APPO Reports Guide

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I. How do I access APPO Reports?

Accounts Payable/Purchase Order (APPO) reports are Business Objects reports and are available through BI launch pad. You can find BI launch pad login links at the following websites:

eBiz: [http://www.vanderbilt.edu/ebiz/](http://www.vanderbilt.edu/ebiz/)
Direct link: [https://enterprisebi4.mis.vanderbilt.edu/BOE/BI](https://enterprisebi4.mis.vanderbilt.edu/BOE/BI)

Steps:

1. BI launch pad uses Vanderbilt’s single sign on system. If you are not already logged on, enter your VUNetID and ePassword.

   ![BI launch pad login screen](image)

   **Note:** Make sure that the authentication is set to Windows AD.

2. Select the **Documents** tab from the BI launch pad home page.

   ![BI Launch Pad](image)
3. From the Document page, if **Categories** are not displayed, select the **Categories** tab at the bottom.

![BI Launch Pad](image1)

4. Expand the **Corporate Categories** by clicking the ‘+’ sign to the left of the folder.

![Corporate Categories](image2)

5. Select ‘APPO’ from the list of available universes.

![APPO](image3)
6. The larger APPO folder includes subfolder categories including Disbursements and Purchase Order. Select the correct category based on what report information you need.

7. Once you have selected the subfolder, the list of available APPO reports will appear in the Documents window.
Purchase Detail Report

The **Purchase Detail Report** provides information about a purchase transaction through various points in its life cycle. This report can be used to answer the following questions:

- *How do I find the related Purchase Order (PO) for a requisition?*
- *How do I know if an Invoice has been received for a PO?*
- *How can I find out if an Invoice related to the PO or Requisition has been paid?*

## II. How do I find the related Purchase Order (PO) for a requisition?

If you have a departmental requisition (eProcurement Req, or historical A Req, C Req, etc.) and would like to check the Purchase Order submitted by the Procurement Department, run the **Purchase Detail** report.

**Steps:**

1. Select ‘**Purchase Order**’ from the APPO Corporate Category in BI launch pad.

2. Scroll down the alphabetical list of reports and double click ‘**Purchase Detail**’ to run the report.

3. To display the Prompts when the report opens, either:

   (a) Click on ‘**Advanced**’ at the top left corner of the ‘**User Prompt Input**’ box;

   OR

   (b) Click on the ‘**Refresh**’ icon at the bottom right corner of the screen.
4. Click on the line ‘Enter values for Req ID’ to highlight it, then enter the requisition number from your form when prompted for Req ID and click [OK].

Note: This report can also be run using the PO number.

Note: Use CAPITAL letters when entering data into the prompts.

5. The Purchase Detail report will then be generated. The report will open on the first tab titled ‘Transaction Summary.’ The Purchase Order number is shown in the first column.

The Type field indicates the type of purchase (e.g., general, capital, sub-contract).

The ‘Requisition Audit’ tab provides more information regarding the requisition.
6. The second tab of the report titled ‘PO Detail’ displays the detailed PO information:

**Note:** Click this link to view the related internal comments report. Note that internal comments may not be distributed to vendors.
III. How do I know if an Invoice has been received for a PO?

The Purchase Detail report also provides invoice information for a specific Purchase Order. Please refer to Steps 1-4 in Question II above for guidance on running this report. You must have either the requisition number or the PO number for the purchase to generate the report.

Steps:
1. When the report is generated, it will open to the ‘Transaction Summary’ tab. This tab lists the Vouchers received to date related to the PO.

2. The ‘PO Invoice Activity’ tab provides additional PO and voucher information first in summary and then in detail by PO line number.

The ‘Voucher Detail’ tab also provides additional detailed voucher information.

Note: use the arrows to scroll through all pages.
IV. How can I find out if an Invoice related to the PO or Requisition has been paid?

The Purchase Detail report also provides payment information for the voucher(s) related to a specified purchase transaction. Please refer to Steps 1-4 in Question II above for guidance on running this report.

Note: You must have either the requisition number or the PO number for the purchase to generate the Purchase Detail report. If you have only the Voucher ID number or Vendor Invoice number, please run the Voucher Detail report as outlined in Question X below.

