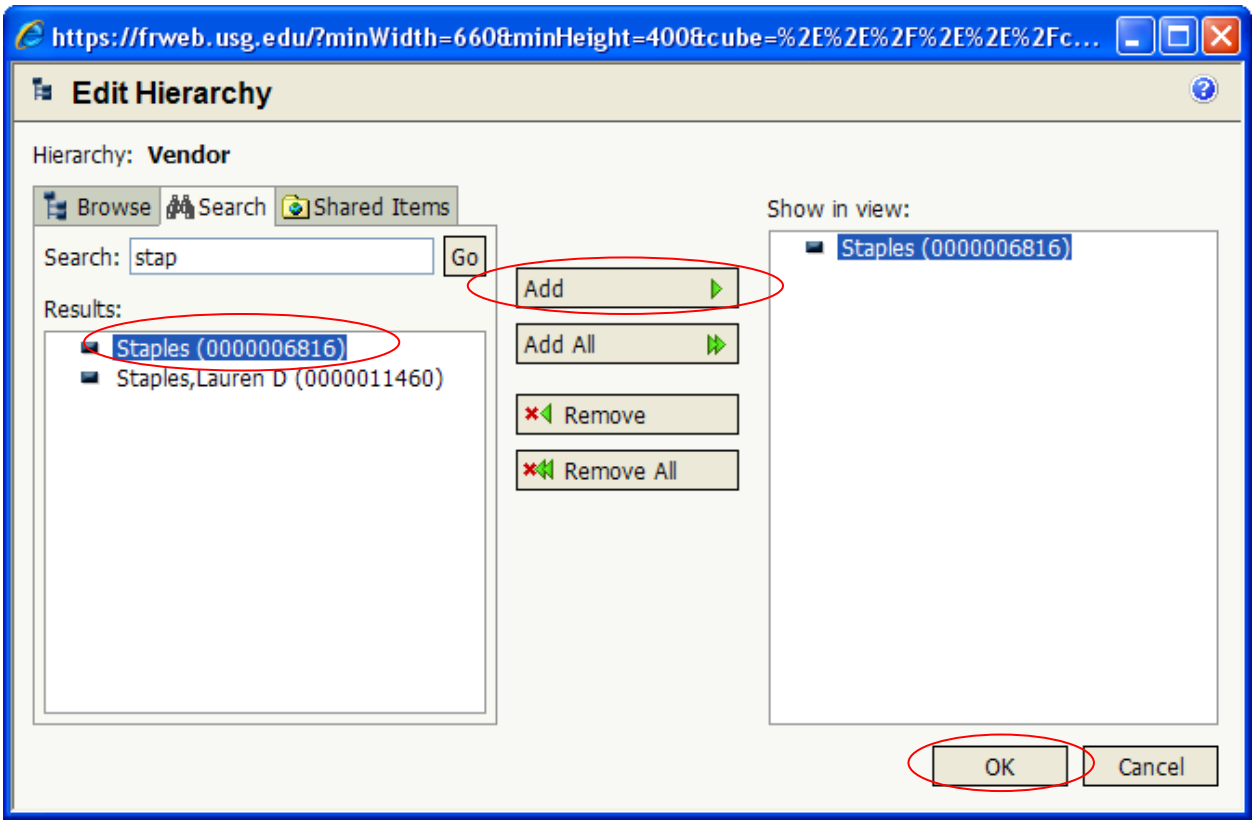


Then select the Staples vendor. Click the **Add** button.

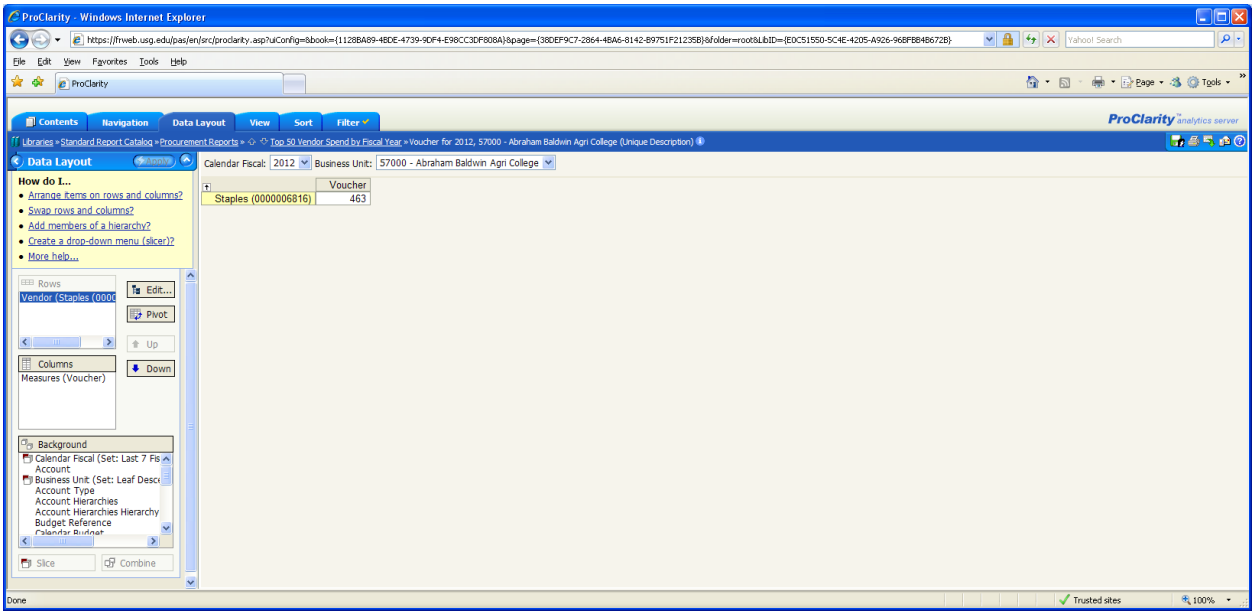
Alternately, a user can also search by Vendor ID by following the same steps.



