

BuySpeed Business Intelligence

Standard Reports (74 total reports)

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Analytic Reports (28 reports)

Contract Utilization

Description

The report is designed to display the releases and spend for blankets and contracts. Information includes blanket start/end and the release amounts with ordering department and location.

Notes

This report will not display PO's that have been cancelled.

Data Elements

- Report Date
- Organization Name
- Contract/Blanket Number
- Short Description
- Vendor Name
- Vendor Number
- Contract Start Date
- Contract End Date
- Release Number
- Date Sent
- Department/Location
- Dollar Total
- Current Status

04/28/2016					Page 1 of 2
Contract Utilization					
Report Date: 4/28/16 1:18 PM					
Organization: Division of Banks					
Contract/Blanket Number	Short Description	Vendor Name/Number	Start Date	End Date	
PO-14-1025-DOCIF-FISCI-00000001495	The State's Industries	The State Industries / 00001377	04/01/1997	09/30/2024	
Release #	Date Sent	Department/Location	Dollar Total	Current Status	
423	08/14/2015	DOB01/DOB01	\$ 433.44	3PS	
424	08/14/2015	DOB01/DOB01	\$ 452.40	3PS	
447	09/03/2015	DOB01/DOB01	\$ 400.30	3PS	

Bid Processing Cycle Time

Description

Bid report that captures in days the amount of time a particular bid stayed at each document status. Displays the current status and totals the number of days for all status changes. Accepts a wildcard parameter or a specific bid number as input.

Data Elements

- Number of Days in Document Status:
 - Requisition ready for purchasing – Gone to Bid
 - Bid in progress – Bid ready for approval
 - Bid ready for approval – Bid sent
 - Bid sent – Bid Opened
 - Bid Opened – Bid Evaluated
 - Bid Evaluated – Bid Approved
 - Bid Approved – Bid Gone to PO
- Bid Number
- Short Description
- Buyer Name
- Current Status

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Bid Processing Cycle Time For Bid Number %				
<u>Bid Number</u>	<u>Short Description</u>	<u>Buyer</u>	<u>Current Status</u>	
BD-14-1034-0009- DSS09-00000000314	REC11-Recreation Services(re-opening)	Buyer	2BO	
Requisition ready for purchasing – Gone to Bid:				0.00
Bid in progress – Bid ready for approval:				2.97
Bid ready for approval – Bid sent:				0.05
Bid sent – Bid Opened:				157.98
Bid Opened – Bid Evaluated:				0.00
Bid Evaluated – Bid Approved:				0.00
Bid Approved – Bid Gone to PO:				0.00
TOTAL:				161.00

PO Cycle Time Detail

Description

The PO Cycle Time report summarizes the number of days for a purchase order to be processed. The detail report shows the number of days taken to process from each PO status as well.

Notes

Purchase Method will either display Standard Release or Open Market.

Data Elements

- Organization Name
- PO Date
- PO Dollar Value
- Purchase Method
- Buyer Name
- PO Number
- Description
- Cycle Time Per PO
- PO Count (Per Buyer, Purchase Method)
- Average Cycle Time in Days (Per Buyer, Purchase Method)
- Average Cycle Time for All Open Market POs in Days
- Average Cycle Time for All Standard Releases in Days
- Overall Average Cycle Time in Days

<u>Purchase Method</u>		<u>Count</u>	<u>Average Time</u>
Standard Release		17	0.6
<u>Buyer</u>	<u>PO Number</u>	<u>Description</u>	<u>Num of days</u>
Gary Harris	PO-14-1025-DOCIF-FISCI-00000001495:562	MASSCOR-BUSINESSCARDS-LCS	0
Fred Kennedy	PO-14-1080-OSD01-OSD10-00000000723:1266	HP INK FOR INVENTORY	2
Dede Smith	PO-14-1080-OSD01-OSD10-00000000723:1436	CAM-HOLYOKE-INK-NOV	0
Jacob Lee	PO-14-1080-OSD01-OSD10-00000000786:33	2016-JNPILLIPS-BOS-NOV	0
Katie Sabogal	PO-14-1080-OSD01-OSD10-00000001422:1099	G2B From Grainger - Batteries - JK	0

PO Cycle Time Summary

Description

The PO Cycle Time report summarizes the number of days for a purchase order to be processed by buyer. The report also calculates the average number of days overall by organization.

Notes

Purchase Method will either display Standard Release or Open Market.

Data Elements

- Organization Name
- PO Date
- PO Dollar Value
- Purchase Method
- Buyer Name
- PO Count (Per Buyer, Purchase Method)
- Average Cycle Time in Days (Per Buyer, Purchase Method)
- Average Cycle Time for All Open Market POs in Days
- Average Cycle Time for All Standard Releases in Days
- Overall Average Cycle Time in Days

05/02/2016		Page 1 of 4	
PO Cycle Time Summary For 05/02/2015 - 05/02/2016 For \$0.00 - \$1,000.00			
Department of Public Health			
<u>Buyer</u>	<u>Purchase Method</u>	<u>Count</u>	<u>Average Time</u>
Dede Smith	Standard Release	138	0.1
<u>Buyer</u>	<u>Purchase Method</u>	<u>Count</u>	<u>Average Time</u>
Jacob Lee	Standard Release	15	45.1
<u>Buyer</u>	<u>Purchase Method</u>	<u>Count</u>	<u>Average Time</u>
Katie Sabogal	Standard Release	5	19.0

Requisition Approval Cycle Detail

Description

The Requisition Approval Cycle report calculates the number of days it takes the requisition to go from Ready for Approval to Ready for Purchasing. The detail report shows the individual requisitions.

Notes

- Requisition types include Open Market, Direct Open Market, Inventory, RPA, and Release.
- The report will not display cancelled requisitions.

Data Elements

- Organization Name
- Requisition Submitted Date
- Requisition Type
- Count of Requisitions (Per Department, Requisition Type)
- Average Cycle Time in Days (Per Department, Requisition Type)
- Department Name
- Requisition Number
- Approval Path(s)
- Number of Days (Per Requisition)
- Average Cycle Time for Open Market
- Average Cycle Time for Standard Release
- Average Cycle Time for Direct Open Market
- Average Cycle Time for Inventory
- Average Cycle Time for RPA
- Overall Average Cycle Time

05/02/2016		Page 1 of 1	
Req Approval Cycle Time Detail Submitted on or after 05/02/2015 For Req Type All			
George Fingold Library			
	<u>Requisition Type</u>	<u>Count</u>	<u>Average Time</u>
	Release	13	0.0
<u>Department</u>	<u>Requisition Number</u>	<u>Approval Path(s)</u>	<u>Num of days</u>
Department of Liberty	RQ-15-1061-LIB01-LIB01-00000034778	All Purchases	0
Department of Liberty	RQ-15-1061-LIB01-LIB01-00000038038	All Purchases	0
Department of Liberty	RQ-16-1061-LIB01-LIB01-00000040828	All Purchases	0
Department of Liberty	RQ-16-1061-LIB01-LIB01-00000047960	All Purchases	0

Requisition Approval Cycle Summary

Description

The Requisition Approval Cycle report calculates the number of days it takes the requisition to go from Ready for Approval to Ready for Purchasing. The summary report shows the average number of days needed per requisition type.

Notes

The report will not display cancelled requisitions.

Data Elements

- Organization Name
- Requisition Submitted Date
- Requisition Type
- Count of Requisitions (Per Department, Requisition Type)
- Average Cycle Time in Days (Per Department, Requisition Type)
- Department Name
- Average Cycle Time for Open Market
- Average Cycle Time for Standard Release
- Average Cycle Time for Direct Open Market
- Average Cycle Time for Inventory
- Average Cycle Time for RPA
- Overall Average Cycle Time

05/02/2016				Page 1 of 1
Req Approval Cycle Time Summary Submitted on or after 05/02/2015 For Req Type All				
Department of Correction				
<u>Department</u>	<u>Requisition Type</u>	<u>Count</u>	<u>Average Time</u>	
Dept. of Liberty	Release	42	0.0	
<u>Department</u>	<u>Requisition Type</u>	<u>Count</u>	<u>Average Time</u>	
Dept. of Freedom	Open Market	3	7.0	
<u>Department</u>	<u>Requisition Type</u>	<u>Count</u>	<u>Average Time</u>	
Department Zero	Release	51	0.5	
<u>Department</u>	<u>Requisition Type</u>	<u>Count</u>	<u>Average Time</u>	
Agricultural Dept.	Release	47	1.0	
			Average Cycle Time for Open Market: 7.0	
			Average Cycle Time for Standard Release: 0.5	
			Average Cycle Time for Direct Open Market: 0.0	
			Average Cycle Time for Inventory: 0.0	
			Average Cycle Time for RPA: 0.0	
			Average Cycle Time: 0.6	

Open PO Remaining Balance

Description

The report is designed to tally the remaining encumbered amounts for purchase orders by account code.

Data Elements

- Report Run Date
- Organization

05/18/2016					Page 1 of 135
Remaining Balance Report					
Report Date: 5/18/16 8:22 AM					
ORG01 – Organization 01					
0000334	01GENC / GENC	Sent	Encumbrance Total:		\$ 1.10
		S1-BREG--215010-00000-4010----N- BR-BR-			\$ 0.10
		S1-BREG--215020-10000-4010----N- BR-BR-			\$ 1.00
0000350	02 GENC / GENC	Partial Receipt	Encumbrance Total:		\$ 90.00
		S1-FAPC--273001-00000-4065----N- CH-FO-			\$ 13.50
		S1-FAPC--273001-00000-5775---- 577501-N-CH-FO-			\$ 30.00
		S1-FAPC--273001-00000-5799---- 579921-N-CH-FO-			\$ 30.00
		S1-INRE-FAMIS-215530-00000- 4065----N-CH-CI-			\$ 16.50

PO Received But Not Invoiced

Description

The report is designed to tally the PO receipts and then display the dollar amount that has not been invoiced.

Data Elements

- Fiscal Year
- Outstanding Balance
- Report Run Date
- Organization
- Vendor Number
- Vendor Name
- PO Number
- PO Date
- Receipt Date
- Receipt ID
- Dollars Received
- Total Receipts
- PO Balance

05/09/2016		Page 1 of 461
<p>PO Received Not Invoiced Report Fiscal Year All For Outstanding Balance > or = \$0.00 Report Date 05/09/2016</p>		
City of Gonzales		
Vendor: M0205185	Supply Company	
Purchase Order: 00000107-001	02/01/2016	
RECEIPT DATE	RECEIPT ID	DOLLARS RECEIVED
TOTAL RECEIPTS:		\$ 0.00
PURCHASE ORDER BALANCE:		\$ 0.00

Unpaid Receipts

Description

The report will tally the PO receipts and the amount that has not been paid. The calculation sums the receipt totals and invoice totals and shows the difference.

Notes

Cancelled POs will not appear in the report.

Data Elements

- Report Run Date
- Department Name
- Vendor Number
- Vendor Name
- PO Number
- PO Date
- Unpaid Receipt Balance (Per PO)

05/02/2016		Page 1 of 30	
Unpaid Receipts Report			
As of 5/2/16 10:31 AM			
Department of Environmental Protection			
Vendor: 4503	Vendor Supply Incorporated		Unpaid Receipt Balance
PO: RPA1848		08/17/2015	\$ 79.80
Vendor: 208418	Supply Store Inc.		Unpaid Receipt Balance
PO: RPA1982		10/14/2015	\$ 50.00
Vendor: 211937	Vendor Supply Incorporated		Unpaid Receipt Balance
PO: RPA1979		10/21/2015	\$ 87.54
Department of Fish and Game			
Vendor: 208612	Air Supply		Unpaid Receipt Balance
PO: RPA1690		06/17/2015	\$ 16.95
Vendor: 00008927	DH Industries		Unpaid Receipt Balance
PO: RPA1597		05/18/2015	\$ 23.47
PO: RPA523		09/29/2014	\$ 12.60

NIGP Spend Analysis Detail

Description

The report is designed to show the total amount of spend by NIGP code. The detail report includes listing the individual releases for each department.

