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# Revision History

| Date | Notes / Comments / Changes |
|---|---|
| October 14, 2023 | Made the following updates to the **Report: Invoice Virtual Card Payment Reconciliation** section:<br>• Updated the image of the **Prompts** page. Date is no longer displayed above the **Payment Settlement Date** prompt.<br>• Updated the image of the report. The **Payment Settlement Date** column now only displays a date instead of a date and time. |
| August 19, 2023 | Added the Invoice Virtual Card Payment Reconciliation report |
| January 21, 2022 | Updated the copyright year; no other changes; cover date not updated |
| February 20, 2021 | Updated the copyright year; no other changes |
| September 24, 2020 | Updated the report image for the Invoice Tax Adjustment Report. The **Ship to Country** label was renamed to **Ship to Country/Region**. |
| September 19, 2020 | Updated the images of the Purchase Orders and Associated Payment Request report. The following updates were made to the report:<br>• **Invoice Amount** column was removed<br>• **Total Invoice Amount Applied to PO** column was added<br>• **Total Approved Amount** column renamed to **Total Invoice Approved Amount** |
| January 8, 2020 | Changed copyright; no other content changes |
| August 19, 2019 | Updated the description of the Purchase Order List report |
| August 17, 2019 | Added additional information about the reports in the Invoice folder |
| April 13, 2019 | Updated image of the Unsubmitted Requests By Approver – Summary report to show the renamed Request Key column, which is now named to Request Count |
| March 15, 2019 | Updated images of the Top Invoice Vendor Spend – Details and Top Invoice Vendor Spend – Summary reports and report prompts. |
| February 9, 2019 | Updated images of the Purchase Order to Invoice Matching Exceptions report. Also removed references to Insight Premium from the guide and updated copyright. |
| November 17, 2018 | Updated the report prompts images and report images for the following reports to show the new **PO Attached** prompt, the addition of the **Invoice PO Matching Exceptions** column, and the renaming of the **Exceptions** column to **Invoice Header Exceptions**:<br>• Workflow Aging – Details<br>• Workflow Cycle Times – Details<br>• Workflow Cycle Times – Summary by Manager<br>• Workflow Cycle Times – Summary by Processor |
| August 18, 2018 | Added the Purchase Order to Invoice Matching Exceptions report |

| Date | Notes / Comments / Changes |
|---|---|
| July 21, 2018 | Updated the image of the Invoice Tax Adjustment Report to include five new columns:<br><br>• Ship to Address<br>• Ship to City<br>• Ship to State<br>• Ship to Zip<br>• Ship to Country |
| March 20, 2018 | Updated the Capture Service Summary and Capture Service Details reports to indicate that these two reports are only available in Intelligence / Premium. |
| March 17, 2018 | Added the Received Accrual by Line Item report |
| January 13 2018 | Changed copyright and added the Capture Service Summary and Capture Service Details reports |
| September 18 2017 | Updated one of the Invoice Briefing Summary report images to show the new bar graph that replaced the former pie chart |
| August 4 2017 | Added the Payment Practices and Performance report |
| July 8 2017 | Added the Invoice Tax Adjustment Report |
| June 3 2017 | Added the Attendee Details report, updated the image of the Invoice Expense Type Spend Trend report to include the new totals and subtotals by quarter, and updated the report prompts images for the Top Invoice Vendor Spend – Details and Top Invoice Vendor Spend – Details reports. |
| April 22 2017 | Added the Attendee Summary report |
| December 15 2016 | Changed copyright; no other content changes |
| October 14 2016 | Updated Prompts images for copied reports, and updated Workflow Cycle Times – Details report |
| August 15 2016 | Added the Workflow Aging – Details report |
| August 14 2015 | Moved from single book to individual "chapters" – no content changes |

# Chapter 12: Folder – Invoice

## Report: Attendee Details
Available to:    ☑ Analysis        ☑ Intelligence

This report provides a detailed view of the spending by employees and the attendee information for expenses that have associated attendees.

The report can be run to provide the total picture or run for a selected set of payment requests that represent money being spent by an employee to cover expenses for fellow employees or non-employee clients or prospective clients.

## Report Prompts

## Report Output



Attendee Details
Invoice Date: Between Apr 1, 2017 and May 11, 2017
Reporting Currency: USD

## Report Header and Footer

| Data Item Label/Name | Data Item Expression | Data Item Description |
|---|---|---|
| Invoice Date | '+ParamDisplayValue('Invoice Date') | Displays the date range from the **Invoice Date** prompt on the **Prompts** page |
| Reporting Currency | '+[qAttendeeDetails].[Reporting Currency] | Displays the currency code in which the reporting currency is shown (for example, USD, CAD, GBP) |

## Report Data Items

| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| Employee | <Employee + ID> | [Employee]+' ('+[Employee ID]+')' | Displays the employee name and ID |
| Request Name | <Request Name> | [Invoice].[Payment Request Header Information].[Request Name] | Displays the request name |
| Submit Date | <First Submitted Date> | [Invoice].[Payment Request Dates and Statuses].[First Submit Date] | Displays the first submitted date |
| Amount | <Total Approved Amount (rpt)> | [Invoice].[Payment Request Header Information].[Total Approved Amount (rpt)] | Displays the total approved amount from the expense |
| Invoice Date | <Invoice Date> | [Invoice].[Payment Request Dates and Statuses].[Invoice Date] | Displays the invoice date |
| Expense Type | <Expense Type> | [Invoice].[Payment Request Line Items].[Expense Type Name] | Displays the expense type name |
| Supplier | <Vendor> | [Invoice].[Payment Request Header Information].[Supplier Name] | Displays the supplier's name |
| Description | <Purpose> | [Invoice].[Payment Request Line Items].[Description] | Displays the purpose of the invoice (description) |
| Payment Type | <Payment Type> | [Invoice].[Payment Request Header Information].[Payment Method Type] | Displays the payment method type |
| Requested Amount | <Approved Amount (rpt)> | [Invoice].[Payment Request Line Items].[Total Approved (rpt)] | Displays the total amount approved from the invoice |
| Attendee | <Attendee Name> | [Invoice].[Payment Request Attendees].[Attendee Name] | Displasy the attendee's name |
| Title | <Title> | [Invoice].[Payment Request Attendees].[Attendee Title] | Displays the attendee's title |
| Company | <Company> | [Invoice].[Payment Request Attendees].[Company] | Displays the company |
| Type | <Attendee Type> | [Invoice].[Payment Request Attendees].[Attendee Type] | Displays the attendee type |
| Amount | <Approved Amount (Reporting Currency)> | [Invoice].[Payment Request Attendees].[Approved Amount (Reporting Currency)] | Displays the approved amount in the reporting currency |

# Report: Attendee Summary

Available to:    ☑ Analysis        ☑ Intelligence

This report provides a summary of the spending on attendees by expense type, instance, and reporting group and currency.

The report provides one or more years of statistics, enabling long-term trend analysis about expenses involving money spent by an employee to cover expenses for fellow employees or non-employee clients or prospective clients.