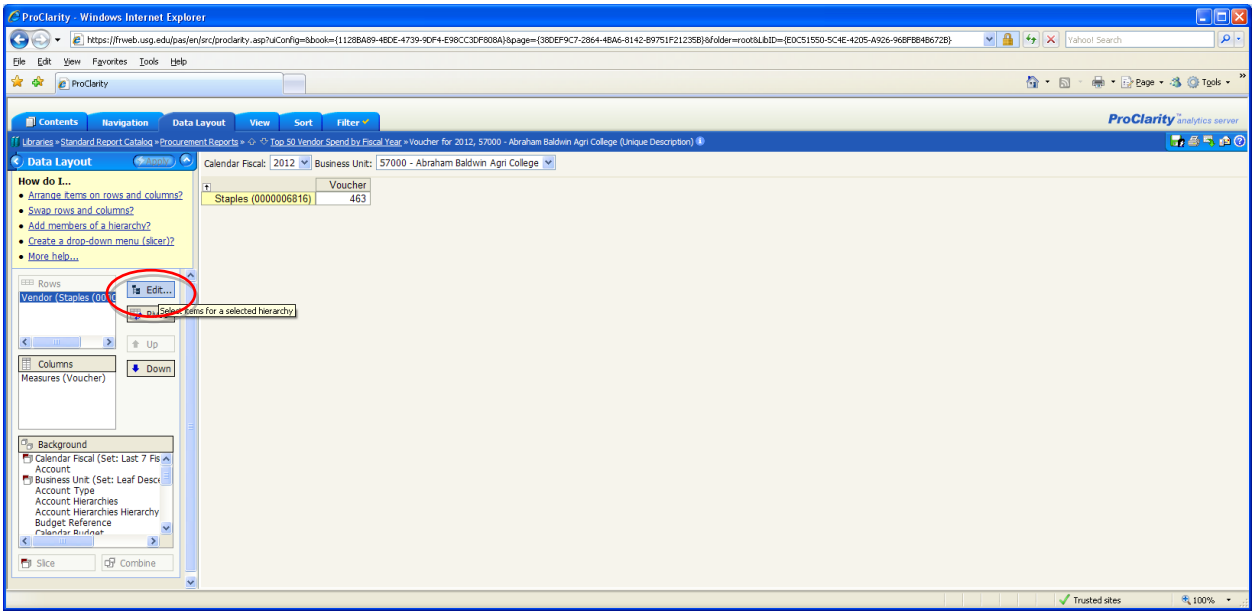
Select **OK**.



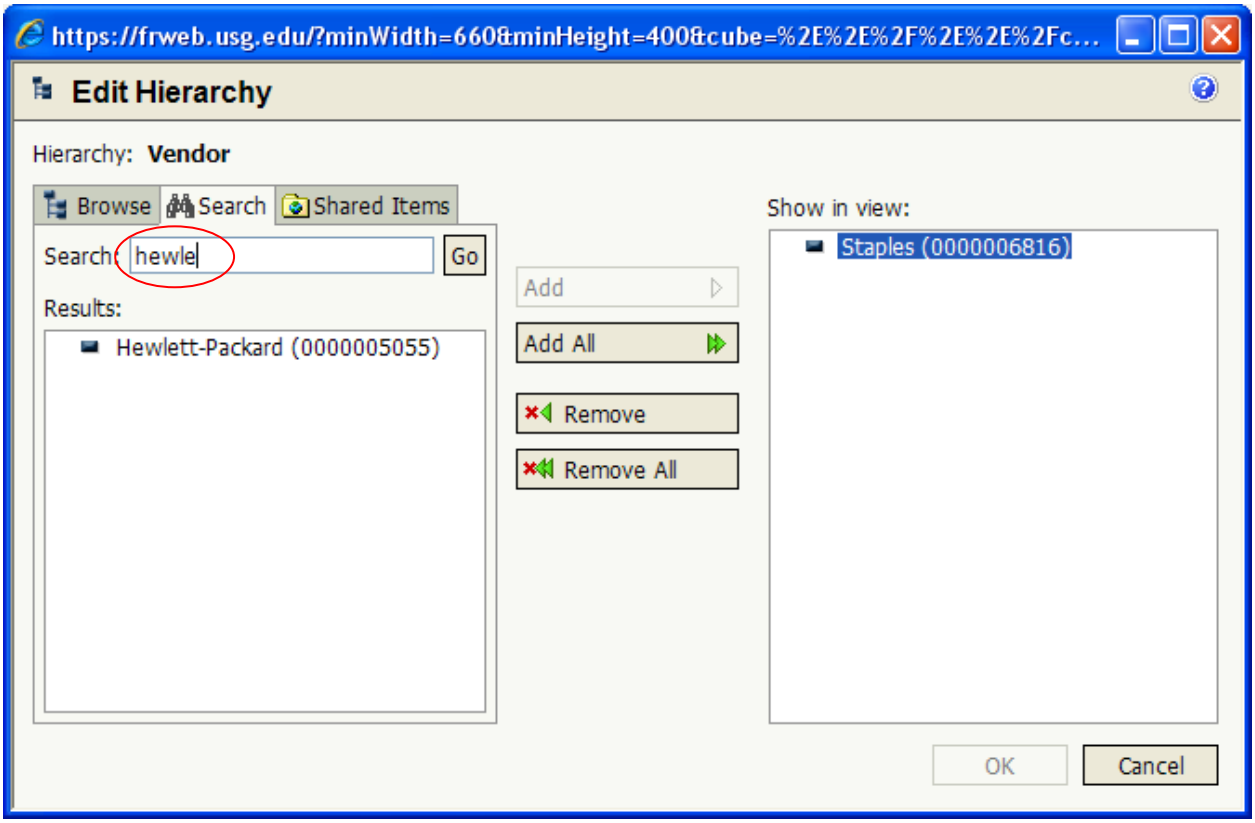
The report will show just the vendor spend for Staples.