Steps:
1. When the report is generated, it will open to the ‘Transaction Summary’ tab. This tab lists the Vouchers related to the PO along with the payment status and check cleared date.

2. Additional detail about the payment(s), such as the check number, check amount, and date cleared can be found on the ‘Payment Status’ tab.

Note: Payment Method EFT (Electronic Payments) will show no Check Cleared Date

Note: use the arrows to scroll through all pages (one page per voucher)
The **Purchase Summary** report provides a list of the purchase orders issued for a Center over a specified period of time. This report can be used to answer the question:

- What Purchase Orders (POs) were issued for my Center last week?

### V. What Purchase Orders (POs) were issued for my Center last week?

**Steps:**

1. Select **Purchase Order** from the APPO Corporate Category in BI launch pad.

2. To run the report, double click **Purchase Summary** from the list of Purchase Order reports.

3. To display the Prompts when the report opens, either:
   
   (a) Click on **Advanced** at the top left corner of the **User Prompt Input** box;

   OR

   (b) Click on the **Refresh** icon at the bottom right corner of the screen.
4. Click on the ‘**Enter values for Center**’ prompt to choose the Center on which you’d like to report, then click the right arrow to add the Center to the list. If desired, you can repeat this process to add multiple Centers to the list.

5. To enter the Start and End Dates, click the appropriate date prompt and then click the calendar icon. Select each date, and then click **OK** to generate the report.
6. The ‘PO Summary’ tab of the report provides a listing of the Purchase Orders entered into the APPO system during the specified time period. As of 7/11/2015, the Business Unit displays as either ‘VANDY’ for VU or ‘VMC’ for VUMC transactions.

![PO Summary Image]

The Type field indicates the type of purchase (e.g., general, capital, sub-contract).

Note: You can also view additional detail regarding a specific transaction by clicking on the blue PO number to hyperlink to the Purchase Detail report for that transaction.

7. The second tab of the report titled ‘PO Detail’ displays the detailed PO information for each Purchase Order that was entered during the specified period and is listed on the PO Summary tab. Each Purchase Order is listed on an individual page.

![PO Detail Image]

Note: use the arrows to scroll through all pages
The **POs with No or Partial Invoice Activity Report** provides a list of the purchase orders issued for a Center over a specified period of time but that remain open due to a balance remaining on the PO (i.e., “open POs”). A Center can use this amount to ensure its budget is sufficient to pay for any related invoices for an open PO when they come in.

This report can be used to answer the following question:

- **How do I find open POs in APPO for my Center?**

### VI. How do I find open POs in APPO for my Center?

**Steps:**

1. Select ‘**Purchase Order**’ from the APPO Corporate Category in BI launch pad.

2. Scroll down the alphabetical list of reports and double click ‘**POs with No or Partial Invoice Activity**’ to run the report.

3. To display the Prompts when the report opens,
   - (a) Click on ‘**Advanced**’ at the top left corner of the ‘**User Prompt Input**’ box;
   - **OR**
   - (b) Click on the ‘**Refresh**’ icon at the bottom right corner of the screen.
4. Click on the ‘Enter value(s) for Center’ prompt to choose the Center on which you’d like to report, then click the right arrow to add the Center to the list. If desired, you can repeat this process to add multiple Centers to the list.

5. To enter the Start and End PO Dates, click the appropriate date prompt and then click the calendar icon below. Then click OK to generate the report.

6. The POs with No or Partial Invoice Activity report will be displayed. The report will open on the first tab titled ‘by Center,’ which groups the open POs during the selected date range by Center and account number.

Note: Use Business Unit ‘VANDY’ for VU or ‘VMC’ for VUMC.
7. The second tab titled ‘Raw Data’ lists each Purchase Order without the account totals. The grand total of all open POs issued during the selected dates can be viewed on the last page of the report.

8. Open POs may be closed if it is determined that no additional goods or services that were ordered will be received and require payment.