Data Elements

- PO Start Date
- PO End Date
- Organization Name
- NIGP Code
- On/Off Contract
- Department Name
- Buyer Name
- PO Number/Release
- Item Number
- Vendor Name
- Total Amount
- Subtotal (By NIGP Code, On/Off Contract)
- Total On Contract Spend
- Total Off Contract Spend
- Overall Total Spend

05/02/2016		Page 1 of 18						
NIGP Spend Analysis Detail For 05/02/2015 - 05/02/2016								
Division of Banks								
<u>NIGP Code</u>	<u>On/Off Contract</u>	<u>Dept</u>	<u>Buyer</u>	<u>PO Number/release</u>	<u>Item Number</u>	<u>Vendor</u>	<u>Total</u>	
14-11/18	On Contract	Greenfield	Fred Kennedy	PO-16-1080-OSD01-OSD10-00000004632:88	1.000	ABC Hardware	\$ 231.30	
Sub Total On Contract for 14-11/18:							\$ 231.30	
<u>NIGP Code</u>	<u>On/Off Contract</u>	<u>Dept</u>	<u>Buyer</u>	<u>PO Number/release</u>	<u>Item Number</u>	<u>Vendor</u>	<u>Total</u>	
44-10/21	Off Contract	Greenfield	Fred Kennedy	PO-16-1024-DOB01-DOB01-00000006109	1.000	Harris Plumbers	\$ 7,623.00	
Sub Total Off Contract for 44-10/21:							\$ 7,623.00	

NIGP Spend Analysis Summary

Description

This report is designed to show the total amount of spend by NIGP code. The summary report summarizes spend by each department and does not show individual PO documents.

Data Elements

- PO Start Date
- PO End Date
- Organization Name
- NIGP Code
- On/Off Contract
- Department Name
- PO Total Amount
- Subtotal (By NIGP Code, On/Off Contract)
- Total On Contract Spend
- Total Off Contract Spend
- Overall Total Spend

05/04/2016			Page 1 of 1
NIGP Spend Analysis Summary For 05/04/2015 - 05/04/2016			
Chief Medical Examiner			
<u>NIGP Code</u>	<u>On/Off Contract</u>	<u>Department</u>	<u>Total</u>
14-11/11	On Contract	Fred Kennedy	\$ 522.72
Sub Total On Contract for 14-11/11:			\$ 522.72
<u>NIGP Code</u>	<u>On/Off Contract</u>	<u>Department</u>	<u>Total</u>
14-11/18	On Contract	CM1LW	\$ 1,408.00
Sub Total On Contract for 14-11/18:			\$ 1,408.00
<u>NIGP Code</u>	<u>On/Off Contract</u>	<u>Department</u>	<u>Total</u>
25-17/00	On Contract	CMEBOS	\$ 412.02
25-17/00	On Contract	Chris Tilman	\$ 2,500.00
Sub Total On Contract for 25-17/00:			\$ 2,912.02

On & Off Contract Spend Analysis Detail

Description

On and Off Contract Spend Analysis report is designed to show the total amount of spend on contract (releases) and off contract. The detail reports displays the individual documents included in the calculation.

Data Elements

- PO Start Date
- PO End Date
- Organization Name
- On/Off Contract
- Department Name
- Buyer Name
- PO Number/Release
- Vendor Name
- PO Description
- PO Total Amount
- Subtotal On Contract (Per Department, Buyer)
- Subtotal Off Contract (Per Department, Buyer)
- Total On Contract Spend
- Total Off Contract Spend
- Overall Total Spend

On/Off	Department	Buyer	PO Number/Release	Vendor	PO Description	Total
Chief Medical Examiner						
Off Contract	Greenfield	Fred Kennedy	PO-16-1018-CM1KC-CM1KC-00000006147	VWR International	Proteinase K	\$ 256.88
Sub Total Off Contract for KRIS CAVICCHI:						\$ 256.88
Sub Total Off Contract for aubrey gauthier:						\$ 256.88
On/Off	Department	Buyer	PO Number/Release	Vendor	PO Description	Total
On Contract	CM1LW	Fred Kennedy	PO-15-1080-OSD01-OSD10-00000001975:3271	WB. Mason	WB. Mason office supplies LW	\$ 344.25
On Contract	CM1LW	Fred Kennedy	PO-15-1080-OSD01-OSD10-00000003204:189	Home Depot U.S.A., Inc.	Home Depot Punchout LW	\$ 72.29
Sub Total On Contract for CM1LW:						\$ 416.54

On & Off Contract Spend Analysis Summary

Description

On and Off Contract Spend Analysis report is designed to show the total amount of spend on contract (releases) and off contract. The summary report displays the sum total but does not display the individual documents in the calculation.

Data Elements

- PO Start Date
- PO End Date
- Organization Name
- On/Off Contract
- Department Name
- Subtotal On Contract (Per Department)
- Subtotal Off Contract (Per Department Buyer)
- Total On Contract Spend
- Total Off Contract Spend
- Overall Total Spend

05/04/2016		Page 1 of 3
<p>On & Off Contract Spend Analysis Summary For 05/04/2015 - 05/04/2016</p>		
Department of Public Health		
<u>On/Off</u>	<u>Department</u>	<u>Total</u>
Off Contract	Administration	\$ 105.36
Sub Total Off Contract		\$ 105.36
<u>On/Off</u>	<u>Department</u>	<u>Total</u>
Off Contract	Department of Freedom	\$ 383.54
Sub Total Off Contract		\$ 383.54
<u>On/Off</u>	<u>Department</u>	<u>Total</u>
Off Contract	Department of Freedom	\$ 22,850.89
Sub Total Off Contract		\$ 22,850.89

Purchasing Statistics

Description

Statistics on the number of requisitions and purchase orders by Organization and department. Captures number of documents, number of line items, average line items, and total dollar amounts.

Notes

Cancelled POs will not appear in this report.

Data Elements

- PO Start Date
- PO End Date
- Organization Name
- Department Name/Location
- Total Number of Requisition Documents
- Total Number of Requisition Line Items
- Average Lines Per Requisition Document
- Total Number of PO Documents
- Total Number of PO Line Items
- Average Lines Per PO Document
- Total Dollar Amount

Purchasing Statistics Report			
Begin Date: 05/04/2015 End Date: 05/04/2016			
Organization: Department of Freedom			
Department/Location: CM1LW/OFFICE ADMIN			
Requisition:	Total Number of Documents: 10	Number of Line Items: 64	Average Lines Per Doc: 6.40
PO:	Total Number of POs: 10	Number of Line Items: 64	Average Lines Per Doc: 6.40
Total Dollars:	\$ 8,289.52		
<hr/>			
Department/Location: CMEBOS/ACCTS. PAYABLE			
Requisition:	Total Number of Documents: 1	Number of Line Items: 8	Average Lines Per Doc: 8.00
PO:	Total Number of POs: 1	Number of Line Items: 8	Average Lines Per Doc: 8.00
Total Dollars:	\$ 2,124.60		
<hr/>			
Department/Location: CMEBOS/CME-Admin			
Requisition:	Total Number of Documents: 2	Number of Line Items: 2	Average Lines Per Doc: 1.00
PO:	Total Number of POs: 2	Number of Line Items: 2	Average Lines Per Doc: 1.00
Total Dollars:	\$ 1,400.00		

Spend by Vendor Category Detail

Description

The report is designed to show the total amount of spend by the agency defined vendor categories. It then displays spend by category type and individual vendors including the PO document numbers.

Notes

Cancelled POs will not appear in this report.

Data Elements

- PO Start Date
- PO End Date
- Organization Name
- Category
- Category Type
- Vendor Name
- Vendor Number
- PO Number
- PO Total
- Subtotal by Vendor
- Subtotal by Category Type
- Total by Category

05/04/2016		Spend by Vendor Category Detail For 05/04/2015 - 05/04/2016			Page 1 of 411
Department of Revenue					
<u>Category</u>	<u>Category Type</u>	<u>Vendor Name/Number</u>	<u>PO Number</u>	<u>Total</u>	
AGREEMENT AND TERMS OF USE FOR SELLERS	Yes	Vendor/12345	PO-14-1080-1080C-1080L-00000001133	\$ 19.84	
			Sub Total for Vendor	\$ 19.84	
<u>Category</u>	<u>Category Type</u>	<u>Vendor Name/Number</u>	<u>PO Number</u>	<u>Total</u>	
AGREEMENT AND TERMS OF USE FOR SELLERS	Yes	Vendor Inc./568945	PO-14-1080-OSD01-OSD10-00000000040	\$ 12,736.60	
AGREEMENT AND TERMS OF USE FOR SELLERS	Yes	Vendor Inc./56895	PO-14-1080-OSD01-OSD10-00000000040	\$ 1,349.72	
			Sub Total for Vendor Inc.	\$ 14,086.32	

Spend by Vendor Category Summary

Description

This report is designed to show the total amount of spend by the agency defined vendor categories. The report summarizes by the category and category types.

Notes

Cancelled POs will not appear in this report.

Data Elements

- PO Start Date
- PO End Date
- Organization Name
- Category
- Category Type
- Spend Total (by Category, Category Type)
- Total by Category

05/04/2016		Page 1 of 3
Spend by Vendor Category Summary		
For 05/04/2015 - 05/04/2016		
Department of Freedom		
<u>Category</u>	<u>Category Type</u>	<u>Spend Total</u>
AGREEMENT AND TERMS OF USE FOR SELLERS	Yes	\$ 251,945.25
Total for AGREEMENT AND TERMS OF USE FOR SELLERS:		\$ 251,945.25
Are you interested in partnering as a Prime/Sub contractor?	No	\$ 103,674.25
Are you interested in partnering as a Prime/Sub contractor?	Yes	\$ 89,110.18
Total for Are you interested in partnering as a Prime/Sub contractor?:		\$ 192,784.43
Business Structure	Corporation	\$ 251,945.25
Business Structure	Sole Proprietor	\$ 0.00
Total for Business Structure:		\$ 251,945.25
Business Type	Business Enterprise (for profit)	\$ 251,945.25
Business Type	Non-Profit Organization	\$ 0.00
Total for Business Type:		\$ 251,945.25

Vendor Spend Analysis by Purchase Method Detail

Description

The Vendor Spend Analysis by Purchase Method report lists the total amount of spend by vendor according to the purchase method on the PO. The detail report includes the purchase order document numbers.

Data Elements

- PO Start Date
- PO End Date
- Organization Name
- Vendor Name
- Vendor Number
- PO Number/Release
- Short Description
- PO Total
- Subtotal On/Off Contract
- Total Spend by Vendor, Purchase Method

05/09/2016					Page 1 of
Vendor Spend Analysis by Purchase Method Detail For 05/09/2015 - 05/09/2016					
Department of Agriculture					
<u>Vendor Name</u>	<u>Vendor Number</u>	<u>PO Number/Release</u>	<u>Short Description</u>	<u>PO Total</u>	
Vendor Inc.	000013385	ADCS16- 111626	Transportation Services	\$ 87.05	
				Sub Total On Contract:	\$ 87.05
Total Spend for Vendor Inc.				\$ 87.05	

Vendor Spend Analysis by Purchase Method Summary

Description

The Vendor Spend Analysis by Purchase Method report lists the total amount of spend by vendor according to the purchase method on the PO.