## Report Prompts

## Report Output





## Report Data Items

| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| Year/Summary | <Expense Type> | [Invoice].[Payment Request Line Items].[Expense Type Name] | Displays the expense type name |
| Year/Summary | <Report Grouping> | [Invoice].[Payment Request Header Information].[Reporting Group] | Displays the reporting group |

| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| Year/Summary | <Attendee Instance Count> | [Invoice].[Payment Request Attendees].[Attendee Instance Count] | Displays the attendee instance count |
| Year/Summary | <Approved Amount Reporting Currency)> | [Invoice].[Payment Request Attendees].[Approved Amount (Reporting Currency)] | Displays the approved amount in the reporting currency |
| Year/Summary | <Approved Amount (Reporting Currency) / Attendee Instance Count> | (total([Invoice].[Payment Request Attendees].[Approved Amount (Reporting Currency)])) / (total([Invoice].[Payment Request Attendees].[Attendee Instance Count])) | Displays the total |

# Report: Capture Service Details

Available to:   □ Analysis       ☑ Intelligence

This report is a drill-through from the Capture Service Summary report. This report provides the details of the Capture Service fields on the Capture Service Summary report (Invoice Number, Invoice Date, Vendor, Shipping, Tax, Currency, Invoice Amount, and PO).

As with all of our drill-throughs, this report can also be run as a standalone report.

## Report Prompts

## Report Output

Capture Service Details
Invoice Date: Between Aug 23, 2013 and Aug 23, 2017
Data Source: ICL
Drill down into Invoice Number
% Changed: 100%

| Request Name | Request ID | Task Steps Captured Value | Processed Value | Data Source |
|---|---|---|---|---|
| Acme (ACH) (1151)- | D51FBED080C845969E5B | | 222222 | ICL |
| Ccheck2 (6001)-536524 | 4ED39EA9669747F48F12 | 536524 | 123456 | ICL |
| voucher1 (7001)- | 4857B7AC28C546F6B25D | | 1 | ICL |

## Report Header and Footer

| Data Item Label/Name | Data Item Expression | Data Item Description |
|---|---|---|
| Invoice Date | ParamDisplayValue('pInvoice_Processed_Date') | Displays the date range from the **Invoice Date** prompt on the **Prompts** page |
| Data Source | ParamDisplayValue('pDataSource_Type') | Displays the data source type(s) selected from the **Data Source** prompt on the **Prompts** page |
| Drill Down Into | ParamDisplayValue('pChangetypeparam') | Displays the selection(s) from the **Change Type** prompt on the **Prompts** page |
| % Changed | | Displays the percentage changed |
| % Change by Invoice Number | (Total([Supplier Invoice Number Flag] for report))/[Count of Request ID] | Displays the percentage changed by invoice number |
| % Change by Invoice Date | (Total([Invoice Date Flag] for report))/[Count of Request ID] | Displays the percentage changed by invoice date |
| % Change by Vendor Code | (Total([Vendor Code Flag] for report))/[Count of Request ID] | Displays the percentage changed by vendor code |
| % Change by Shipping Amount | (Total([Shipping Amount Flag] for report))/[Count of Request ID] | Displays the percentage changed by shipping amount |

| Data Item Label/Name | Data Item Expression | Data Item Description |
|---|---|---|
| % Change by Tax Amount | (Total([Tax Amount Flag] for report))/[Count of Request ID] | Displays the percentage changed by tax amount |
| % Change by Currency Code | (Total([Currency Code Flag] for report))/[Count of Request ID] | Displays the percentage changed by currency code |
| % Change by Invoice Amount | (Total([Invoice Amount Flag] for report))/[Count of Request ID] | Displays the percentage changed by invoice amount |
| % Change by PO Number | (Total([PO Number Flag] for report))/[Count of Request ID] | Displays the percentage changed by PO number |

## Report Data Items

| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| Request Name | <Request Name> | [Invoice].[Capture Service Request Header].[Request Name] | Displays the request name |
| Request ID | <Request ID> | [Invoice].[Capture Service Request Header].[Request ID] | Displays the request ID |
| Vendor Name | <Vendor Name> | [Invoice].[Capture Service Request Header].[Vendor Name] | Displays the vendor's name |
| Captured Value | <Invoice Number Capture Value> | [Invoice].[Capture Service Request Header].[Invoice Number Captured Value] | Displays the invoice's number captured value |
| Captured Value | <Invoice Date Capture Value> | [Invoice].[Capture Service Request Header].[Invoice Date Captured Value] | Displays the invoice date's captured value |
| Captured Value | <Vendor Code Capture Value> | [Invoice].[Capture Service Request Header].[Vendor Code Captured Value] | Displays the vendor code's captured value |
| Captured Value | <Shipping Amount Captured Value> | [Invoice].[Capture Service Request Header].[Shipping Amount Captured Value] | Displays the shipping amount's captured value |
| Captured Value | <Tax Amount Captured Value> | [Invoice].[Capture Service Request Header].[Tax Amount Captured Value] | Displays the tax amount's captured value |
| Captured Value | <Currency Code Captured Value> | [Invoice].[Capture Service Request Header].[Currency Code Captured Value] | Displays the currency code's captured value |
| Captured Value | <Invoice Amount Captured Value> | [Invoice].[Capture Service Request Header].[Invoice Amount Captured Value] | Display the invoice amount's captured value |

| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| Captured Value | <PO Number Captured Value> | [Invoice].[Capture Service Request Header].[PO Number Captured Value] | Displays the PO number's captured value |
| Processed Value | <Invoice Number Processed Value> | [Invoice].[Capture Service Request Header].[Invoice Number Processed Value] | Displays the invoice number's processed value |
| Processed Value | <Invoice Date Processed Value> | [Invoice].[Capture Service Request Header].[Invoice Date Processed Value] | Displays the invoice date's processed value |
| Processed Value | <Vendor Code Processed Value> | [Invoice].[Capture Service Request Header].[Vendor Code Processed Value] | Displays the vendor code's processed value |
| Processed Value | <Shipping Amount Processed Value> | [Invoice].[Capture Service Request Header].[Shipping Amount Processed Value] | Displays the shipping amount's processed value |
| Processed Value | <Tax Amount Processed Value> | [Invoice].[Capture Service Request Header].[Tax Amount Processed Value] | Displays the invoice number's processed value |
| Processed Value | <Currency Code Processed Value> | [Invoice].[Capture Service Request Header].[Currency Code Processed Value] | Displays the tax amount's processed value |
| Processed Value | <Invoice Amount Processed Value> | [Invoice].[Capture Service Request Header].[Invoice Amount Processed Value] | Displays the invoice amount's processed value |
| Processed Value | <PO Number Processed Value> | [Invoice].[Capture Service Request Header].[PO Number Processed Value] | Displays the PO number's processed value |
| Data Source | <Data Source> | [Invoice].[Capture Service Request Header].[Data Source] | Displays the data source |
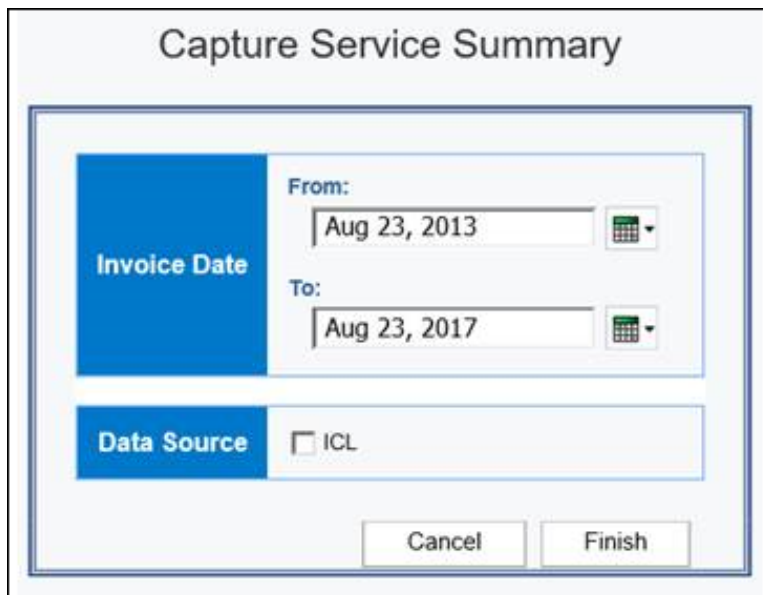
# Report: Capture Service Summary
Available to:  ☐ Analysis  ☑ Intelligence

