eProcurement Web Reports

Automate Your Financial Reporting

Overview
This initial release of the eProcurement Web Reports provides you with summary and detail views of your eProcurement POs and vouchers. With these reports, you can search based on dates, centers, accounts, vendors, creators, or executors, and you can search for specific POs or vouchers by their number. It’s here: efficient management of your eProcurement purchasing history.

Key Features
- Use of Business Objects’ InfoView web interface as the report provider.
- Standard prompts that provide on-demand reports for the date range you specify.
- Inclusion of detail and summary reports for eProcurement POs and vouchers.

Business Benefits
- Easy retrieval of eProcurement data from any Internet-accessible computer.
- Increased availability of Procurement and Disbursement data to a larger population at Vanderbilt.
- Streamlined reconciliation process between cost center credits and debits and General Ledger reports.

Online Help
For quick and easy report assistance, a Help link that contains a Data Dictionary of report terms appears in the reports you create.

Training
Online training is posted at http://www.vanderbilt.edu/procurement/eprocurement/resources.shtml. To enroll in optional instructor-led training, use the following link: http://finweb.mc.vanderbilt.edu/AppScripts/trainingcourses/CourseDetail.asp?fIdCourse_ID=222.

To Request Access or Ask Questions
Any eProcurement Executors, Reviewers, or Creators with eDog Viewer roles can request access to the reports. To do so or to ask questions, email eProcurement_Questions@list.vanderbilt.edu.