Data Elements

- PO Start Date
- PO End Date
- Organization Name
- Vendor Name
- Vendor Number
- Total Spend On
- Total Spend Off
- Total Spend

05/09/2016		Page 1 of 572		
Vendor Spend Analysis by Purchase Method Summary For 05/09/2015 - 05/09/2016				
Department of Agriculture				
<u>Vendor Name</u>	<u>Vendor Number</u>	<u>Total Spend On</u>	<u>Total Spend Off</u>	<u>Total Spend</u>
Vendor 123	000013385	\$ 87.05	\$ 0.00	\$ 87.05
Supplies Inc.	000033778	\$ 93.00	\$ 0.00	\$ 93.00
Kirk Industries	000023375	\$ 239,616.00	\$ 0.00	\$ 239,616.00
Farm Store Supplies	000049807	\$ 266.00	\$ 0.00	\$ 266.00
Feed Stores	9000001978	\$ 34,653.90	\$ 0.00	\$ 34,653.90
Ag Supplies	9000007509	\$ 23,463.00	\$ 0.00	\$ 23,463.00
Supplies Unlimited	000045584	\$ 255.00	\$ 0.00	\$ 255.00
Tractor Store	000039884	\$ 0.00	\$ 11,386.76	\$ 11,386.76
Vendor ABC	000009998	\$ 0.00	\$ 24,421.00	\$ 24,421.00
Vendor XYZ	000046218	\$ 260.00	\$ 0.00	\$ 260.00
Tires Unlimited	9000008266	\$ 0.00	\$ 871.50	\$ 871.50

Vendor Award by Category

Description

The Vendor Award by Category report lists the awarded vendors on bids and their categories and category types.

Data Elements

- Category Name
- Category Type
- Date Range
- Report Run Date
- Organization Name
- Bid/Item Number
- Vendor Number
- Vendor Name
- Total Line Items by Category, Category Type

05/04/2016			Page 1 of 286
Vendor Awards by Category/Category Type For Category % For Category Type % For Date Range 05/04/2015 - 05/04/2016 Report Date: 05/04/2016			
Department of Agriculture			
<u>Category/Category Type</u>			
AGREEMENT AND TERMS OF USE FOR SELLERS / This is the DUNS number assigned to my Business			
<u>Bid / Item number</u>	<u>Vendor Number</u>	<u>Vendor Name</u>	
BD-15-1025-DOCFS-FISCM-	00006114	Farm Supplies, Inc.	
BD-16-1025-DOCIF-7518-	00006405	Feed Store	
BD-16-1025-DOCIF-7518-	00008816	Tractor Supply	
Total Number of Line Items Awarded for AGREEMENT AND TERMS OF USE FOR SELLERS / This is the DUNS number assigned to my Business:			3
<u>Category/Category Type</u>			
AGREEMENT AND TERMS OF USE FOR SELLERS / Yes			
<u>Bid / Item number</u>	<u>Vendor Number</u>	<u>Vendor Name</u>	
BD-15-1025-DOCFS-FISCM-	00006114	Farm Supplies, Inc.	
BD-16-1025-DOCIF-7518-	00006405	Feed Store	
BD-16-1025-DOCIF-7518-	00008816	Tractor Supply	
Total Number of Line Items Awarded for AGREEMENT AND TERMS OF USE FOR SELLERS / Yes:			3

Vendor Bid Notification by Category

Description

The report is designed to list the vendors that were selected to be notified of a formal bid by vendor category and category type.

Data Element

- Bid Number
- Category
- Report Run Date
- Organization Name
- Category Type
- Vendor Number
- Vendor Name
- Total Vendor Count by Category, Category Type

05/04/2016	Page 1 of 21	
Vendor Bid Notification by Bid and Category For Bid Number % For Category % Report Date: 05/04/2016		
Department of Agriculture		
<u>Category/Category Type</u>		
AGREEMENT AND TERMS OF USE FOR SELLERS / Yes		
<u>Bid Number</u>	<u>Vendor Number</u>	<u>Vendor Name</u>
BD-15-1034-0009-DSS09-	204082	Farm Supplies, Inc.
BD-15-1034-0009-DSS09-	204178	Feed Store
BD-15-1034-0009-DSS09-	214560	Tractor Supply
BD-15-1034-0009-DSS09-	204082	Farm Supplies, Inc.
BD-15-1034-0009-DSS09-	204178	Feed Store
BD-15-1034-0009-DSS09-	214560	Tractor Supply
BD-15-1034-0009-DSS09-	204082	Tractor Supply
BD-15-1034-0009-DSS09-	204178	Tractor Supply

Vendor Bid Notification by Category Type

Description

This report is designed to list the vendors that were selected to be notification of a formal bid by vendor category and category type. A selection criterion includes user entered beginning and ending input parameters.

Data Element

- Bid Number
- Category
- Category Type
- Date Range
- Report Run Date
- Organization Name
- Vendor Count
- Total Vendor Count by Category, Category Type

05/04/2016	Page 1 of 22
<p>Vendor Bid Notification by Category/Category Type For Category % For Category Type % For Date Range 05/04/2015 - 05/04/2016 Report Date: 05/04/2016</p>	
Department of Agriculture	
<u>Category/Category Type</u>	
AGREEMENT AND TERMS OF USE FOR SELLERS / This is the DUNS number assigned to my Business	
<u>Bid Number</u>	<u>Vendor Count</u>
BD-15-1025-DOCFS-9814-00000003830	1
BD-15-1025-DOCFS-FISCM-00000004230	5
BD-15-1025-DOCIF-FISCI-00000003026	2
BD-15-1025-DOCIF-FISCI-00000003047	3
BD-16-1025-DOCCF-FISCC-00000005855	1
BD-16-1025-DOCFS-FISCM-00000005836	2
BD-16-1025-DOCFS-FISCM-00000005869	4
BD-16-1025-DOCIF-7518-00000004779	1
BD-16-1025-DOCIF-7518-00000004996	1
Total Vendor Count for AGREEMENT AND TERMS OF USE FOR SELLERS / This is the DUNS number assigned to my Business:	20

Vendor Participation by Category

Description

The Vendor Participation by Bid and Category report lists the vendor category and category types for each vendor who responded with a quote on the bids selected.

Data Element

- Bid Number
- Category
- Category Type
- Report Run Date
- Organization Name
- Bid Number
- Vendor Number
- Vendor Name
- Total Vendor Count by Category, Category Type

05/04/2016		Page 1 of 14	
Vendor Bid Participation by Bid and Category For Bid Number: % For Category: % Report Date: 05/04/2016			
Department of Agriculture			
<u>Category/Category Type</u>			
AGREEMENT AND TERMS OF USE FOR SELLERS / Yes			
<u>Bid Number</u>	<u>Vendor Number</u>	<u>Vendor Name</u>	
BD-15-1023-1023C-1023L-	214560	Farm Supplies, Inc.	
BD-15-1023-1023C-1023L-	00001282	Feed Store	
BD-15-1023-DMR10-DMRCCO-	00013597	Tractor Supply	
BD-15-1023-DMR30-DMRR3-	00011146	Farm Supplies, Inc.	
BD-15-1023-DMR30-DMRR3-	222809	Feed Store	
BD-15-1023-DMR60-M8660-	204082	Tractor Supply	
BD-15-1023-DMR60-M8660-	214560	Tractor Supply	
BD-15-1023-DMR60-M8971-	218015	Tractor Supply	
BD-16-1023-1023C-1023L-	00013597	Farm Supplies, Inc.	
BD-16-1023-DMR50-DMRR5-	204082	Feed Store	
BD-16-1023-DMR50-DMRR5-	204178	Tractor Supply	
BD-16-1023-DMR50-DMRR5-	214560	Farm Supplies, Inc.	
BD-16-1023-DMR60-DMRR6-	219169	Feed Store	
BD-16-1023-DMR60-DMRR6-	223814	Tractor Supply	
Total Vendor Count for AGREEMENT AND TERMS OF USE FOR SELLERS / Yes:			14

Vendor Participation by Category Type

Description

The Vendor Participation by Category and Category Type report summarizes the number of vendors of each category and category types that responded with a quote for the bid selected.

Data Element

- Bid Number
- Category
- Category Type
- Date Range
- Report Run Date
- Organization Name
- Bid Number
- Vendor Quote Count
- Total Vendor Count by Category, Category Type

05/05/2016	Page 1 of 29
<p>Vendor Bid Participation by Category/Category Type For Category: % For Category Type: % For Date Range: 05/05/2015 - 05/05/2016 Report Date: 05/05/2016</p>	
Department of Agriculture	
<u>Category/Category Type</u>	
AGREEMENT AND TERMS OF USE FOR SELLERS / This is the DUNS number assigned to my Business	
<u>Bid Number</u>	<u>Vendor Quote Count</u>
BD-15-1025-DOCFS-FISCM-00000004230	4
BD-16-1025-DOCFS-FISCM-00000005636	2
BD-16-1025-DOCFS-FISCM-00000005869	4
BD-16-1025-DOCIF-7518-00000004779	1
BD-16-1025-DOCIF-7518-00000004996	1
Total Vendor Quote Count for AGREEMENT AND TERMS OF USE FOR SELLERS / This is the DUNS number assigned to my Business:	12

Vendor by PO Type

Description

The Vendor PO by Category report lists the category and category type of the awarded vendors on POs and the summary of the number of POs to each category type.

Data Element

- Category
- Category Type
- Date Range
- Report Run Date
- Organization Name
- PO Number
- Total Number of Line Items Awarded by Category, Category Type

05/05/2016	Page 1 of 18
<p>Vendor POs by Category/Category Type For Category: % For Category Type: % For Date Range: 05/05/2015 - 05/05/2016 Report Date: 05/05/2016</p>	
Department of Agriculture	
<u>Category/Category Type</u>	
AGREEMENT AND TERMS OF USE FOR SELLERS / This is the DUNS number assigned to my Business	
<u>PO Number</u>	
PO-15-1023-DMR50-S5972-00000004231	
PO-15-1023-DMR50-S5972-00000004232	
PO-15-1023-DMR50-S5972-00000004233	
PO-16-1023-DMR50-S5972-00000005135	
PO-16-1023-DMR50-S5972-00000005169	
PO-16-1023-DMR50-S5972-00000005170	
PO-16-1023-DMR50-S5972-00000005171	
PO-16-1023-DMR50-S5972-00000005200	
PO-16-1023-DMR50-S5972-00000005219	
PO-16-1023-DMR50-S5972-00000005993	
PO-16-1023-DMR50-S5972-00000006001	
<p>Total Number of Line Items Awarded for AGREEMENT AND TERMS OF USE FOR SELLERS / This is the DUNS number assigned to my Business: 11</p>	

Blanket and Contract Dollar Thresholds

Description

Contract report that shows the control tab information for blankets/contracts including dollar amounts remaining in contract limit and each department's spend to date.

Data Element

- Report Run Date
- Organization Name
- Buyer Name
- PO Number
- Short Description
- Expiration
- Amount Remaining
- Control Org Number
- Control Department
- Dollar Limit

05/05/2016		Page 1 of 1		
Blanket/Contract Dollar Threshold With Balance Remaining less than or equal to \$100.00 Report Date: 5/5/16 1:24 PM				
Department of Agriculture				
<u>Buyer</u>	<u>PO Number</u>	<u>Short Description</u>	<u>Expiration</u>	<u>Amount Remaining</u>
Gary Smith	PO-15-1021-DFS-DFS01-00000004706	DFS-ChemPro-2015, Environics Chem Pro 100i Kit #ENV E02523000-GCO	06/30/2015	\$ 0.00
<u>Control Org</u>	<u>Control Department</u>	<u>Dollar Limit</u>	<u>Amount Remaining</u>	
1021	AGY	\$ 14,995.00	\$ 0.00	

Workload Analysis by Buyer

Description

The total number of days a particular requisition or purchase order is in process up until the purchase order is ready to send to the vendor.