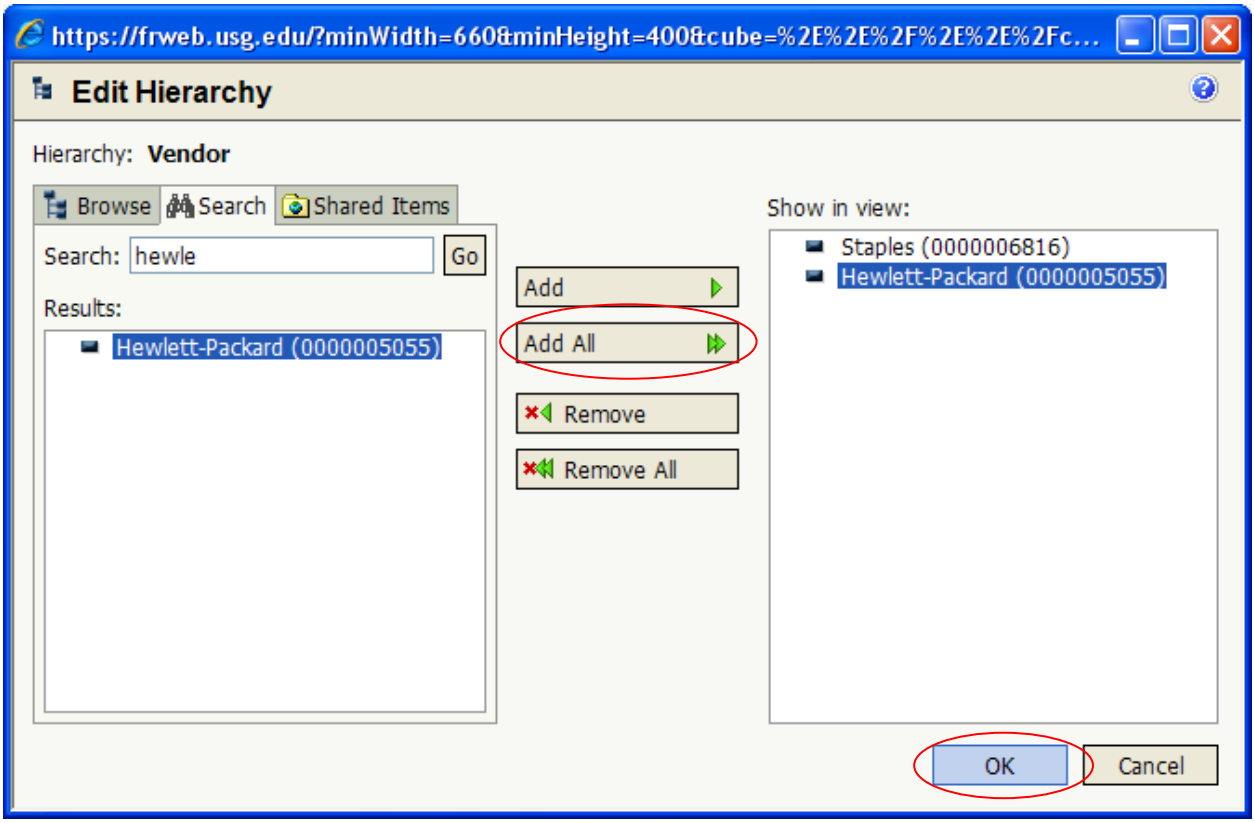
Add another vendor to the report by selecting the **Edit** button again.