This report provides a summary of the number and types of changes that occurred after an invoice is created and before the final approval of the invoice.

Clicking a field in the Change Type column on the report opens the Capture Service Details report for the selected field. The Capture Service Summary report can help provide insight into your organization's current invoice processes.

## Report Prompts

## Report Output

Capture Service Summary
Invoice Date: Between Aug 23, 2013 and Aug 23, 2017
Data Source:

| Change Type | # Processed | % Changed |
|---|---|---|
| Invoice Number | 3 | 100% |
| Invoice Date | 1 | 33% |
| Vendor | 0 | 0% |
| Shipping | 0 | 0% |
| Tax | 0 | 0% |
| Currency | 0 | 0% |
| Invoice Amount | 0 | 0% |
| PO | 1 | 33% |

## Report Header and Footer

| Data Item Label/Name | Data Item Expression | Data Item Description |
|---|---|---|
| Invoice Date | ParamDisplayValue('pInvoice_Processed_Date') | Displays the date range from the **Invoice Date** prompt on the **Prompts** page |
| Data Source | ParamDisplayValue('pDataSource_Type') | Displays the data source type(s) selected from the **Data Source** prompt on the **Prompts** page |
| Total # Of Invoices | count (distinct [Request ID] for report) | Displays a distinct count of request ID |

## Report Data Items

| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| Invoice Number(Processed) | <Supplier Invoice Number Flag> | [qCaptureService_NonAggregate_Data].[Supplier Invoice Number Flag] | Displays the invoice flag number |
| Invoice Number(%Changed) | <% Change by Invoice Number> | (Total([Supplier Invoice Number Flag] for report))/[Count of Request ID] | Displays the percentage of change by invoice number |
| Invoice Date(Processed) | <Invoice Date Flag> | [qCaptureService_NonAggregate_Data].[Invoice Date Flag] | Displays the invoice flag Date |
| Invoice Date(%Changed) | <% Change by Invoice Date> | (Total([Invoice Date Flag] for report))/[Count of Request ID] | Displays the percentage of change by invoice date |
| Vendor (Processed) | <Vendor Code Flag> | [qCaptureService_NonAggregate_Data].[Vendor Code Flag] | Displays the vendor code flag |
| Vendor (%Changed) | <% Change by Vendor Code> | (Total([Vendor Code Flag] for report))/[Count of Request ID] | Displays the percentage of change by vendor code |
| Shipping (Processed) | <Shipping Amount Flag> | [qCaptureService_NonAggregate_Data].[Shipping Amount Flag] | Displays the shipping amount flag |
| Shipping (%Changed) | <% Change by Shipping Amount> | (Total([Shipping Amount Flag] for report))/[Count of Request ID] | Displays the percentage of change by shipping amount flag |
| Tax (Processed) | <Tax Amount Flag> | [qCaptureService_NonAggregate_Data].[Tax Amount Flag] | Displays the tax amount flag |
| Tax (%Changed) | <% Change by Tax Amount> | (Total([Tax Amount Flag] for report))/[Count of Request ID] | Displays the percentage of change by tax amount flag |
| Currency (Processed) | <Currency Code Flag> | [qCaptureService_NonAggregate_Data].[Currency Code Flag] | Display the currency flag code |
| Currency (%Changed) | <% Change by Currency Code> | (Total([Currency Code Flag] for report))/[Count of Request ID] | Displays the percentage of change in the currency code |
| Invoice Amount(Processed) | <Invoice Amount Flag> | [qCaptureService_NonAggregate_Data].[Invoice Amount Flag] | Displays the invoice amount flag |
| Invoice Amount (%Changed) | <% Change by Invoice Amount> | (Total([Invoice Amount Flag] for report))/[Count of Request ID] | Displays the percentage of change by invoice flag |
| PO (Processed) | <PO Number Flag> | [qCaptureService_NonAggregate_Data].[PO Number Flag] | Displays the PO number flag |
| PO (%Changed) | <% Change by PO Number> | (Total([PO Number Flag] for report))/[Count of Request ID] | Displays the percentage of change by PO number |

# Report: Employee Exceptions – Details
Available to:    ☑ Analysis       ☑ Intelligence

This report will identify all request-level exceptions for a given employee.

A drill-through will be enabled from the **Number of Exceptions** and **Employee** columns that open this report.

As with all of our drill-throughs, this report can also be run as a standalone report.

## Report Prompts

## Report Output





## Report Header and Footer

| Data Item Label/Name | Data Item Expression | Data Item Description |
|---|---|---|
| Process Payment Date | ParamDisplayValue('ProcessPaymentDatePa ram') | Displays the date range from the **Process Payment Date** prompt on the **Prompts** page |

## Report Data Items

| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| Requesting Employee | <Requesting Employee> | [Union1].[Requesting Employee] | Displays the requesting employee resulting from the UNION of ([Invoice].[Payment Request Header Information].[Requesting Employee] AND [Invoice].[Payment Request Header Information].[Requesting Employee]) |

| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| Requesting Employee ID | <Requesting Employee ID> | [Union1].[Requesting Employee ID] | Displays the requesting employee ID resulting from the UNION of ([Invoice].[Payment Request Header Information].[Employee ID] AND [Invoice].[Payment Request Header Information].[Employee ID]) |
| Invoice Date | <Invoice Date> | [Union1].[Invoice Date] | Displays the invoice date resulting from the UNION of ([Invoice].[Payment Request Dates and Statuses].[Invoice Date] AND [Invoice].[Payment Request Dates and Statuses].[Invoice Date]) |
| Request Name | <Request Name> | [Union1].[Request Name] | Displays the request name resulting from the UNION of ([Invoice].[Payment Request Header Information].[Request Name] AND [Invoice].[Payment Request Header Information].[Request Name]) |
| Purpose | <Purpose> | [Union1].[Purpose] | Displays the purpose resulting from the UNION of ([Invoice].[Payment Request Header Information].[Description] AND [Invoice].[Payment Request Header Information].[Description]) |
| Exception Event | <Exception Event> | [Union1].[Exception Event] | Displays the exception event resulting from the UNION of ([Invoice].[Payment Request Header Exceptions].[Exception Event] AND [Invoice].[Payment Request Line Item Exceptions].[Exception Event]) |

| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| Exception Level | <ExceptionLevel > | [Union1].[Exception Level] | Displays the exception level resulting from the UNION of ([Invoice].[Payment Request Header Exceptions].[Exception Level] AND [Invoice].[Payment Request Line Item Exceptions].[Exception Level]) |
| Exception Code | <Exception Code> | [Union1].[Exception Code] | Displays the exception code resulting from the UNION of ([Invoice].[Payment Request Header Exceptions].[Exception Code] AND [Invoice].[Payment Request Line Item Exceptions].[Exception Code]) |
| Exception Text | <Exception Text> | [Union1].[Exception Text] | Displays the exception text resulting from the UNION of ([Invoice].[Payment Request Header Exceptions].[Exception Text] AND [Invoice].[Payment Request Line Item Exceptions].[Exception Text]) |

# Report: Invoice Briefing Summary

Available to:   ☐ Analysis   ☑ Intelligence

This report graphically displays several key metrics in a dashboard-type display. This allows a user to quickly execute a single report but return multiple key values.