Data Element

- Report Run Date
- Organization Name
- Buyer Name
- Document Status
- Document Date
- Document Number
- Short Description
- Total Dollar Amount
- Number of Days in Pending Status
- Total Number of Documents
- Average Days in a Pending Status

05/05/2016						Page 12 of 12
Purchaser Workload Report as of 05/05/2016						
Department of Agriculture						
<u>Purchaser</u>	<u>Doc Status</u>	<u>Date</u>	<u>Doc #</u>	<u>Short Description</u>	<u>Total</u>	<u>Number of Days in a Pending Status</u>
Kyle Lee	3PRS	05/21/2015	PQ-14-1080-OSD01-OSD10-0000000723856	6320 CAM OFFICE 052115	\$ 1,262.25	350
Katie Allen	1RGB	04/03/2015	RQ-15-1022-DMH04-4430A-00000029439	Janitorial services for Quincy Mental Health Center - FAC81 vendors only	\$ 9,916.67	398
Julie Jacobson	1RGB	07/21/2014	RQ-15-1022-DMH08-8210B-00000003630	shredding service	\$ 0.00	654
Total # of Docs: 62					Average:	449

Expiring Contracts

Description

The report is designed to display contracts whose expiration dates are within the range selected by the user. This will include the dollars spent to date. User may select from range of days to expiration.

Data Element

- Report Run Date
- Organization Name
- Buyer Name
- Contract Number
- Description
- Vendor Name
- Contract Begin Date
- Contract End Date
- Department
- Dollars Spent to Date

05/06/2016		Expiring Contracts Report						Page 1 of 6
		Report Date: 5/6/16 2:03 PM						
Department of Freedom								
Buyer	Contract Number	Description	Vendor Name	Contract Begin Date	Contract End Date	Department	Dollars Spent to Date	
Kyle Lee	C108026-vCurrent	7500-08CDCSterlingTractor	Conversion Vendor	05/09/2008	05/08/2016	1025CONVD		
Kyle Lee	C108026-vCurrent	7500-08CDCSterlingTractor	Conversion Vendor	05/09/2008	05/08/2016	DOCIF	\$ 0.00	
Kyle Lee	C124285-vCurrent	7516-08PowderCoating	Conversion Vendor	05/28/2008	05/27/2016	1025CONVD		
Kyle Lee	C124285-vCurrent	7516-08PowderCoating	Conversion Vendor	05/28/2008	05/27/2016	DOCIF	\$ 0.00	
Kyle Lee	PO-16-1025-DOCIF-7500-00000005478	7516-08PowderCoating	Feeley's co Inc	05/28/2008	05/27/2016	DOCIF	\$ 0.00	
Kyle Lee	PO-16-1025-DOCIF-FISCI-00000005271	DM-7516-02	COTSWOLD INDUSTRIES, INC.	06/05/2013	06/03/2016	DOCIF	\$ 0.00	
Kyle Lee	PO-15-1025-DOCFS-FISCI-00000002501	13-DOC-9006-WASTEWATER CHEMICALS	Holland Company, Inc	05/24/2014	05/24/2016	DOCFS	\$ 0.00	

Inventory Reports (17 reports)

Aisle/Bin Bar Code

Description

Not currently used anywhere in the app, but can be used to generate a bar code from a aisle/bin number.

Notes

An aisle bin must be entered in the prompt.

Description

Groups data by Stock Item Category. Calculates period ending value, how many times items in the category went out of stock and how many times stock turned over within a year of period ending date.

Data Elements

- Category
- Items
- Period Ending Dollar Value
- Percent Total (of Period Ending Dollar Value)
- Number of Items with Stock Outs
- Percent Total (of Number of Items with Stock Outs)
- Number of Turns
- Total Number of Item
- Total Period Ending Dollar Value
- Total Number of Items with Stock Outs
- Total Number of Turns

Category		Items	Period Ending \$ Value	% Tot	Num of Items W/ Stock Outs	% Tot	Number of Turns
AV	AUDIO TAPE	16	\$ 2,169.08	0.79%	0	0.0 %	0.03
BOOKS	ELEMENTARY	162	\$ 0.00	0.00%	0	0.0 %	0.00
CUSTODI	HANDLES	395	\$ 218,412.04	79.10%	0	0.0 %	0.65
FORMS	ACCT FORMS	179	\$ 14,280.62	5.17%	0	0.0 %	0.39
GENERA	Bags, Bank	126	\$ 32,432.10	11.74%	0	0.0 %	0.76
NURSES	OINTMENTS	137	\$ 5,578.64	2.02%	0	0.0 %	0.03
NONE	Items with no categorie	527	\$ 3,263.35	1.18%	75	14.2 %	0.03
All Items		1542	\$ 276,135.82	100.00%	75	4.9 %	0.58

NOTE: Because values for some site stock items may appear in more than one categoryInv, the totals of the columns of the categoryInv lines may not equal amounts on the "All Items" line.

Analysis Recap FIFO

Description

Groups data by Stock Item Category. Calculates period ending value, how many times items in the category went out of stock and how many times stock turned over within a year of period ending date.

Data Element

- Category
- Items
- Period Ending Dollar Value
- Percent Total (of Period Ending Dollar Value)
- Number of Items with Stock Outs
- Percent Total (of Number of Items with Stock Outs)
- Number of Turns
- Total Number of Item
- Total Period Ending Dollar Value
- Total Number of Items with Stock Outs
- Total Number of Turns

Category		Items	Period Ending \$ Value	% Tot	Num of Items W/ Stock Outs	% Tot	Number of Turns
AV	AUDIO TAPE	16	\$ 0.00	0.00%	0	0.0 %	0.03
BOOKS	ELEMENTARY	162	\$ 0.00	0.00%	0	0.0 %	0.00
CUSTODI	HANDLES	395	\$ 190,223.91	81.68%	0	0.0 %	0.65
FORMS	ACCT FORMS	179	\$ 14,434.54	6.20%	0	0.0 %	0.39
GENERA	Bags, Bank	126	\$ 23,531.60	10.10%	0	0.0 %	0.76
NURSES	OINTMENTS	137	\$ 1,184.00	0.51%	0	0.0 %	0.03
NONE	Items with no categorie	527	\$ 3,502.96	1.50%	75	14.2 %	0.03
All Items		1542	\$ 232,877.01	100.00%	75	4.9 %	0.58

NOTE: Because values for some site stock items may appear in more than one category, the totals of the columns of the category lines may not equal amounts on the "All Items" line.

Analysis Recap LIFO

Description

Groups data by Stock Item Category. Calculates period ending value, how many times items in the category went out of stock and how many times stock turned over within a year of period ending date.

Data Elements

- Category
- Items
- Period Ending Dollar Value
- Percent Total (of Period Ending Dollar Value)
- Number of Items with Stock Outs
- Percent Total (of Number of Items with Stock Outs)
- Number of Turns
- Total Number of Item
- Total Period Ending Dollar Value
- Total Number of Items with Stock Outs
- Total Number of Turns

Category		Items	Period Ending \$ Value	% Tot	Num of Items W/ Stock Outs	% Tot	Number of Turns
AV	AUDIO TAPE	16	\$ 0.00	0.00%	0	0.0 %	0.03
BOOKS	ELEMENTARY	162	\$ 0.00	0.00%	0	0.0 %	0.00
CUSTODI	HANDLES	395	\$ 211,271.91	83.49%	0	0.0 %	0.65
FORMS	ACCT FORMS	179	\$ 13,767.89	5.44%	0	0.0 %	0.39
GENERA	Bags, Bank	126	\$ 23,525.81	9.30%	0	0.0 %	0.76
NURSES	OINTMENTS	137	\$ 1,224.04	0.48%	0	0.0 %	0.03
NONE	Items with no categorie	527	\$ 3,260.21	1.29%	75	14.2 %	0.03
All Items		1542	\$ 253,049.87	100.00%	75	4.9 %	0.58

NOTE: Because values for some site stock items may appear in more than one categoryInv, the totals of the columns of the categoryInv lines may not equal amounts on the "All Items" line.

Charge to Department

Description

Inventory Transaction Summary sorted by transaction date. Lists charge to Departments and accounts, extended amount, total cost, overhead amount, restock charges for each inventory document number.

Data Elements

- Transaction Date
- Doc ID
- Work Order
- Charge Department
- Destination Department
- Distribution/Inventory Account
- Extended Amount
- Cost Total
- Overhead Amount
- Restock Amount
- Total Document Count by Date
- Total Extended Amount by Date
- Overall Cost Total by Date
- Total Overhead Amount by Date
- Total Restock Amount by Date

05/17/2016 Page 1 of									
Allen Community Schools									
Inventory Transaction Summary by Document									
Transaction Date: May 18, 2015									
Doc Id	Transaction Date	Work Order	Charge Department	Destination Department	Distribution / Inventory Account	Extended Ammount	Cost Total	Overhead Ammount	Restock Ammount
RET00000315	05/18/2015	15133438	1380-ACCO	1380-1380	E10-1380-1100-101-0000-612- - - -BC-331 B10-0000- -000-0000- -171-003- -401	(\$ 164.00)	(\$ 164.00)	\$ 0.00	\$ 0.00
RET00000316	05/18/2015	15133438	1380-ACCO	1380-1380		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
ISS00014367	05/18/2015	15133499	1342-ACCO		E10-1342-1100-101-0000-612- - - -BC-331 B10-0000- -000-0000- -171-003- -401	\$ 3.75	\$ 3.75	\$ 0.00	\$ 0.00

Charge to Department Accounting Detail

Description

Inventory Transaction Summary with Detailed Accounting information. Sorted by Department, Site, Stock Item Number, Document Number and Item Number. Lists charge to Departments and accounts, Destination and Transfer Sites, quantity, extended amount, overhead amount, restock charges for each inventory document and item number.

Data Elements

- Charge To Department Name
- Site ID
- Stock Number
- Description
- Doc ID
- Item Number
- Type
- Transaction Date
- Work Order
- Last User
- Destination Department
- Quantity
- UOM
- Unit Cost
- Extended Amount
- Restock Charge
- Overhead Charge

Allen Community School District												
Charge to Department Report												
Charge To Department:		0010-ACCO		ELSC, Accounting								
Site ID:		IVELS		Warehouse April 2012								
Stock #:		1522.0005		Description Green Earth, peroxide Cleaner (33647-00)								
DocID	Item	Type	Transaction Date	Work Order	Last User	Destination Department	Quantity	UOM	Unit Cost	Extended Amount	Restock Charge	Overhead Charge
ISS00014369	1.0	Issue	05/18/2015	15133487	JMAROLF	0010-ESC	-2.00	EA	\$ 17.98	-\$ 35.96	0.00	0.00
Inventory Account:					B10-0000-000-0000-171-003--401		-35.96					
Distribution Account:					E10-0010-2622-000-0000-684---215		35.96					

Description

Groups total transactions by date or site. Issues, Adjustments In, Adjustments Out, Transfers In, Transfers Out, Receipts, Returns. For each transaction type, Cost Total, Overhead, Total, Restock and Overall (Total - Restock) Total is calculated

Data Elements

- Transaction Date
- Cost Total
- Overhead Amount
- Total (Cost + Overhead)
- Restock Amount
- Overall Amount (Cost + Overhead + Restock)
- Number of Issues
- Number of Adjustments Out
- Number of Transfers Out
- Total Out
- Number of Receipts
- Number of Returns
- Number of Adjustments In
- Number of Transfers In
- Total In
- Total Out + In Cost
- Total Out + In Overhead
- Total Out + In Cost + Overhead
- Total Out + In Restock
- Total Out + In Cost + Overhead + Restock
- Number of Backorders
- Number of Allocations
- Number of Release From Alloc
- Total Number of Transactions by Date

05/17/2016		Allen Community School District					Page 1 of
Charge to Department Report							
Transaction Date: May 18, 2015							
	Cost Total	Overhead	Totals	Restock	Overall Total		
61 Issues	\$ 2,105.15	\$ 0.00	\$ 2,105.15	\$ 0.00 =	\$ 2,105.15		
1 Adjustments Out	\$ 164.40	\$ 0.00	\$ 164.40	\$ 0.00 =	\$ 164.40		
0 Transfers Out	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00 =	\$ 0.00		
62 Total Out	\$ 2,269.55	\$ 0.00	\$ 2,269.55	\$ 0.00 =	\$ 2,269.55		
	Cost Total	Overhead	Totals	Restock	Overall Total		
1 Receipts	(\$ 876.80)	\$ 0.00	(\$ 876.80)	\$ 0.00 =	(\$ 876.80)		
2 Returns	(\$ 164.00)	\$ 0.00	(\$ 164.00)	\$ 0.00 =	(\$ 164.00)		
0 Adjustments In	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00 =	\$ 0.00		
0 Transfers In	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00 =	\$ 0.00		
3 Total In	(\$ 1,040.80)	\$ 0.00	(\$ 1,040.80)	\$ 0.00 =	(\$ 1,040.80)		
Total Out + In:	\$ 1,228.75	\$ 0.00	\$ 1,228.75	\$ 0.00 =	\$ 1,228.75		
4 Back Orders							
0 Allocations							
0 Release From Alloc							
69 Total Transactions							

Inventory ABC Analysis

Description

Groups data by A, B, C Priority Code and provides a summary total for each group. Lists site and stock item information, issue quantity, quantity on hand, Class-Item for each item.