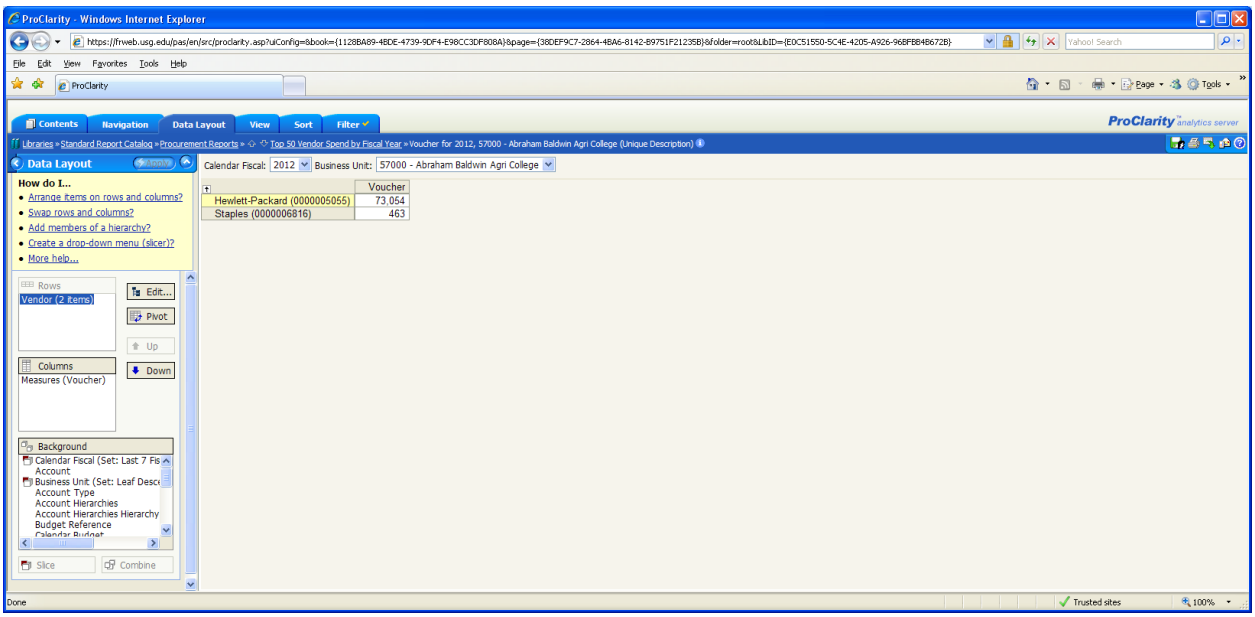
For this example, click on the **Search tab** and type in “hewle.” Results should come back to display the vendor “Hewlett-Packard.” Or, type “hp” to make sure that all Hewlett Packard vendors are covered in the search.


https://frweb.usg.edu/?minWidth=660&minHeight=400&cube=%2E%2E%2F%2E%2E%2Fc...
Edit Hierarchy
Hierarchy: Vendor
Browse
Search
Shared Items
Search: hewle
Go
Results:
Hewlett-Packard (0000005055)
Add
Add All
Remove
Remove All
Show in view:
Staples (0000006816)
OK
Cancel

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

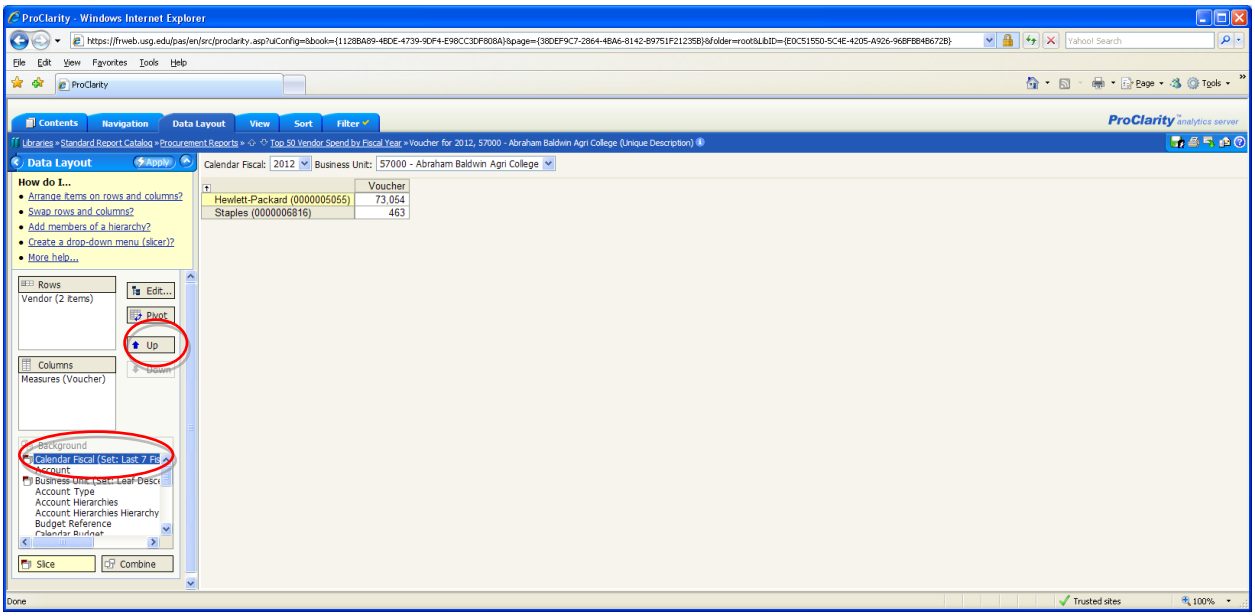


The report now shows data for Hewlett-Packard and Staples.