## Report Prompts

## Report Output
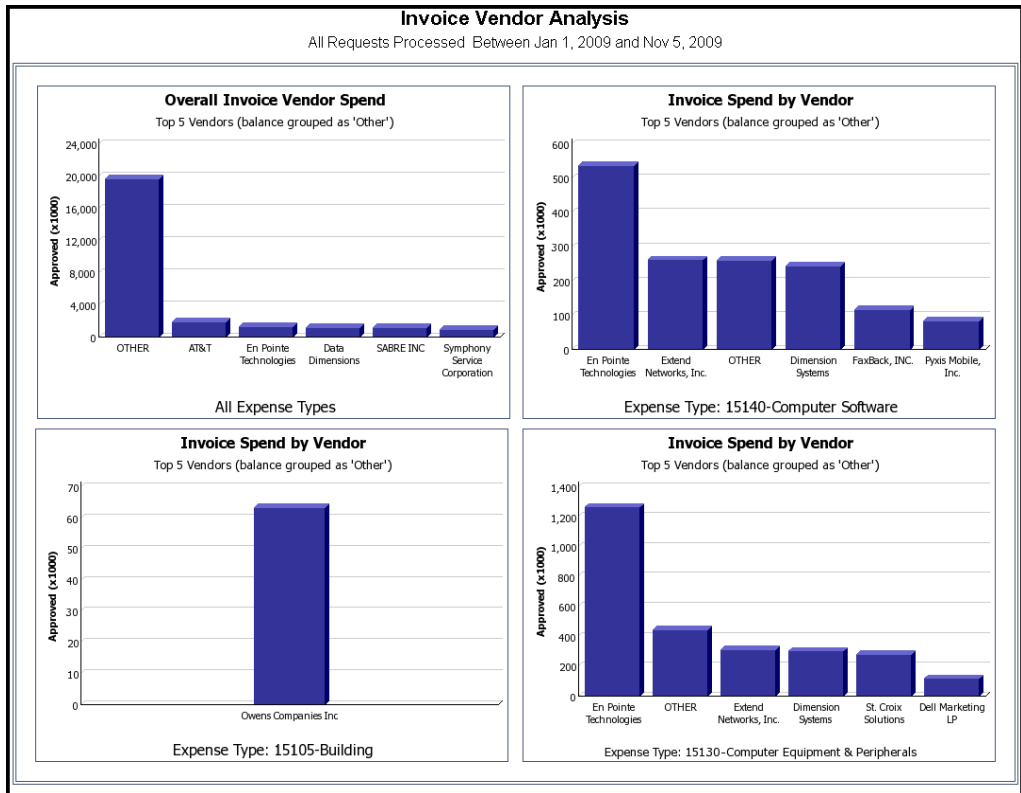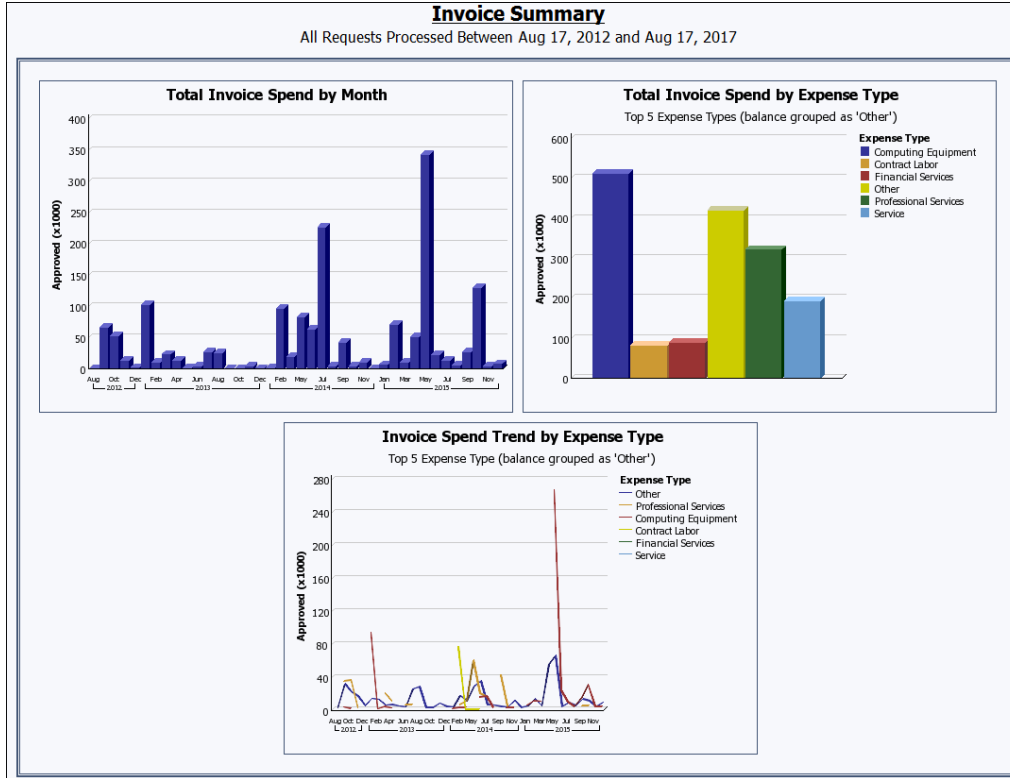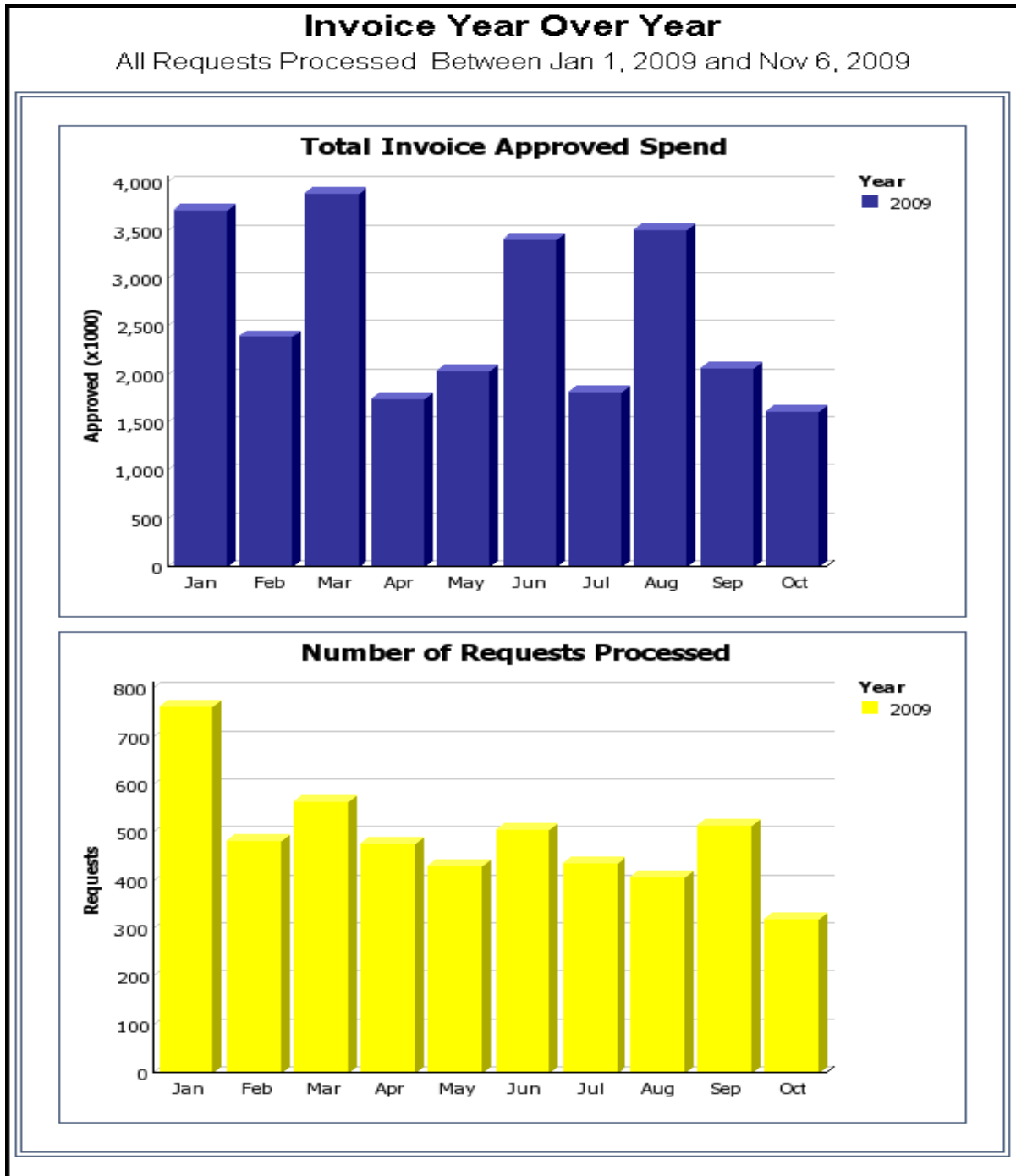
## Report Header and Footer