To request an open PO be closed, email Procurement at: 
encumbrance_removal@list.vanderbilt.edu.
The **Voucher Summary** report provides a listing of the invoices received for a Center over a specified period of time. Additional optional prompts can be used to find detail such as freight charges and match exceptions. As such, this report can be used to answer the question:

- *Which Invoices were received for my Center last week?*
- *Which of the Invoices received for my Center last week included freight charges?*
- *How do I find Match Exceptions for my Center?*

### VII. Which Invoices were received for my Center last week?

You can specify a period of time that you would like to view all invoices that were entered for a Center (or Centers) and run the **Voucher Summary** report to see the full listing a review voucher details.

**Steps:**

1. Select ‘**Disbursements**’ from the APPO Corporate Category in BI launch pad.

2. To run the report, double click ‘**Voucher Summary**’ from the list of Disbursement Reports.

3. To display the Prompts when the report opens, either:

   (a) Click on ‘**Advanced**’ at the top left corner of the ‘**User Prompt Input**’ box;

   OR

   (b) Click on the ‘**Refresh**’ icon at the bottom right corner of the screen.
4. Click on the ‘Enter values for Center’ prompt to enter the Center on which you’d like to report and click the right arrow. You can choose multiple Centers by typing additional Center numbers and clicking the right arrow.

5. To enter the Start and End Invoice Entry Dates, click the appropriate date prompt and then click the calendar icon below to select the date. Then click to generate the report.

Note: Notice that there are also optional prompts that enable you to report on invoices for a specific vendor or account number.
6. The resulting report includes two tabs. The first is the ‘Voucher Summary’ tab that shows a summary list of all invoices entered during the specified period. The report also includes check requests, if any. Use the forward and back arrows to view each page. As of 7/11/2015, the Business Unit displays as either ‘VANDY’ for VU or ‘VMC’ for VUMC transactions.

Note: Clicking on the blue Voucher ID Number, PO Number, or Payment Status takes you to the related Voucher Detail report.

7. The ‘Voucher Detail’ tab shows each detailed invoice entered during the specified period. Use the forward and back arrows to view each invoice.
VIII. Which of the Invoices received for my Center last week included freight charges?

The Voucher Summary report can also be used to determine which invoices for a given Center (or Centers) included freight charges. Please refer to Steps 1-5 in Question VII above for guidance on running the ‘Voucher Summary’ report.

Using the ‘Minimum Freight Amount’ prompt within the Voucher Summary report will filter all vouchers with a freight amount above the minimum selected in the report.

Steps:

1. To display the Prompts, either:
   (a) Click on ‘Advanced’ at the top left corner of the User Prompt Input box;
   OR
   (b) Click on the ‘Refresh’ icon at the bottom right corner of the screen.

2. If not already populated, enter the Center, Start Date, and End Date per Steps 1-5 in Question VII. Then click on the ‘Enter Minimum Freight Amount’ prompt and then enter in the minimum amount of freight you would like to review and click OK.
3. The resulting report will display the ‘Voucher Summary’ tab. However, the report will only display the vouchers with freight amounts greater than the specified minimum.

4. The ‘Voucher Detail’ tab will display the detailed vouchers with freight amounts greater than the specified minimum (i.e., the only vouchers listed on the ‘Voucher Summary’ tab). One voucher is listed per page – use the arrows to scroll through all pages.
IX.  How do I find Match Exceptions for my Center?

The ‘Voucher Match Status’ prompt within the Voucher Summary report can be used to determine which invoices for a given Center (or Centers) have match exceptions. These are transactions that require departmental review due to a discrepancy between the Purchase Order and the Invoice.

From the Voucher Summary report, you can hyperlink to see detailed Invoice and Purchase Order data in the Voucher Detail report. Please refer to Steps 1-5 in Question VII above for guidance on running the ‘Voucher Summary’ report.

Steps:

1. To display the Prompts, either:
   
   (a) Click on ‘Advanced’ at the top left corner of the ‘User Prompt Input’ box;  
   OR  
   
   (b) Click on the ‘Refresh’ icon at the bottom right corner of the screen.

2. If not already populated, enter the Center, Start Date, and End Date per Steps 1-5 in Question VII. Then click on the ‘Enter values for Voucher Match Status’ prompt, and click on Refresh Values to display the list of values.
3. When the list is displayed, click on ‘**Match Exceptions Exist**’ and then click the right arrow to add it to the list. Then click **OK** to create the report.