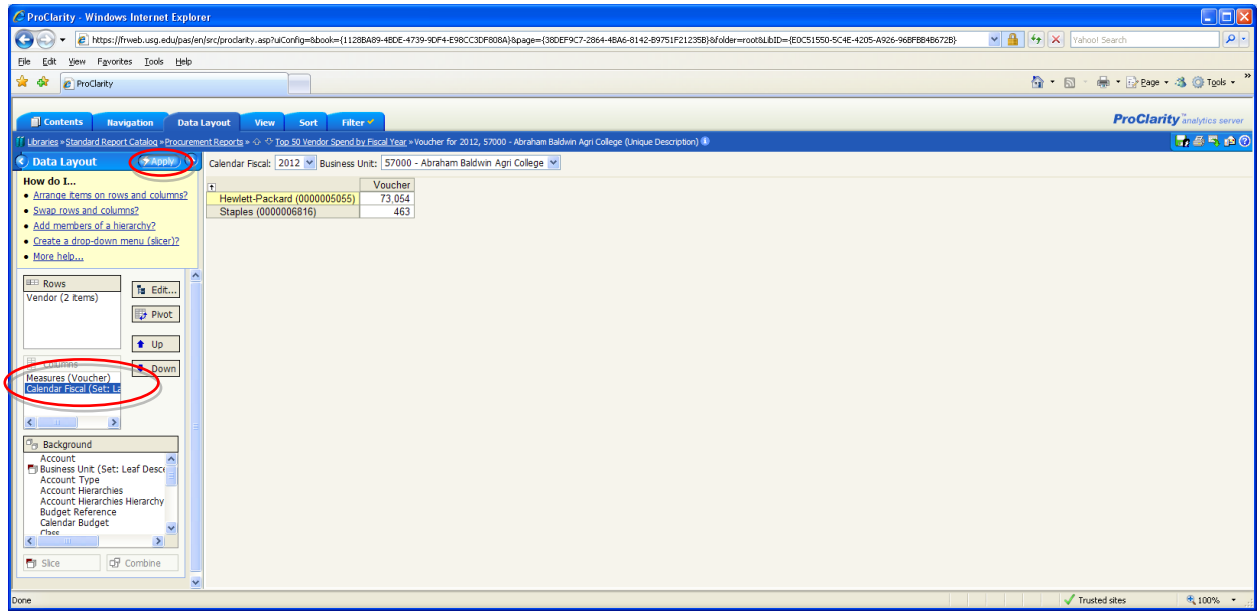


Continuing with this example, we will customize the report to see the spend data for these vendors for multiple fiscal years. To do this, we must remove the slicer for fiscal year and make it a dimension in the columns section - this is called nesting.

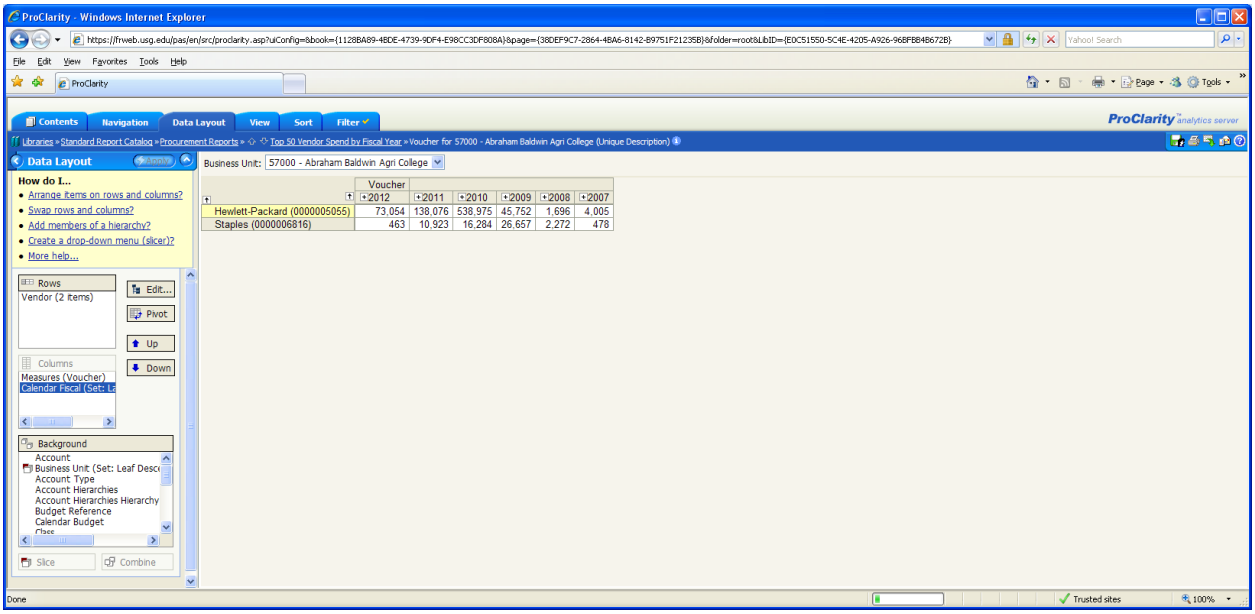
First, go to the **Data Layout** page and find the **Calendar Fiscal** Dimension. In this example, it is in the **Background** section on the left side of the page. Select the **Calendar Fiscal** Dimension and click the **Up** button.