Data Elements

- Site ID
- Master Stock Item
- Description
- Class
- Item
- Quantity on Hand
- Quantity on Hand Unit
- ABC
- Status
- Last Issue Date
- Quantity Iss Last 12 Months
- Current Price
- Issue Dollar Amount
- Total Amount (By Priority, Site)

05/17/2016		Allen Community School District						Page 1 of 99	
Inventory ABC Analysis									
Site ID	Master Stock Item	Description	Class	Item	Qty on Hand	Unit	ABC	Status	Last Issue Date
					Qty Iss Last 12 Mos		Current Price		Issue \$ Amount
INVBF CANT ORDER									
Priority C									
	2016.0087	Envelope, Purchasing only, #10, window,			0	BX	C	A	1/9/2009
					0		\$ 11.0045		\$ 0.00
					Total Priority C				\$ 0.00
Priority A									
	2031.0311	Paper, Penmanship, 8 1/2" x 11", 3/8"			0	RM	A	I	3/15/2012
					0		\$ 0.00		\$ 0.00
	3501.0025	Purchase Requisition			0	EA	A	A	9/24/2007
					0		\$ 0.1222		\$ 0.00
					Total Priority A				\$ 0.00
Priority C									
	3505.0075	Purchase Order - continuous feed			0	EA	C	A	8/21/2007
					0		\$ 0.119		\$ 0.00
	3535.0165	Vehicle Accident & Loss Report, 50/pd.			0	PD	C	A	1/12/2001
					0		\$ 0.50		\$ 0.00
					Total Priority C				\$ 0.00

Inventory Forecast Analysis

Description

Lists the last twelve months of activity and makes a forecast for the next twelve months. Historical/forecast quantity and dollar amount for each stock item is reported.

Data Elements

- Site ID
- Stock Item Number
- Description
- Class
- Item
- Current Price
- ABC
- Status
- Last Issue Date
- Quantity on Hand
- Quantity on Hand Unit
- Issue Quantity Last 12 Months
- Dollar Amount Last 12 Months
- Issue Quantity Next 12 Months (Forecast)
- Dollar Amount Next 12 Months (Forecast)
- Total Amount (By Site ID) Last 12 Months
- Total Amount (By Site ID) Next 12 Months (Forecast)

Allen Community School District									
Inventory Forecast Analysis									
Site ID	Stock Item No.	Description	Class	Item	Current Price		ABC	Status	Last Issue Date
					Qty on Hand	Unit			
INVBF CAN'T ORDER									
	2016.0087	Envelope, Purchasing only, #10, window,			0	BX	C	A	1/9/2009
					0		\$ 0.00		\$ 0.00
	2031.0311	Paper, Penmanship, 8 1/2" x 11", 3/8"			0	RM	A	I	3/15/2012
					0		\$ 0.00		\$ 0.00
	3501.0025	Purchase Requisition			0	EA	A	A	9/24/2007
					0		\$ 0.00		\$ 0.00
	3505.0075	Purchase Order - continuous feed			0	EA	C	A	8/21/2007
					0		\$ 0.00		\$ 0.00

Inventory Item Catalog

Description

Lists inventory catalog stock item numbers, descriptions and prices per unit. Sorted by Site.

Data Elements

- Site ID
- Stock Item Number
- Description
- Price Per Unit

Site ID	Stock Item No.	Description	Price per Unit
Allen Community School District			
Inventory Item Catalog			
INVBF CAN'T ORDER			
	1501.0001	Duster Handle, 15/16" diameter	\$ 0.00 / EA
	1501.0002	Duster Handle, 1 1/8" diameter	\$ 0.00 / EA
	1501.0003	Brush Handle, 60", metal tip, no brush,	\$ 0.00 / EA
	1501.0004	Mop Handle, 60", all plastic, Seco	\$ 0.00 / EA
	1501.0005	Mop, Wedge type handle, Goldenstar	\$ 0.00 / EA
	1501.0006	Duster hand, handle & frame, Goldenstar	\$ 0.00 / EA
	1503.0001	Duster frame, 18", Goldenstar FMJ-18	\$ 0.00 / EA
	1503.0002	Duster frame, 24"	\$ 0.00 / EA
	1503.0003	Duster frame, 36", Goldenstar FJU-36	\$ 0.00 / EA
	1503.0004	Duster frame, 60", Goldenstar FJU-60	\$ 0.00 / EA

Inventory Items on Order

Description

Lists inventory stock items on order, details about each stock item including quantity on hand, quantity on order and associated vendor and purchase order details.

Data Elements

- Site ID
- Stock Item Number
- Short Description
- Quantity On Hand
- Quantity On Order
- Quantity Unit
- Order Method
- Vendor ID
- Blanket/Contract PO

05/17/2016	Allen Community School District						Page 1 of 1	
Stock Items On Order								
Site ID	Stock item Nbr	Short Description	Quantities			Order Method	Vendor ID	Blanket/Contract PO
			On Hand	On Order				
IVELS	1505.0010	Broom, Flo-pac Duo-sweep 863	10	60	EA	O		
Site ID	Stock item Nbr	Short Description	Quantities			Order Method	Vendor ID	Blanket/Contract PO
			On Hand	On Order				
IVELS	1531.0042	Doodlebug Pad, 5 pd/bx, Stripping -Brown	1	40	BX	O		
Site ID	Stock item Nbr	Short Description	Quantities			Order Method	Vendor ID	Blanket/Contract PO
			On Hand	On Order				
IVELS	1535.0026	Soap-Betoo Clario Clear Foaming	17	170	CS	O		

Inventory Performance Analysis

Description

Calculates fiscal year stock outs and turn ratio for each stock item. Lists the last date a stock item was issued, current price, quantity on hand.

Data Elements

- Site ID
- Stock Item Number
- Description
- Class
- Item
- Current Price
- ABC
- Status
- Last Issue Date
- Quantity on Hand
- Quantity on Hand Unit
- FY Stock Outs
- FY Turn Rate

05/17/2016		Allen Community School District							Page 1 of 128
Inventory Performance Analysis									
Site ID	Stock Item No.	Description	Class	Item	Qty on Hand	Unit	ABC	Status	Last Issue Date
					Current Price		FY Stock Outs		FY Turn Rate
INVBF CAN'T ORDER									
	1501.0001	Duster Handle, 15/16" diameter			0	EA	C	I	3/13/2012
					\$ 0.00		0		0.00
	1501.0002	Duster Handle, 1 1/8" diameter			0	EA	C	I	1/25/2012
					\$ 0.00		0		0.00
	1501.0003	Brush Handle, 60", metal tip, no brush.			0	EA	C	I	3/9/2012
					\$ 0.00		1		0.00
	1501.0004	Mop Handle, 60", all plastic, Seco			0	EA	C	I	4/13/2012
					\$ 0.00		0		0.00
	1501.0005	Mop, Wedge type handle, Goldenstar			0	EA	C	I	2/9/2012
					\$ 0.00		0		0.00
	1501.0006	Duster hand, handle & frame, Goldenstar			0	EA	C	I	11/12/2009
					\$ 0.00		0		0.00

Inventory Transaction Log Doc ID Sort

Description

Inventory Transaction Log Sorted by Document ID.

Data Elements

- Site ID
- Stock Number
- Description
- Document ID
- PO Number
- Item
- Type
- Charge Department
- Destination Department
- Inventory Account
- Date
- Initials
- Account
- AMT
- Work Order Number
- Overhead Dollar Amount
- Xfr Site
- Quantity
- Quantity Unit
- Unit Cost
- Restock Amount
- Total
- Comment

Allen Community School District										
Inventory Transaction Log										
Order by Inventory Document ID										
Site ID	Stock No.	Description	Charge Department	Destination Department	Initials	Inv. Acct	Date	Work Order No.	Overhead \$	
Document ID / PO Nbr. / Item	Type					Xfr Site	Quantity	Unit Cost	Restock \$	Total
IVELS 1501.0001		Duster Handle, 15/16" diameter			16	B10-0000--000-0000- -171-003-- -401	8/18/2015	16136969	\$ 0.00	
ISS00014946 14	Issue		1365-ACCO	1365-1365	RB		2 EA	\$ 3.78846	\$ 0.00	\$ 7.58
Account: 16	E10-1365-2622-000-0000-684- - - -	AMT: -215		7.58						
Account: 16	E10-0000--000-0000- -171-003-- -401	AMT: -401		-7.58			Comment:			
Site ID	Stock No.	Description	Charge Department	Destination Department	Initials	Inv. Acct	Date	Work Order No.	Overhead \$	
Document ID / PO Nbr. / Item	Type					Xfr Site	Quantity	Unit Cost	Restock \$	Total
IVELS 1501.0001		Duster Handle, 15/16" diameter			16	B10-0000--000-0000- -171-003-- -401	8/25/2015	16137258	\$ 0.00	
ISS00014978 2	Issue		1385-ACCO	1388-	AD		2 EA	\$ 3.78846	\$ 0.00	\$ 7.58
Account: 16	E10-1385-2622-000-0000-684- - - -	AMT: -215		7.58						
Account: 16	E10-0000--000-0000- -171-003-- -401	AMT: -401		-7.58			Comment:			

Inventory Item List

Description

Basic Item List: Lists Location, Stock Item, Aisle Bin, Description, Order Method, Class Item and Term Item.
 Details and History: Lists Location, Stock Item, Aisle Bin, Issue UOM, Quantity on Hand, Current Price, Overhead %, etc.

Data Elements

- Location Number
- Stock Number
- Bin
- Description
- Order Method
- On Hand Quantity
- Issue UOM
- Min
- Max
- On Order Quantity
- Order UOM
- Alloc
- Current Price
- Estimated Value
- Ovhd Percent
- Chg-Out Price
- ABC
- Status
- Alternate ID
- Total Number of Issues (by Item)
- Number of Issues per Month (by Item)
- Total number of items
- Grand total (by loc #)

Allen Community School District Inventory Item List																			
Loc #	Stock No.	Bin	Description	Order Method	On Hand	Issue UOM	Min	Max	On Order	Order UOM	Alloc	Current Price	Est. Value	Ovhd %	Chg-Out Price	ABC	Status	Alt-ID	
Issues:			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC					
INBFB	1501.0001	4.7	Duster Handle, 15/16" diameter	O	0	EA	2	24	0	EA	0	\$0.00	\$0.00	0.00	\$0.00	C	I		
	143		9	5	23	24	43	0	4	8	6	15	4	2					
INBFB	1501.0002	4.2	Duster Handle, 1 1/8" diameter	O	0	EA	6	7	0	EA	0	\$0.00	\$0.00	0.00	\$0.00	C	I		
	132		9	2	26	28	37	3	0	7	-4	13	8	3					
INBFB	1501.0003	4.3	Brush Handle, 60", metal tip, no brush	O	0	EA	2	3	0	EA	0	\$0.00	\$0.00	0.00	\$0.00	C	I		
	197		7	12	42	18	35	21	19	-4	30	8	4	5					
INBFB	1501.0004	4.6	Mop Handle, 60", all plastic, Seco	O	0	EA	18	19	0	EA	0	\$0.00	\$0.00	0.00	\$0.00	C	I		
	232		4	7	48	47	45	21	15	8	18	10	7	2					

Stock Item Bar Code

Description

This report create a Bar Code with use of the Stock Item number.