4. The resulting report will have two tabs. The first displays the ‘**Voucher Summary**’ tab. The report will only list the vouchers with a match status of ‘**Match Exceptions Exist**.’ Click on one of the Voucher ID numbers to hyperlink to the related **Voucher Detail** report.

**Note:** The second tab, titled ‘**Voucher Detail**’ displays the detailed vouchers that have match exceptions (i.e., the only vouchers listed on the ‘**Voucher Summary**’ tab). One voucher is listed per page – use the arrows to scroll through all pages.
5. The **Voucher Detail** report will open on the ‘**Transaction Summary**’ tab that shows summary-level information.

6. More detailed information on the individual Purchase Order and Voucher for the transaction can be reviewed on the ‘**PO Detail**’ and ‘**Voucher Detail**’ tabs, respectively.
7. To review further PO and Invoice detail on a PO line basis, click on the ‘PO Invoice Activity’ tab.

Note: The line-by-line comparison on the PO Invoice Activity tab shows a discrepancy between the unit price per the PO and the unit price per the Invoice, which represents a match exception.
Voucher Detail Report

The Voucher Detail report provides information about a transaction through various points in its life cycle using the Voucher ID number, Invoice number (i.e., vendor invoice), or Demand Check Reference number. This report provides the same report information as the Purchase Detail report discussed above and can also be run in order to view additional detail about the voucher and PO activity.

This report can be used to answer the following questions:

- How can I check the status of a Demand Check?
- How can I find out if an invoice has been paid?

X. How can I check the status of a Demand Check?

The Voucher Detail report will provide payment information for a specific check request. To generate this report you must have the reference number found on the demand check form.

Steps:

1. Select ‘Disbursements’ from the APPO Corporate Category in BI launch pad.

2. To run the report, double click ‘Voucher Detail’ from the list of Disbursement reports.

3. To display the Prompts when the report opens, either:
   
   (a) Click on ‘Advanced’ at the top left corner of the ‘User Prompt Input’ box;
   
   OR
   
   (b) Click on the ‘Refresh’ icon at the bottom right corner of the screen.
4. Select the ‘Enter Check Request Number’ prompt.

Then enter the Check Request number (found on the upper right hand corner of the check request form) preceded by the appropriate (capitalized) prefix from the table and click OK to generate the report:

<table>
<thead>
<tr>
<th>Request Type</th>
<th>Prefix</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check Request</td>
<td>CR</td>
</tr>
<tr>
<td>Stipend</td>
<td>ST</td>
</tr>
<tr>
<td>Student Accounts Refund</td>
<td>SR</td>
</tr>
<tr>
<td>Travel Expense Report</td>
<td>TR</td>
</tr>
<tr>
<td>Cash Advance</td>
<td>TA</td>
</tr>
<tr>
<td>Hotel Deposit</td>
<td>HD</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>RE</td>
</tr>
<tr>
<td>Super Saver Advance</td>
<td>SS</td>
</tr>
</tbody>
</table>

5. Once the report is generated, it will open on the first tab titled ‘Transaction Summary.’
6. Additional detail about the payment, such as the check number, check amount, and date cleared can be found by clicking on the ‘Payment Status’ tab.
XI. How can I find out if an Invoice has been paid?

The Voucher Detail report also provides payment information for the voucher(s) related to a specified purchase transaction. Please refer to Steps 1-3 in Question V above for guidance on opening this report.

Note: You must have either a Voucher ID number, Vendor Invoice number, or Check Request number to generate the Voucher Detail report. If you have only PO number or Requisition number, please run the Purchase Detail report as outlined in Questions II-IV above.

Steps:

1. Select the ‘Voucher ID’ prompt. Enter the Voucher ID number and click the right arrow to add it to the list. Then click OK to generate the report.

2. When the report is generated, it will open to the ‘Transaction Summary’ tab. This tab lists the Vouchers related to the PO along with the payment status and check cleared date.
3. Additional detail about the payment(s), such as the check number, check amount, and date cleared can be found on the ‘Payment Status’ tab.