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

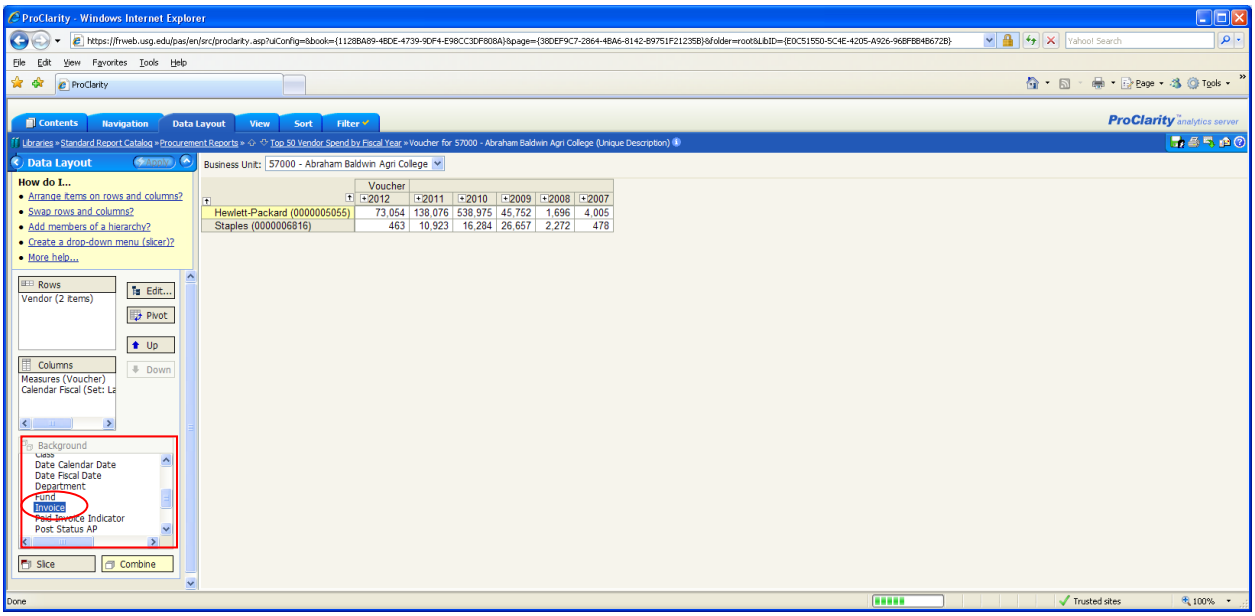


The Fiscal Year slicer has been removed and the data is now displayed for multiple fiscal years from 2012 to 2006.

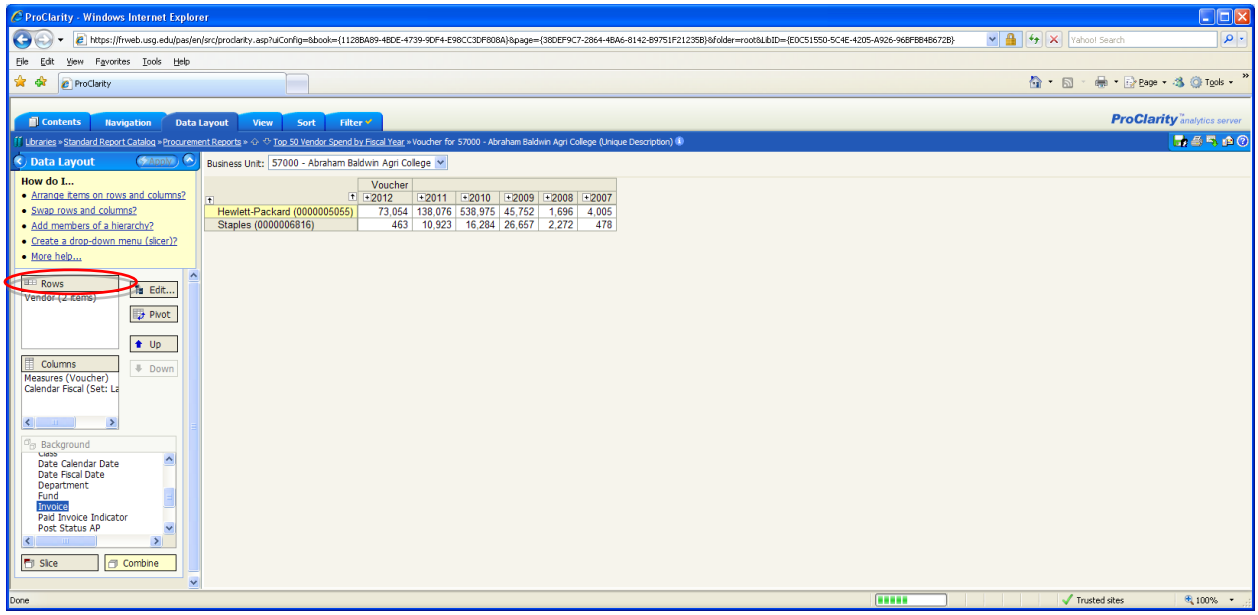


For this example, we also want to add the invoices that make up the voucher spend to this report. This involves nesting to show the vendor and the invoice in the same section.