Periscope HOLDINGS INC

Transaction Log

Description

Inventory Transaction Log Sorted by Date.

Data Elements

- Site ID
- Stock Number
- Description
- Inv. Account
- Transaction Date
- Req Number
- Overhead Dollar Amount
- Document ID
- Type
- Charge Department
- Destination Department
- Initials
- Xfr Site
- Quantity
- UOM
- Unit Cost
- Restock Amount
- Total
- Comment

Allen Community School District Inventory Transaction Log										
Site ID	Stock No.	Description	Charge Department	Destination Department	Initials	Inv. Acct	Xfr Site	Date	Req#	Overhead \$
Document ID	Type							Quantity	Unit Cost	Restock \$ Total
05/17/2018										Page 1 of 1789
IVELS	1557.0001	Waste Container, 44 gal, gray, Brute,						05/04/2015		
0018475	Receipt		0090-IVELS	0090-IVELS	JM			14 EA	\$ 38.87	\$ 544.18
Site ID	Stock No.	Description	Charge Department	Destination Department	Initials	Inv. Acct	Xfr Site	Date	Req#	Overhead \$
Document ID	Type							Quantity	Unit Cost	Restock \$ Total
IVELS	1522.0500	KaiBosh Disinfectant Cleaner						05/18/2015		
0018609	Receipt		0090-IVELS	0090-IVELS	JM			84 GAL	\$ 13.70	\$ 876.80
										Comment:

Description

Calculates on hand value of stock items. Lists current price, quantity on hand.

Data Elements

05/17/2016	Allen Community School District Inventory Value Analysis Grand Total		Page 1 of 1
	INBVF	CANT ORDER	
		Total INBVF	\$ 0.00
	INVCS	CENTRAL WAREHOUSE	
		Total INVCS	-\$ 7,457.22
	IVELS	Warehouse April 2012	
		Total IVELS	\$ 277,124.27
		Grand Total	\$ 269,667.05

Purchasing Reports (29 reports)

Approval Paths

Description

Provides data on all approval paths in the system.

Data Elements

- Approval Paths Name
- Approval Type
- Send Email Y/N
- Doc Type
- Doc Sub Types
- Dollar Range
- Customize Email Content Y/N
- Roles
- Approvers
- Level
- Approval Type
- Department Name
- Department ID
- Location ID
- Location Name

<small>05/16/2016</small>	Approval Paths Report	<small>Page 1 of 1204</small>	
Approval Paths Name: 0002 - Req. MAC-Departmental			
General Information			
Approval Type: MAC01	Dollar Range: \$0.00 to \$9,999,999,999.99	Roles: Basic Purchasing Department Access	
Send Email: Y	Customize Email Content: N		
Doc Type: A			
Doc Sub Types:			
Approvers			
Approvers	Level	Approval Type	
Fred Smith	1	Primary	
Fred Smith	1	Alternate	
Fred Smith	1	Alternate	
Approval Department			
Approval Locations			
Department ID	Department	Location ID	Location Name
0A100AERONAUTICS	Department Agriculture	0A000	AERONAUTICS Departmental

Purchase Orders by Buyers

Description

Purchase Orders grouped by Department

Notes

Report is filtered on selected orgs, but data is not sorted by org.

Data Elements

- Fiscal Year
- Buyer Name
- Number of POs
- Dollar Amount
- Total Number of POs (For All Buyers)
- Total Dollar Amount (For All Buyers)

05/18/2016		Page 1 of 10	
The State			
Document Fiscal Year Report			
Purchase Orders By Buyer			
Fiscal Year: 15			
Buyer	<u>Number of POs</u>	<u>Dollar Amount</u>	
Fred Smith	1	\$ 42.00	
Fred Smith	83	\$ 24,380,290.47	
Fred Smith	27	\$ 12,808.64	
Fred Smith	735	\$ 2,283,950.77	
Fred Smith	3	\$ 981.32	
Fred Smith			

Purchase Orders by Department

Description

Purchase Orders grouped by Department

Data Elements

- Fiscal Year
- Department Name
- Number of POs
- Dollar Amount
- Total Number of POs (For All Departments)
- Total Dollar Amount (For All Departments)

05/16/2016		Page 1 of
The State		
Document Fiscal Year Report		
Purchase Orders By School/Department		
Fiscal Year: 15		
<u>Department</u>	<u>Number of POs</u>	<u>Dollar Amount</u>
Department ABC	1	\$ 89.85
Department 123	17	\$ 23,517.40
Department Freedom	9	\$ 11,949.25
Department Liberty	21	\$ 37,211.45
Dept. of Agriculture	20	\$ 11,508.75
Dept. of Correction	19	\$ 66,833.33
Department Now	4	\$ 412.29
Department 456	9	\$ 29,746.32
Jack Smith	15	\$ 3,081.74
1AM01	102	\$ 431,758.15
AMMC	22	\$ 8,256.12
Department of Peace	23	\$ 9,956.87
Procurement 101A	2	\$ 2,916.30
Total:	264	\$ 637,237.82

Total Purchase Orders

Description

Total PO

Notes

Total number (e.g. count) and sum of all purchase orders.

Data Elements

- Fiscal Year
- Annual Number of POs
- Dollar Amount

05/16/2016	Page 1 of 1
The State Document Fiscal Year Report	
Total Purchase Orders Fiscal Year: 15	
<u>Annual #:</u> 10331	<u>Dollar Amount:</u> \$ 81,388,443.83

Purchase Orders by Type Code

Description

Purchase Orders by Type Code.

Notes

Report is filtered on selected orgs, but data is not sorted by org.

Data Elements

- Fiscal Year
- Type
- Number of POs
- Dollar Amount
- Total Number of POs (For All Types)
- Total Dollar Amount (For All Types)

05/16/2016	Page 1 of 1	
The State		
Document Fiscal Year Report		
Purchase Orders By Type Code		
Fiscal Year: 15		
<u>Type</u>	<u>Number of POs.</u>	<u>Dollar Amount</u>
No Type Code	3824	\$ 8,823,216.06
Free Form Quick	409	\$ 6,132,955.00
Statewide Quick	1227	\$ 869,125.00
Non-Statewide /	178	\$ 54,072.42
Non-Statewide	72624	\$ 22,061,547.36
Free Form Quick	409	\$ 36,810.00
Statewide Quick	1636	\$ 1,239,760.80
Statewide Contract	262169	\$ 401,020,962.15
	342476	\$ 440,238,448.79

Requisitions by Department

Description

Requisitions grouped by Department

Data Elements

- Fiscal Year
- Department
- Number of Reqs
- Dollar Amount
- Total Number of Reqs (For All Departments)
- Total Dollar Amount (For All Departments)

05/16/2016		Page 1 of	
The State			
Document Fiscal Year Report			
Purchase Orders By School/Department			
Fiscal Year: 15			
<u>Department</u>	<u>Number of Reqs</u>	<u>Dollar Amount</u>	
Department ABC	2	\$ 89.85	
Department 123	17	\$ 23,517.40	
Department Freedom	11	\$ 19,080.25	
Department Liberty	30	\$ 40,544.37	
Dept. of Agriculture	21	\$ 11,508.75	
Dept. of Correction	29	\$ 67,550.55	
Department Now	4	\$ 412.29	
Department 456	14	\$ 39,670.47	
Jack Smith	18	\$ 3,403.74	
1AM01	140	\$ 457,488.58	
AMMC	26	\$ 8,902.91	
Department of Peace	23	\$ 10,256.71	
Procurement 101A	4	\$ 2,916.30	
Total:	339	\$ 685,322.17	

Total Requisitions

Description

Total number (e.g. count) and total dollar amount of requisitions

Notes

Report is filtered on selected orgs, but data is not sorted by org.

Data Elements

- Fiscal Year
- Annual Number of Reqs
- Dollar Amount

05/16/2016	Page 1 of 1
The State Document Fiscal Year Report	
Total Requisitions Fiscal Year: 15	
<u>Annual #:</u> 4842	<u>Dollar Amount:</u> \$ 8,023,660.07

Department by User

Description

Active users by department and location

Data Elements

- Organization
- Department
- Department Suffix
- Location
- User ID
- Name

05/16/2016		Active Users by Department and Location		Page 1 of 4
		User Id	Name	
Organization: Chief Medical Examiner-1016				
..... Department: Default Data Conversion Department-1016CONVD				
..... Department Suffix: Conversion Address-1016				
..... Location: Default Data Conversion Location				
-1016L				
		gschroeder	Gary Schroeder	
		gschroeder	Gary Schroeder	
		gschroeder	Gary Schroeder	
..... Department: JACK KENNEDY-CM1JK				
..... Department Suffix: JACK KENNEDY-CM1JK				
..... Location: FACILITIES MGR-CM1JK				
		nsmith	Neil Smith	
		nsmith	Neil Smith	

Department by Location

Description

Department by Location

Data Elements

- Organization
- Department
- Department Suffix
- Location
- Total Number of Departments Per Org

05/16/2016	Departments and Locations	Page 1 of 1
Organization: Department of Fire Services-1021		
.....Department: Department of Fire Services-DFS		
.....Department Suffix: DFS - Stow-DFS01		
.....Location: DFS-Stow-DFS01		
.....Location: DFS-Stow-DFS02		
.....Location: DFS-Springfield-DFS03		
.....Department Suffix: DFS - Stow-DFS02		
.....Location: DFS-Stow-DFS01		
.....Location: DFS-Stow-DFS02		
.....Location: DFS-Springfield-DFS03		
.....Department Suffix: DFS-Springfield-DFS03		
.....Location: DFS-Stow-DFS01		
.....Location: DFS-Stow-DFS02		
.....Location: DFS-Springfield-DFS03		
Total Departments for Department of Fire Services: 1		

Purchase Orders is Sent Status

Description

Purchase Orders in the sent status

Purchase Orders in 3PRS Status			Page 1 of 3	
			PO-14-1080-1080C-1080L-	
HiQ Computers 477 Riverside Ave				
			11/24/2015 RQ-16-1021-DFS- RQ-16-1021-DFS-	
			Joslin, Mary	
1 State Road Stow, MA 01775			1 State Road PO, Box 1025 Stow, MA 01775	
8.00	EA	Quote # 20468 for (8) 8 packs of Duracell Lithium batteries A123. Please use purchase order # PC-DFS-2155 on the packing slip and invoice.	\$ 20.73	\$ 165.84
				\$ 165.84 M.J.

Purchase Order Summary Detail

Description

Purchase Order Summary Detail Report

Notes

A PO number and release number must be entered in the prompt.