| Data Item Label/Name | Data Item Expression | Data Item Description |
|---|---|---|
| All Requests Processed | '+ParamDisplayValue('processPaymentDate Param') | Displays the date range from the **Process Payment Date** prompt on the **Prompts** page |

## Report Data Items

| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| N/A | <Total Approved Amount (rpt)> | [Invoice].[Payment Request Header Information].[Total Approved Amount (rpt)] | Displays the total amount approved |
| N/A | <Process Payment Year> | extract(year,[Invoice].[Payment Request Dates and Statuses].[Process Payment Date]) | Displays the payment processed year |
| N/A | <Process Payment Month Name> | case WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]=  1 and # sq($runLocale )# = 'en' THEN 'Jan' WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]=  1 and # sq($runLocale )# = 'zh-cn' THEN '一月' WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]=  1 and # sq($runLocale )# = 'zh-tw' THEN '一月' WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]=  1 and # sq($runLocale )# = 'en-gb' THEN 'Jan' WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]=  1 and # sq($runLocale )# = 'fr' THEN 'Jan' WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]=  1 and # sq($runLocale )# = 'de' THEN 'Jan' WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]=  1 and # sq($runLocale )# = 'ja' THEN '1 | Displays the payment processed month |

| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| | | 月' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]=  1 and # sq($runLocale )# = 'it' THEN 'Gen' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]=  1 and # sq($runLocale )# = 'ko' THEN '1월' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]=  1 and # sq($runLocale )# = 'sv' THEN 'Jan' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]=  1 and # sq($runLocale )# = 'nl' THEN 'Jan' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]=  2 and # sq($runLocale )# = 'en' THEN 'Feb' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]=  2 and # sq($runLocale )# = 'zh-cn' THEN '二月' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]=  2 and # sq($runLocale )# = 'zh-tw' THEN '二月' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]=  2 and # sq($runLocale )# = 'en-gb' THEN 'Feb' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment | |

| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| | | Month Number]= 2 and # sq($runLocale )# = 'fr' THEN 'Fév' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 2 and # sq($runLocale )# = 'de' THEN 'Feb' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 2 and # sq($runLocale )# = 'ja' THEN '2月' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 2 and # sq($runLocale )# = 'it' THEN 'Feb' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 2 and # sq($runLocale )# = 'ko' THEN '2월' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 2 and # sq($runLocale )# = 'sv' THEN 'Feb' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 2 and # sq($runLocale )# = 'nl' THEN 'Feb' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 3 and # sq($runLocale )# = 'en' THEN 'Mar' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 3 and # sq($runLocale )# = 'zh-cn' THEN '三月' | |
| | | WHEN [Invoice].[Payment | |

| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| | | Request Dates and Statuses].[Process Payment Month Number]= 3 and # sq($runLocale )# = 'zh-tw' THEN '三月' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 3 and # sq($runLocale )# = 'en-gb' THEN 'Mar' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 3 and # sq($runLocale )# = 'fr' THEN 'Mar' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 3 and # sq($runLocale )# = 'de' THEN 'Mär' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 3 and # sq($runLocale )# = 'ja' THEN '3 月' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 3 and # sq($runLocale )# = 'it' THEN 'Mar' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 3 and # sq($runLocale )# = 'ko' THEN '3월' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 3 and # sq($runLocale )# = 'sv' THEN 'Mar' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 3 and # sq($runLocale )# = 'nl' THEN | |

| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| | | 'Maa' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 4 and #sq($runLocale )# = 'en' THEN 'Apr' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 4 and #sq($runLocale )# = 'zh-cn' THEN '四月' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 4 and #sq($runLocale )# = 'zh-tw' THEN '四月' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 4 and #sq($runLocale )# = 'en-gb' THEN 'Apr' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 4 and #sq($runLocale )# = 'fr' THEN 'Avr' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 4 and #sq($runLocale )# = 'de' THEN 'Apr' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 4 and #sq($runLocale )# = 'ja' THEN '4月' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 4 and #sq($runLocale )# = 'it' THEN 'Apr' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment | |

| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| | | Month Number]=  4 and # sq($runLocale )# = 'ko' THEN '4월' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]=  4 and # sq($runLocale )# = 'sv' THEN 'Apr' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]=  4 and # sq($runLocale )# = 'nl' THEN 'Apr' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]=  5 and # sq($runLocale )# = 'en' THEN 'May' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]=  5 and # sq($runLocale )# = 'zh-cn' THEN '五月' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]=  5 and # sq($runLocale )# = 'zh-tw' THEN '五月' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]=  5 and # sq($runLocale )# = 'en-gb' THEN 'May' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]=  5 and # sq($runLocale )# = 'fr' THEN 'Mai' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]=  5 and # sq($runLocale )# = 'de' THEN 'Mai' | |
| | | WHEN [Invoice].[Payment | |

| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| | | Request Dates and Statuses].[Process Payment Month Number]=  5 and # sq($runLocale )# = 'ja' THEN '5 月' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]=  5 and # sq($runLocale )# = 'it' THEN 'Maggio' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]=  5 and # sq($runLocale )# = 'ko' THEN '5월' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]=  5 and # sq($runLocale )# = 'sv' THEN 'Maj' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]=  5 and # sq($runLocale )# = 'nl' THEN 'Mei' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]=  6 and # sq($runLocale )# = 'en' THEN 'Jun' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]=  6 and # sq($runLocale )# = 'zh-cn' THEN '六月' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]=  6 and # sq($runLocale )# = 'zh-tw' THEN '六月' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]=  6 and # sq($runLocale )# = 'en-gb' | |

| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| | | THEN 'Jun' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]=  6 and # sq($runLocale )# = 'fr' THEN 'Jn' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]=  6 and # sq($runLocale )# = 'de' THEN 'Jun' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]=  6 and # sq($runLocale )# = 'ja' THEN '6 月' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]=  6 and # sq($runLocale )# = 'it' THEN 'Giu' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]=  6 and # sq($runLocale )# = 'ko' THEN '6월' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]=  6 and # sq($runLocale )# = 'sv' THEN 'Jun' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]=  6 and # sq($runLocale )# = 'nl' THEN 'Jun' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]=  7 and # sq($runLocale )# = 'en' THEN 'Jul' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment | |

| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| | | Month Number]= 7 and # sq($runLocale )# = 'zh-cn' THEN '七月' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 7 and # sq($runLocale )# = 'zh-tw' THEN '七月' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 7 and # sq($runLocale )# = 'en-gb' THEN 'Jul' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 7 and # sq($runLocale )# = 'fr' THEN 'Jui' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 7 and # sq($runLocale )# = 'de' THEN 'Jul' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 7 and # sq($runLocale )# = 'ja' THEN '7月' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 7 and # sq($runLocale )# = 'it' THEN 'Lug' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 7 and # sq($runLocale )# = 'ko' THEN '7월' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 7 and # sq($runLocale )# = 'sv' THEN 'Jul' | |
| | | WHEN [Invoice].[Payment | |

| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| | | Request Dates and Statuses].[Process Payment Month Number]= 7 and # sq($runLocale )# = 'nl' THEN 'Jul' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 8 and # sq($runLocale )# = 'en' THEN 'Aug' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 8 and # sq($runLocale )# = 'zh-cn' THEN '八月' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 8 and # sq($runLocale )# = 'zh-tw' THEN '八月' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 8 and # sq($runLocale )# = 'en-gb' THEN 'Aug' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 8 and # sq($runLocale )# = 'fr' THEN 'Aoû' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 8 and # sq($runLocale )# = 'de' THEN 'Aug' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 8 and # sq($runLocale )# = 'ja' THEN '8 月' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 8 and # sq($runLocale )# = 'it' THEN | |

Standard Reports by Folder

| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| | | 'Ago' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 8 and # sq($runLocale )# = 'ko' THEN '8월' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 8 and # sq($runLocale )# = 'sv' THEN 'Aug' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 8 and # sq($runLocale )# = 'nl' THEN 'Aug' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 9 and # sq($runLocale )# = 'en' THEN 'Sep' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 9 and # sq($runLocale )# = 'zh-cn' THEN '九月' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 9 and # sq($runLocale )# = 'zh-tw' THEN '九月' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 9 and # sq($runLocale )# = 'en-gb' THEN 'Sep' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 9 and # sq($runLocale )# = 'fr' THEN 'Sep' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment | |

| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| | | Month Number]=  9 and # sq($runLocale )# = 'de' THEN 'Sep' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]=  9 and # sq($runLocale )# = 'ja' THEN '9月' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]=  9 and # sq($runLocale )# = 'it' THEN 'Set' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]=  9 and # sq($runLocale )# = 'ko' THEN '9월' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]=  9 and # sq($runLocale )# = 'sv' THEN 'Sep' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]=  9 and # sq($runLocale )# = 'nl' THEN 'Sep' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]=  10 and # sq($runLocale )# = 'en' THEN 'Oct' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]=  10 and # sq($runLocale )# = 'zh-cn' THEN '十月' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]=  10 and # sq($runLocale )# = 'zh-tw' THEN '十月' | |
| | | WHEN [Invoice].[Payment | |

| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| | | Request Dates and Statuses].[Process Payment Month Number]= 10 and # sq($runLocale )# = 'en-gb' THEN 'Oct' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 10 and # sq($runLocale )# = 'fr' THEN 'Oct' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 10 and # sq($runLocale )# = 'de' THEN 'Okt' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 10 and # sq($runLocale )# = 'ja' THEN '10 月' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 10 and # sq($runLocale )# = 'it' THEN 'Ott' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 10 and # sq($runLocale )# = 'ko' THEN '10월' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 10 and # sq($runLocale )# = 'sv' THEN 'Okt' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 10 and # sq($runLocale )# = 'nl' THEN 'Okt' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 11 and # sq($runLocale )# = 'en' THEN | |

| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| | | 'Nov' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]=  11 and # sq($runLocale )# = 'zh-cn' THEN '十一月' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]=  11 and # sq($runLocale )# = 'zh-tw' THEN '十一月' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]=  11 and # sq($runLocale )# = 'en-gb' THEN 'Nov' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]=  11 and # sq($runLocale )# = 'fr' THEN 'Nov' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]=  11 and # sq($runLocale )# = 'de' THEN 'Nov' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]=  11 and # sq($runLocale )# = 'ja' THEN '11 月' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]=  11 and # sq($runLocale )# = 'it' THEN 'Nov' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]=  11 and # sq($runLocale )# = 'ko' THEN '11월' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment | |

| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| | | Month Number]= 11 and # sq($runLocale )# = 'sv' THEN 'Nov' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 11 and # sq($runLocale )# = 'nl' THEN 'Nov' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 12 and # sq($runLocale )# = 'en' THEN 'Dec' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 12 and # sq($runLocale )# = 'zh-cn' THEN '十二月' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 12 and # sq($runLocale )# = 'zh-tw' THEN '十二月' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 12 and # sq($runLocale )# = 'en-gb' THEN 'Dec' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 12 and # sq($runLocale )# = 'fr' THEN 'Déc' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 12 and # sq($runLocale )# = 'de' THEN 'Dez' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 12 and # sq($runLocale )# = 'ja' THEN '12 月' | |
| | | WHEN [Invoice].[Payment | |

| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| | | Request Dates and Statuses].[Process Payment Month Number]= 12 and # sq($runLocale )# = 'it' THEN 'Dic' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 12 and # sq($runLocale )# = 'ko' THEN '12월' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 12 and # sq($runLocale )# = 'sv' THEN 'Dec' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 12 and # sq($runLocale )# = 'nl' THEN 'Dec' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 1 and # sq($runLocale )# ='cs' then 'Led' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 1 and # sq($runLocale )# ='pt-BR' then 'Jan' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 1 and # sq($runLocale )# ='es' then 'Ene' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 2 and # sq($runLocale )# ='cs' then 'Úno' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 2 and # sq($runLocale )# ='pt-BR' then | |

| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| | | 'Fev' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 2 and # sq($runLocale )# ='es' then 'Feb' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 3 and # sq($runLocale )# ='cs' then 'Bře' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 3 and # sq($runLocale )# ='pt-BR' then 'Mar' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 3 and # sq($runLocale )# ='es' then 'Mar' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 4 and # sq($runLocale )# ='cs' then 'Dub' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 4 and # sq($runLocale )# ='pt-BR' then 'Abr' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 4 and # sq($runLocale )# ='es' then 'Abr' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 5 and # sq($runLocale )# ='cs' then 'Květen' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 5 and # | |

| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| | | sq($runLocale )# ='pt-BR' then 'Maio' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 5 and # sq($runLocale )# ='es' then 'May' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 6 and # sq($runLocale )# ='cs' then 'Čer' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 6 and # sq($runLocale )# ='pt-BR' then 'Jun' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 6 and # sq($runLocale )# ='es' then 'Jun' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 7 and # sq($runLocale )# ='cs' then 'Čvnc' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 7 and # sq($runLocale )# ='pt-BR' then 'Jul' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 7 and # sq($runLocale )# ='es' then 'Jul' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 8 and # sq($runLocale )# ='cs' then 'Srp' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment | |

| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| | | Month Number]= 8 and # sq($runLocale )# ='pt-BR' then 'Ago' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 8 and # sq($runLocale )# ='es' then 'Ago' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 9 and # sq($runLocale )# ='cs' then 'Zář' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 9 and # sq($runLocale )# ='pt-BR' then 'Set' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 9 and # sq($runLocale )# ='es' then 'Sep' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 10 and # sq($runLocale )# ='cs' then 'Lis' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 10 and # sq($runLocale )# ='pt-BR' then 'Nov' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 10 and # sq($runLocale )# ='es' then 'Nov' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 11 and # sq($runLocale )# ='cs' then 'Pro' | |
| | | WHEN [Invoice].[Payment Request Dates and | |

| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| | | Statuses].[Process Payment Month Number]= 11 and # sq($runLocale )# ='pt-BR' then 'Dez' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 11 and # sq($runLocale )# ='es' then 'Dic' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 12 and # sq($runLocale )# ='cs' then 'Lis' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]=  12 and # sq($runLocale )# ='pt-BR' then 'Nov' | |
| | | WHEN [Invoice].[Payment Request Dates and Statuses].[Process Payment Month Number]= 12 and # sq($runLocale )# ='es' then 'Nov' | |
| | | end | |
| N/A | <Total Approved (rpt)> | [Total Invoice Spend by Expense Type - Ranking].[Total Approved (rpt)] | Displays the total approved |
| N/A | <Expense Type Name> | if([Total Invoice Spend by Expense Type - Ranking].[Rank]<6) then ([Total Invoice Spend by Expense Type - Ranking].[Expense Type Name]) else ('Other') | Displays the total invoice spent or 'other' |
| N/A | <Total Approved (rpt)> | [Invoice].[Payment Request Line Items].[Total Approved (rpt)] | Displays the total line item approved |
| N/A | <Expense Type Name> | if([Invoice].[Payment Request Line Items].[Expense Type Name] in ([Total Invoice Spend by Expense Type].[Expense Type Name])) then ([Invoice].[Payment Request Line Items].[Expense Type Name]) else ('Other') | Displays the payment request line item or 'other' |

# Report: Invoice Expense Type Spend Trend

Available to:　☐ Analysis　　　☑ Intelligence

This report is a drill-through from the Briefing Summary.

## Report Prompts

# Report Output

| | Invoice Expense Type Spend Trend<br>All Requests Processed  Between Jan 1, 2017 and May 4, 2017 | | | | |
|---|---|---|---|---|---|
| | **2017** | | | | |
| | **1st Quarter** | | | | |
| | **Jan** | **Feb** | **Mar** | **Total** | **Apr** |
| ▨▨▨▨▨ | | 9,000.00 | | **9,000.00** | 6,750.00 |
| ▨▨▨▨▨ | | | | | 6,928.06 |
| ▨▨▨▨▨ | | 3,712.50 | | **3,712.50** | |
| ▨▨▨▨▨ | | 8,540.63 | 8,540.63 | **17,081.26** | |
| ▨▨▨▨▨ | | | | | 1,125.09 |
| ▨▨▨▨▨ | | 10,732.95 | 14,279.10 | **25,012.05** | |
| ▨▨▨▨▨ | | 8,223.46 | | **8,223.46** | |
| ▨▨▨▨▨ | | | | | 8,625.00 |
| ▨▨▨▨▨ | | | 16,341.75 | **16,341.75** | |
| ▨▨▨▨▨ | | 67,500.00 | | **67,500.00** | 67,500.00 |
| ▨▨▨▨▨ | | | 5,745.00 | **5,745.00** | |
| ▨▨▨▨▨ | | 7,500.00 | | **7,500.00** | |
| ▨▨▨▨▨ | | 3,750.00 | | **3,750.00** | |
| ▨▨▨▨▨ | | | | | 9,562.50 |
| ▨▨▨▨▨ | | 2,977.50 | | **2,977.50** | |
| ▨▨▨▨▨ | | | | | 7,500.00 |
| ▨▨▨▨▨ | | 470.00 | | **470.00** | |
| ▨▨▨▨▨ | | | 11,500.00 | **11,500.00** | |
| ▨▨▨▨▨ | | 63,392.62 | | **63,392.62** | |
| **Overall - Total** | **22,007,689.63** | **17,705,057.98** | **26,847,862.26** | **66,560,609.87** | **32,655,391.29** |

| | | | Total | |
|---|---|---|---|---|
| 2017 | | | | Total |

| | 2nd Quarter | | | Total | |
|---|---|---|---|---|---|
| Apr | May | Total | | | |
| 6,750.00 | | 6,750.00 | 15,750.00 | 15,750.00 |
| 6,928.06 | 12,187.50 | 19,115.56 | 19,115.56 | 19,115.56 |
| | | | 3,712.50 | 3,712.50 |
| | | | 17,081.26 | 17,081.26 |
| 1,125.09 | | 1,125.09 | 1,125.09 | 1,125.09 |
| | | | 25,012.05 | 25,012.05 |
| | | | 8,223.46 | 8,223.46 |
| 8,625.00 | | 8,625.00 | 8,625.00 | 8,625.00 |
| | | | 16,341.75 | 16,341.75 |
| 67,500.00 | | 67,500.00 | 135,000.00 | 135,000.00 |
| | | | 5,745.00 | 5,745.00 |
| | | | 7,500.00 | 7,500.00 |
| | | | 3,750.00 | 3,750.00 |
| 9,562.50 | | 9,562.50 | 9,562.50 | 9,562.50 |
| | | | 2,977.50 | 2,977.50 |
| 7,500.00 | | 7,500.00 | 7,500.00 | 7,500.00 |
| | | | 470.00 | 470.00 |
| | | | 11,500.00 | 11,500.00 |
| | | | 63,392.62 | 63,392.62 |
| 32,655,391.29 | 4,380,584.93 | 37,035,976.22 | 103,596,586.09 | 103,596,586.09 |