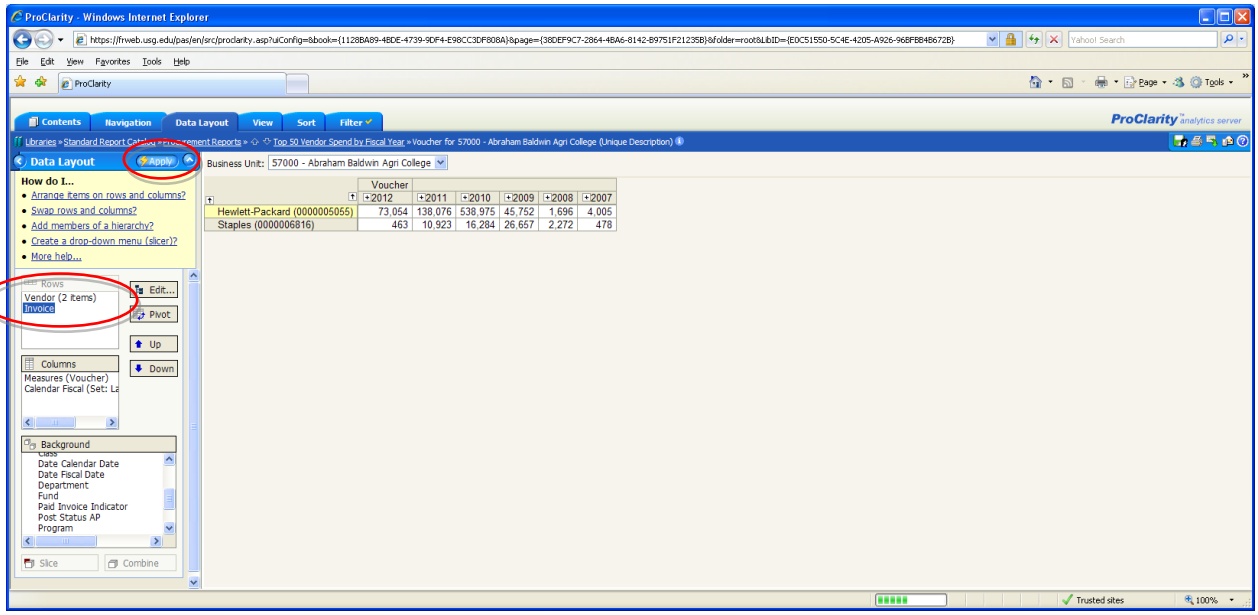
First, scroll down in the **Background** section and select **Invoice**.



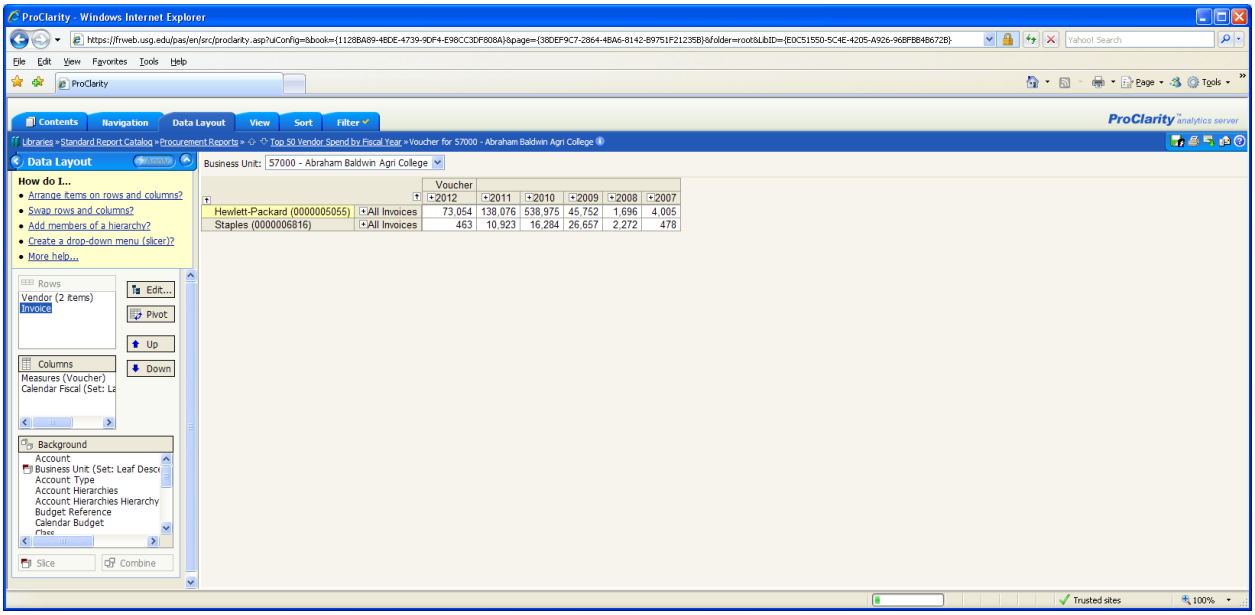
Once invoice is selected, click on the **Rows** heading above the Vendor dimension. This will move the invoice up to the **Rows** section with the Vendor. Note: This is an alternative to using the **Up** button.



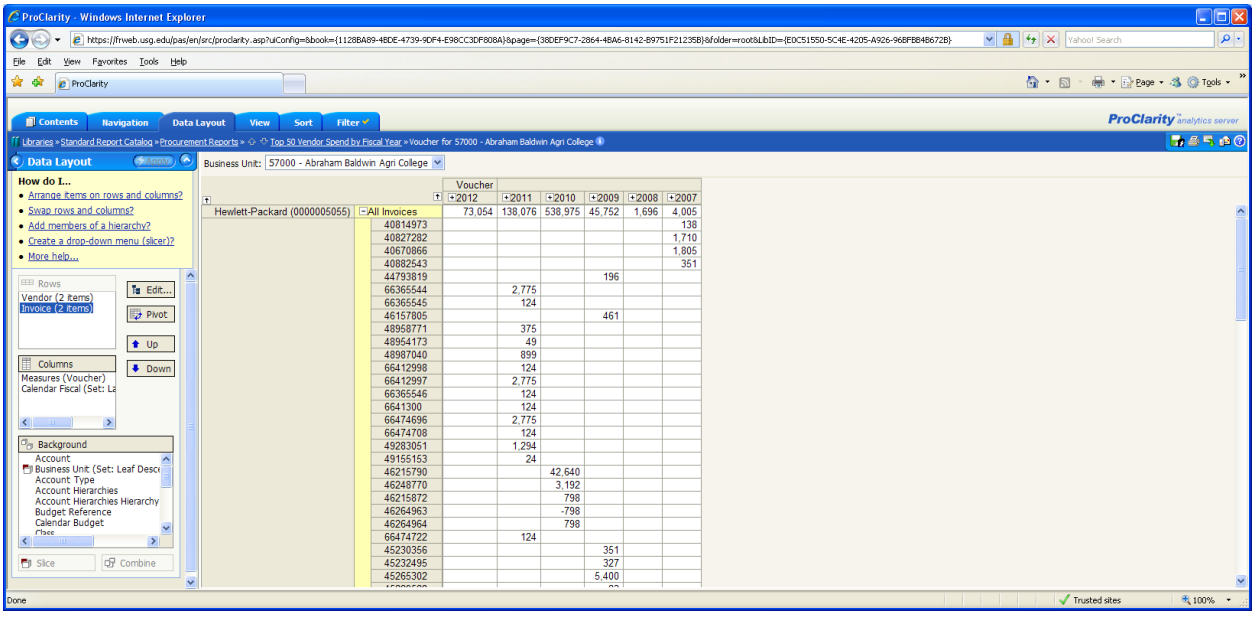
When the Invoice is in the **Rows** section, click the **Apply** button.