Data Elements

- Fiscal Year
- PO Number
- PO Date
- Department
- Current Header Status
- Vendor
- Total PO Amount
- Buyer Name
- Location
- PO Description
- Print Sequence
- Item Number
- Item Description
- Quantity
- UOM
- Unit Cost
- Freight Amount
- Tax Amount
- Discount Amount
- Extended Amount
- Status
- Req Number
- Total Extended Amount
- Number of Line Items
- Total Quantity
- PO Amount Total
- Total Line Item Cost

05/17/2016													Page 1 of 1
The State													
Purchase Order Summary													
FY: 09		PO#: C118807-V00009 0				Vendor: Farm Supplies, Inc.							
		PO Date: 11/25/2009				Total PO Amount:							
		Department: Default Data				Buyer: Tim Kennedy							
		Current Header Status: 3PCO				Location: Default Data Conversion							
		PO Description: ITC44											
Prt Seq	Item #	Class	Item Description	Quantity	UOM	Unit Cost	Freight	Tax	Discount	Extended Amt	Status	Req #	
0.00	1.00	(43-20-)	EPP: Yes SOMMBA: Yes Prompt Pay: Yes	1.00	EA	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00			
											null		
LINE ITEMS: 1						PO Amount Total: null							
TOTAL QUANTITY: 1.00						Total Line Item Cost: \$ 0.00							

Purchase Order Summary

Description

PO Summary Report

Notes

A PO number and release number must be entered in the prompt.

Data Elements

- Fiscal Year
- PO Number
- PO Date
- Current Header Status
- Department
- Vendor
- Total PO Amount
- Buyer
- Location
- PO Description
- Number of Purchase Orders
- Number of Line Items
- Total Quantity
- PO Amount Total
- Total Line Item Cost

05/17/2016	The State		Page 1 of 1
Purchase Order Summary			
FY: 09	PO#: C118807-V00009 0	Vendor: Farm Supplies, Inc.	
	PO Date: 11/25/2009	Total PO Amount:	
	Department: Default Data	Buyer: Fred Smith	
	Current Header Status: 3PCO	Location: Default Data Conversion	
		PO Description: ITC44	
	PURCHASE ORDERS: 1	PO Amount Total:	
	LINE ITEMS: 0	Total Line Item Cost: \$ 0.00	
	TOTAL QUANTITY: 1.00		

Purchase Order by Group

Description

Purchase Order by Group

Data Elements

- Fiscal Year
- PO Number
- PO Date
- Current Header Status
- Department
- Vendor
- Total PO Amount
- Buyer
- Location
- PO Description
- Number of Line Items (Per PO)
- Total Quantity (Per PO)
- PO Amount Total
- Total Line Item Cost (Per PO)
- Total Number of POs
- Overall Total of Line Items
- Overall Total Quantity
- Overall Amount Total
- Overall Total Line Item Cost

05/16/2016		Page 1 of 5	
The State			
Purchase Order Summary			
<hr/>			
FY: 15	PO#: PO-14-1079-1079C-	Vendor: Farm Supplies, Inc.	
	PO Date: 3/18/2015	Total PO Amount: \$ 700.00	
	Current Header Status: 3PRS	Buyer: Gary Whiteside	
	Department: CMEBOS	Location: Finance / Receiving	
		PO Description: PCI Compliance	
<hr/>			
LINE ITEMS: 1		PO Amount Total: \$ 700.00	
TOTAL QUANTITY: 1.00		Total Line Item Cost: \$ 700.00	
<hr/>			
FY: 15	PO#: PO-14-1080-1080C-	Vendor: Baystate Computer Services	
	PO Date: 6/23/2015	Total PO Amount: \$ 2,862.94	
	Current Header Status: 3PRS	Buyer: Gary Whiteside	
	Department: CMEBOS	Location: Morgue Tech Services	
		PO Description: 2015BAYSTATECOMPUTER-	
<hr/>			
LINE ITEMS: 2		PO Amount Total: \$ 2,862.94	
TOTAL QUANTITY: 52.00		Total Line Item Cost: \$ 2,862.94	

Purchase Order Threshold Report

Description

Purchase Order Dollar Threshold

Data Elements

- Fiscal Year
- PO Number
- PO Date
- Current Header Status
- Department
- Catalog ID
- Vendor
- Total PO Amount
- Buyer
- Location
- PO Description
- Print Sequence
- Item Number
- Class
- Item Description
- Quantity UOM
- Unit Cost
- Freight Dollar Amount
- Tax Dollar Amount
- Discount Dollar Amount
- Extended Dollar Amount
- Status
- Req Number
- Total Extended Amount
- Total Number of POs
- Overall Total of Line Items
- Overall Total Quantity
- Overall Amount Total
- Overall Total Line Item Cost

05/16/2016	The State										Page 1 of 94	
Purchase Order Summary												
FY: 14	PO#: PO-14-1080-OSD01-OSD10-				Vendor: Farm Supplies, Inc.							
	PO Date: 6/10/2014				Total PO Amount: \$ 24,984.50							
	Department: CMEBOS				Buyer		Gary Whiteside					
	Current Header Status: 3PRS				Location		Location ABC					
	Catalog ID:				PO Description: 14FISHERSCI-DNA-81014							
Prt Seq	Item #	Class	Item Description	Quantity	UOM	Unit Cost	Freight	Tax	Discount	Extended	Status	Req #
3.00	1.00	(41-10-00)	FTA BLOOD COLLECTION KIT, #WB120205	10.00	EA	\$ 311.25	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,112.50	3PRS	RQ-14-
4.00	2.00	(41-10-00)	FTA Blood Collection Kit, #WB120238	20.00	PK	\$ 582.75	\$ 0.00	\$ 0.00	\$ 0.00	\$ 11,855.00	3PRS	RQ-14-
4.00	3.00	(41-10-00)	FTA MINI CARDS, #0-923-342	20.00	EA	\$ 509.85	\$ 0.00	\$ 0.00	\$ 0.00	\$ 10,197.00	3PRS	RQ-14-
3.00	1.00	(41-10-00)	SORVALL S78 CENTRIFUGE - CONFIRMATION #H41811992	1.00	EA	\$ 3,850.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,850.00	3PS	RQ-14-
										\$ 28,814.50		

Requisitions Accounting Report

Description

Requisition Accounting Report

Notes

A requisition number must be entered in the prompt.

Data Elements

- Req Number
- Entered Date
- Estimated Cost
- Required Date
- Item Number
- Description
- Estimated Quantity
- UOM
- Estimated Cost
- Estimated Amount
- Account Dollar Amounts Total

05/17/2016	The State				Page 1 of 1
Document Fiscal Year Report					
REQ#: RQ-14-1016-			Entered Date: 06/17/2014		
Estimated Cost: \$ 1,548.66			Required Date: 06/30/2014 12:00		
Item	Description	Estimated Quantity	UOM	Estimated Cost	Estimated Amount
1.000	#REN24543, 40x46 TRASH LINERS - MUST BE DELIVERED BY JUNE 30, 2014.	6.00	CS	\$ 51.79	\$ 310.74
2.000	#REN11510, 24X33 TRASH LINERS - MUST BE DELIVERED BY JUNE 30, 2014	6.00	CS	\$ 52.42	\$ 314.52
3.000	#SCT01289, EMBASSY ROLL TOWELS - MUST BE DELIVERED BY JUNE 30, 2014	6.00	CS	\$ 94.40	\$ 566.40
4.000	#GPT19375, COMPACT TOILET TISSUE - MUST BE DELIVERED BY JUNE 30, 2014	6.00	CS	\$ 59.50	\$ 357.00
Account Dollar Amounts Total -->					0.00***

* Account Dollar Amounts for the Item do not add up to the Estimated Extended Amount.
 ** Account Percentages do not add up to 100%.
 *** Account Dollar Amounts for all the Items do not add up to the total Estimated cost.

Requisitions Accounting Summary by Account Code

Description

Requisition Accounting Summary by Acct Code

Notes

An account code must be entered in the prompt.

Data Elements

- Req Number
- Estimated Cost
- Entered Date
- Required Date
- Fiscal Year
- Account Numbers
- Dollars
- Total Dollar Amount (by Req Number)
- Overall Total Dollar Amount

<small>05/18/2016</small>	The University System	<small>Page 1 of 9</small>
REQUISITION ACCOUNTING SUMMARY		
REQ#: -14-R000025 Estimated Cost: \$ 432.45		Entered Date: 10/09/2013 Required Date:
FY	Account Numbers	Dollars
14	S1-BREG--215010-00000-	\$ 432.45
		\$ 432.45
REQ#: 1300418 Estimated Cost: \$ 500.00		Entered Date: 09/18/2013 Required Date:
FY	Account Numbers	Dollars
13	S1-BREG--215010-00000-	\$ 500.00
		\$ 500.00

Requisitions Accounting

Description

Requisition Accounting

Notes

A requisition number must be entered in the prompt.

Data Elements

- Req Number
- Entered Date
- Estimated Cost
- Required Date

05/17/2016	Page 1 of 1				
The State REQUISITION ACCOUNTING SUMMARY					
<table border="1"><tr><td>REQ#: RQ-14-1016-</td><td>Entered Date: 08/17/2014</td></tr><tr><td>Estimated Cost: \$ 1,548.86</td><td>Required Date: 08/30/2014 12.00</td></tr></table>		REQ#: RQ-14-1016-	Entered Date: 08/17/2014	Estimated Cost: \$ 1,548.86	Required Date: 08/30/2014 12.00
REQ#: RQ-14-1016-	Entered Date: 08/17/2014				
Estimated Cost: \$ 1,548.86	Required Date: 08/30/2014 12.00				
*** Account Dollar Amounts for all the Items do not add up to the total Estimated cost.					

Requisitions by Approver

Description

Requisition Approval Report by Approver

Notes

An approver ID must be entered in the prompt.

Data Elements

- Requisition Number
- Requisition Description
- Routing Level
- Routing Approver
- Approver Type
- Requested App. Date
- Actual App. Date

05/18/2016		Page 1 of 16		
The State				
Requisition Approval Report				
Requisition Nbr: -14-R000030		Req. Description: G2B From Office Max Solutions		
Routing level	Routing Approver	Approver Type	Requested App. Date	Actual App. Date
99.00	DHECK@PERISCOPEHOL	P	10/10/2013	10/10/2013
Requisition Nbr: -14-R000037		Req. Description: G2B From Office Max Solutions		
Routing level	Routing Approver	Approver Type	Requested App. Date	Actual App. Date
99.00	DHECK@PERISCOPEHOL	P	10/10/2013	10/10/2013

Requisition Approval Report

Description

Requisition Approval Report

Notes

A requisition number must be entered in the prompt.

Data Elements

- Requisition Number
- Req Description
- Routing Level
- Routing Approver
- Approver Type
- Requested App. Date
- Actual App. Date

05/17/2016						Page 1 of 1
The State						
Requisition Approval Report						
Requisition Nbr:		RQ-14-1016-CM1JK-CM1JK-	Req. Description:		14AMSAN-061714	
Routing level	Routing Approver	Approver Type	Requested App. Date	Actual App. Date		
1.00	Fsmith	A	6/17/2014	6/17/2014		
1.00	Jcharles	P	6/17/2014			
2.00	ewillink	P	6/17/2014	6/17/2014		

Requisition Status Details

Description

Requisition Status Details

Notes

A requisition number must be entered in the prompt.

Data Elements

- Req Number
- Item Description
- Purchaser
- Item Status
- Entered Date
- PO Number
- Final Date
- PO Item
- Req Status
- PO Promised Date
- Print Sequence
- PO Item Status
- Quantity
- Quantity Received
- UOM
- Date Received

05/17/2016	The State						Page 1 of 1		
Requisition Status Detail									
Chris Smith									
RQ-14-1016-	Purchaser:	Jane Doe	Entered: 6/17/2014	Final: 6/17/2014	Req. Status: Requisition Gone to PO (An item has been moved to a PO)				
Print Seq.	Quantity	UOM	Requisition Item Description	Item Status	Purchase Order PO Nbr-Item	Purchase Order Promised Date	PO Item Status	Received Quantity	Date
1	6	CS	#REN24543, 40x46 TRASH LINERS - MUST BE DELIVERED BY JUNE 30, 2014.	1RGP	PO-14-1080-OSD01-OSD10-0000000264 2-1		3PS		
2	6	CS	#REN11510, 24X33 TRASH LINERS - MUST BE DELIVERED BY JUNE 30, 2014	1RGP	PO-14-1080-OSD01-OSD10-0000000264 2-2		3PS		
3	6	CS	#SCT01269, EMBASSY ROLL TOWELS - MUST BE DELIVERED BY JUNE 30, 2014	1RGP	PO-14-1080-OSD01-OSD10-0000000264 2-3		3PS		
4	6	CS	#GPT19375, COMPACT TOILET TISSUE - MUST BE DELIVERED BY JUNE 30, 2014	1RGP	PO-14-1080-OSD01-OSD10-0000000264 2-4		3PS		

Requisition Summary

Description

Requisition Summary

Notes

A requisition number must be entered in the prompt.

Data Elements

- Req ID
- Requestor
- Required Date
- Department
- Type
- Originator
- Estimated Dollar Amount
- Entered Date
- Purchaser
- How Solicited
- Current Header Status
- Location
- Number of Purchase Orders
- Number of Line Items
- Total Quantity
- Req Header Estimated Cost
- Total Line Item Estimated Dollar Amount

05/17/2016	Page 1 of 1							
The State								
Requisition Summary								
Req ID: RQ-14-1016-	TYPE:	Purchaser: Jack Charles						
Requestor: Jack Charles	Originator: Jack Charles	How Solicited:						
Required Date: 06/30/2014	Estimated \$ 1,548.66	Current Header Status: 1RGP						
Department: , Jocko Charles	Entered On: 06/17/2014	Location: FACILITIES MGR						
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; font-size: small;">PURCHASE ORDERS: 4</td> <td style="width: 50%; font-size: small;">REQ HEADER ESTIMATED COST: \$ 1,548.66</td> </tr> <tr> <td style="font-size: small;">LINE ITEMS: 4</td> <td style="font-size: small;">TOTAL LINE-ITEM ESTIMATED \$ 1,548.66</td> </tr> <tr> <td style="font-size: small;">TOTAL QUANTITY: 24.00</td> <td></td> </tr> </table>			PURCHASE ORDERS: 4	REQ HEADER ESTIMATED COST: \$ 1,548.66	LINE ITEMS: 4	TOTAL LINE-ITEM ESTIMATED \$ 1,548.66	TOTAL QUANTITY: 24.00	
PURCHASE ORDERS: 4	REQ HEADER ESTIMATED COST: \$ 1,548.66							
LINE ITEMS: 4	TOTAL LINE-ITEM ESTIMATED \$ 1,548.66							
TOTAL QUANTITY: 24.00								

Requisitions Summary Details

Description

Detailed requisition summary information

Notes

A requisition number must be entered in the prompt.

Data Elements

- Req ID
- Requestor
- Required Date
- Department
- Type
- Originator
- Estimated Dollar Amount
- Entered Date
- Purchaser
- How Solicited
- Current Header Status
- Location
- Print Sequence
- Item Number
- Commodity Number
- Item Description
- Catalog ID
- Quantity
- UOM
- Unit Cost
- Tax
- Discount
- Extended Amount
- Status
- PO ID
- Number of Purchase Orders
- Number of Line Items
- Total Quantity
- Req Header Estimated Cost
- Total Line Item Estimated Dollar Amount

05/17/2016 Page 1 of 2												
The State												
Requisition Summary												
Req ID: RQ-14-1018-CM1JK-CM1JK-				TYPE:				Purchaser: J Jack Charles				
Requestor Jack Charles				Originator: J Jack Charles				How Solicited:				
Required Date: 08/30/2014				Estimated \$ 1,548.88				Current Header Status: 1RGP				
Department Jack Charles				Entered On: 08/17/2014				Location: FACILITIES MGR				
Prt Seq	Item #	Commodity#	Item Description	Catalog ID	Quantity	UOM	Unit Cost	Tax	Discount	Extended Amt	Status	PO ID
1.00	1.00	47-13-00-00-	#REN24543, 40x46 TRASH LINERS - MUST BE DELIVERED BY JUNE 30, 2014.		8.00	CS	\$ 51.79	\$ 0.00	\$ 0.00	\$ 310.74	1RGP	PO-14-1080-OSD01-OSD10-0000000 0284
2.00	2.00	47-13-00-00-	#REN11510, 24X33 TRASH LINERS - MUST BE DELIVERED BY JUNE 30, 2014		8.00	CS	\$ 62.42	\$ 0.00	\$ 0.00	\$ 314.62	1RGP	PO-14-1080-OSD01-OSD10-0000000 0284

Subcontractor Payment by Vendor

Description

Payments to subcontractors listed by vendor.

Data Elements

- Subcontractor Vendor Number
- Subcontractor Vendor Name
- PO Number
- Reported Payment Amount
- Payment Acknowledged (Y/N)
- Acknowledged Payment Amount

05/18/2016		Page 1 of 1		
SUBCONTRACTOR PAYMENT REPORT BY VENDOR FOR 05/18/2005 AND 05/18/2016				
SUBCONTRACTOR VENDOR	SUBCONTRACTOR VENDOR NAME			
00051328	Vendor Supply Co			
PO NUMBER	REPORTED PAYMENT	PAYMENT ACKNOWLEDGED	ACKNOWLEDGED PAYMENT	
AM01-15-P001099	\$ 10.00	N	\$ 0.00	
AM01-15-P001100	\$ 10.00	Y	\$ 0.00	

Purchase Orders with Subcontractors

Description

Purchase Orders with subcontractors

Data Elements

- PO Number
- PO Sent Date
- Prime Vendor Number
- Prime Vendor Name
- Approved Payments to Prime (in Dollars)
- Subcontractor Number
- Subcontractor Name

05/17/2016				Page 1 of 11	
PURCHASE ORDERS WITH SUBCONTRACTORS					
PO NUMBER	PO SENT DATE	PRIME VENDOR NUMBER	PRIME VENDOR NAME	APPROVED PAYMENTS TO PRIME	
C107764-vCurrent		99000000	Conversion Vendor	\$ 0.00	
		SUBCONTRACTOR NUMBER	SUBCONTRACTOR NAME		
		00001808	Vendor Supply		
		00005571	ABC Vendor		
PO NUMBER	PO SENT DATE	PRIME VENDOR NUMBER	PRIME VENDOR NAME	APPROVED PAYMENTS TO PRIME	
C108026-vCurrent		99000000	Conversion Vendor	\$ 0.00	
		SUBCONTRACTOR NUMBER	SUBCONTRACTOR NAME		
		210363	Truck Supplies		

Subcontractor Unacknowledged by Buyer

Description

Buyers that have no acknowledged subcontractor payments.

Data Elements

- Purchaser Name
- PO Number
- Subcontractor Vendor Number
- Subcontractor Vendor Name
- Reported Payment Amount
- Reported Payment Date
- Date Acknowledgement Requested

05/18/2016 Page 1 of 1

UNACKNOWLEDGED SUBCONTRACTOR PAYMENT REPORT BY BUYER

PURCHASER NAME
Mary Melissa Davis

PO NUMBER	SUBCONTRACTOR VENDOR NUMBER	SUBCONTRACTOR VENDOR NAME	REPORTED PAYMENT	REPORTED PAYMENT DATE	DATE ACKNOWLEDGEMENT REQUESTED
AM01-15-PO01099	00061328	Vendor Supply	\$ 10.00	8/26/2015	8/3/2015
AM01-15-PO01100	00061328	ABC Vendor	\$ 10.00	8/31/2015	8/3/2015

Approved Change Orders

Description

Approved Change Order

Data Elements

- PO Number
- Change Order Number
- Total Dollar Amount of PO
- Change Order Dollar Amount
- Account Code(s)
- Dollar Amount Per Code
- Change Order Date
- Total Dollar Amount per Change Order
- Total Dollar Amount per PO

P.O. Number	Change Order #	Total \$ Amount of P.O.	Change Order Amt.	Account Code(s)	\$ Per Code	Change Order Date
05/18/2016 Page 1 of 48 The State Change Orders Approved From 5/18/2006 To 5/18/2016						
0000004 0	1	\$ 5,500.00	\$ 5,000.00	-----Account Code(s)	\$ Per Code	07/10/2013
				11-12345-24567-	\$ 5,500.00	
				total:	\$ 5,500.00	
0000004 0	2	\$ 5,875.00	\$ 375.00	-----Account Code(s)	\$ Per Code	07/10/2013
				11-12345-24567-	\$ 5,500.00	
				total:	\$ 5,500.00	
0000004 0	3	\$ 5,875.00	\$ 0.00	-----Account Code(s)	\$ Per Code	10/31/2013
				\$1-BREG--215020-	\$ 5,875.00	
				total:	\$ 5,875.00	

Vendor Purchase History

Description

Vendor Purchase History

Notes

A vendor number must be entered in the prompt.

Data Elements

- Vendor Number
- Vendor Name
- PO Number
- Class
- Department
- PO Date
- UOM
- Unit Cost
- Total Extended Amount
- Number of Line Items
- Number of Unique Line Items

05/18/2016		Page 1 of 113				
The State						
Vendor Purchase History By PO						
Vendor ID: 00001377						
Vendor Name: Vendor Supply						
PO Number: PO-14-1025-DOCIF-FISCI-						
Class Item	Department	PO Date	UOM	Unit Cost	Total Extended	
73-15	BHCSQ	8/6/2014	EA	\$ 19.85	\$ 59.55	
Totals for PO: PO-14-1025-DOCIF-FISCI-00000001495-18				Extended Amount:	\$ 59.55	
				Line Items:	1	
				Unique Line Items:	1	
PO Number: PO-14-1025-DOCIF-FISCI-						
Class Item	Department	PO Date	UOM	Unit Cost	Total Extended	
73-15	CAO0000000000	9/10/2014	EA	\$ 29.95	\$ 29.95	
Totals for PO: PO-14-1025-DOCIF-FISCI-00000001495-49				Extended Amount:	\$ 29.95	
				Line Items:	1	
				Unique Line Items:	1	

Vendor Spend by Class Items

Description

Vendor Spend by NIGP Class Item Codes

Data Elements

- Fiscal Year
- Vendor ID
- Vendor Name
- Fed ID Number
- Date On
- Dollar Volume
- Vendor Address
- Vendor Phone Number
- Vendor Fax Number
- Vendor Email Address
- Total Number of Vendors
- Overall Total Dollar Volume

05/17/2016		Page 1 of 1418	
The State			
Vendor Class Item for Fiscal Yr 15			
Vendor ID / Name	Fed ID Number	Date On	Dollar Volume
00000048 / Vendor Supply	UJNJkLBqsv8q	3/19/2014	\$ 248,888.00
37 County Road	Phone: (123) 456-7890	Fax:	
Plympton, MA 02367	E-mail:		
22-10 - 16	Paving equipment		
22-10 - 18	Aerial lifts		
22-10 - 19	Building construction machinery and accessories		

Vendor Contract Usage

Description

Provides information about spend against contracts

Notes

A PO number must be entered in the prompt.

Data Elements

- Usage Dates
- Contract Number
- Contractor Name
- Contact Person
- Phone Number
- Email Address
- Customer Name
- Release Number
- Total Amount Billed to Customer
- Overall Total Amount Billed to Customer (per Contract)

05/18/2016		
Vendor Contract Usage		
Usage Report For: 05/18/2007 - 05/18/2016		
Contract No: AM01-14-P000103 - Blanket Order		
Contractor Name: Dacia, Incorporated		
Contact Person: Contact Name test		
Phone No.: (555) 555-5555		
E-mail: test@periscope.com		
<u>Customer Name</u>	<u>Release Number</u>	<u>Total Billed Customer</u>
Organization 123	AM01-14-P000103:1	\$ 500.00
Organization ABC	AM01-14-P000103:2	\$ 500.00
Organization ABC	AM01-14-P000103:3	\$ 2,500.00
Organization XYZ	AM01-14-P000103:4	\$ 25,000.00
Total		\$ 28,500.00