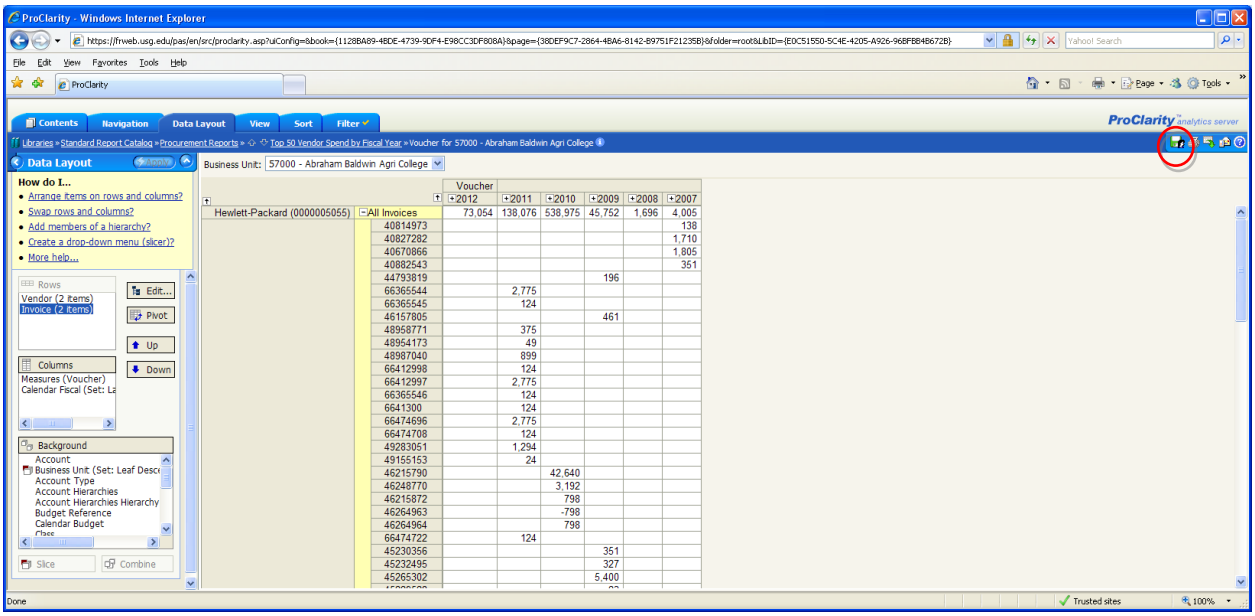
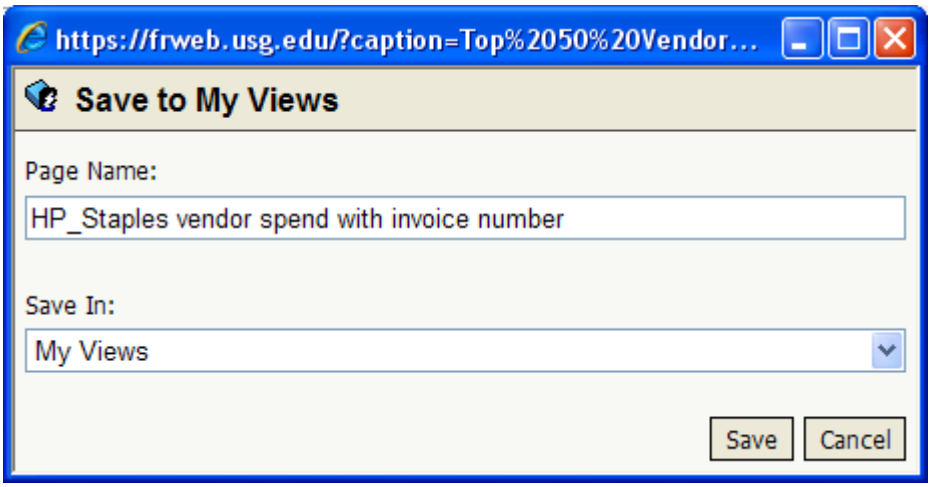
The report now shows all invoices for the vendors Hewlett Packard and Staples for multiple fiscal years.



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.



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



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