## Report Header and Footer

| Data Item Label/Name | Data Item Expression | Data Item Description |
|---|---|---|
| All Request Processed | ' ' + ParamDisplayValue('processPaymentDateParam') | Displays the date range from the **Process Payment Date** prompt on the **Prompts** page |
| Expense Type(s) | ' ' + ParamDisplayValue('expenseTypeNameParam') | Displays the expense type(s) selected from the **Expense Type(s)** prompt on the **Prompts** page |

## Report Data Items

| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| N/A | <Process Payment Year> | extract(year,[Invoice].[Payment Request Dates and Statuses].[Process Payment Date]) | Displays the process payment year |
| N/A | <Process Payment Quarter> | [Invoice].[Payment Request Dates and Statuses].[Process Payment Quarter] | Displays the process payment quarter |
| N/A | <Process Payment Month Name> | [Invoice].[Payment Request Dates and Statuses].[Process Payment Month] | Displays the process payment month |
| N/A | <Expense Type Name> | [Invoice].[Payment Request Line Items].[Expense Type Name] | Displays the expense Expense type |
| N/A | <Total Approved (rpt)> | [Invoice].[Payment Request Line Items].[Total Approved (rpt)] | Displays the total approved |

# Report: Invoice Tax Adjustment Report

Available to:   ☑ Analysis      ☑ Intelligence

This report identifies the differences between the tax amount on invoices and the calculated tax amount provided by a third-party tax validation company.

The report can help clients determine if tax adjustments need to be made in their accounting system to ensure tax-reporting accuracy.

## Report Prompts



## Report Output

**INVOICE TAX ADJUSTMENT REPORT**
Process Payment Date : On or after Jan 1, 2014

| Supplier Name | Supplier Code | Supplier Invoice Number | Request Total | Invoice Date | Invoice Tax Amount | Invoice Calculated Tax Amount | Tax Difference | Expense Type Name | Account Code |
|---|---|---|---|---|---|---|---|---|---|
| NewEgg.com | 1044 | 4560583 | 1,613.35 | Jun 19, 2015 | 118.40 | 0.00 | 118.40 | Computing Equipment | 1240 |
| NewEgg.com | 1044 | 4560584 | 1,613.35 | Jul 1, 2015 | 118.40 | 0.00 | 118.40 | Computing Equipment | 1240 |
| NewEgg.com | 1044 | 4560586 | 1,613.35 | Aug 5, 2015 | 118.40 | 140.60 | -22.20 | Computing Equipment | 1240 |
| NewEgg.com | 1044 | 4560587 | 1,613.35 | Sep 2, 2015 | 118.40 | 0.00 | 118.40 | Computing Equipment | 1240 |
| NewEgg.com | 1044 | 4560587 | 1,613.35 | Sep 2, 2015 | 118.40 | 0.00 | 118.40 | Computing Equipment | 1240 |
| NewEgg.com | 1044 | 4560588 | 1,613.35 | Oct 2, 2015 | 118.40 | 92.50 | 25.90 | Computing Equipment | 1240 |
| NewEgg.com | 1044 | 4560589 | 1,613.35 | Nov 2, 2015 | 118.40 | 0.00 | 118.40 | Computing Equipment | 1240 |
| NewEgg.com | 1044 | 4560910 | 2,232.26 | Aug 5, 2015 | 0.00 | 188.07 | -188.07 | Computing Equipment | 1240 |
| NewEgg.com | 1044 | 4560912 | 2,232.26 | Sep 2, 2015 | 0.00 | 123.73 | -123.73 | Computing Equipment | 1240 |
| NewEgg.com | 1044 | 4560913 | 2,232.26 | Oct 2, 2015 | 237.56 | 0.00 | 237.56 | Computing Equipment | 1240 |
| NewEgg.com | 1044 | 4560914 | 2,232.26 | Nov 2, 2015 | 237.56 | 0.00 | 237.56 | Computing Equipment | 1240 |
| Office Depot | 1025 | 702151399002 | 885.48 | Feb 23, 2015 | 56.09 | 0.00 | 56.09 | Office Supplies | 1254 |
| Office Depot | 1025 | 900900 | 54.04 | May 30, 2014 | 8.65 | 0.00 | 8.65 | Office Supplies | 1254 |
| Office Depot | 1025 | 900908 | 5,424.67 | Nov 16, 2015 | 508.49 | 0.00 | 508.49 | Office Supplies | 1254 |
| Plumb Medic Inc | PM001 | 09858 | 257.65 | May 9, 2014 | 13.65 | 0.00 | 13.65 | Building Repair | 1237 |
| Premier Cleaning Services | 1093 | TDW8387 | 1,000.00 | Aug 8, 2015 | 0.00 | 82.50 | -82.50 | Contract Labor | 1242 |
| Staples | 1031 | 123456 | 105.27 | Jun 17, 2014 | 5.01 | 0.00 | 5.01 | Office Supplies | 1254 |
| Staples | 1031 | 182976251 | 250.00 | Jan 23, 2015 | 0.00 | 20.63 | -20.63 | Office Supplies | 1254 |
| Stream Energy | 1047 | 10107 | 536.52 | Mar 28, 2013 | 0.00 | 44.26 | -44.26 | Utilities | 1267 |
| TaylorMade / ADIDAS | 1073 | 4560575 | 1,730.74 | Oct 1, 2015 | 65.99 | 0.00 | 65.99 | Computing Equipment | 1240 |
| **Summary** | | | 227,902.50 | | 10,852.50 | 4,968.84 | 10,852.50 | | |

Last Revised: October 14, 2023

| Account Code | Line Item Calculated Tax Amount | Request ID | Process Payment Date | Payment Status | Ship to Address | Ship to City | Ship to State | Ship to Zip | Ship to Country/Region |
|---|---|---|---|---|---|---|---|---|---|
| 1240 | 0.00 | D9C6F69E228348E0B932 | Jul 13, 2015 | Extracted | | | | | |
| 1240 | 0.00 | 9A29E65BC2DA46179A54 | Aug 6, 2015 | Extracted | | | | | |
| 1240 | 140.60 | 3E57DA81638D485BAE1D | Sep 2, 2015 | Extracted | 801 106th AVE NE | Bellevue | WA | 98004 | UNITED STATES |
| 1240 | 0.00 | 666FBBA61D33435D8801 | Sep 17, 2015 | Extracted | 1111 | boston | MA | 02181 | UNITED STATES |
| 1240 | 0.00 | B46E2B72424145A9A1DA | Sep 29, 2015 | Extracted | 1111 | boston | MA | 02181 | UNITED STATES |
| 1240 | 92.50 | EEF52A40F3864676ACCD | Nov 20, 2015 | Extracted | 1111 | boston | MA | 02181 | UNITED STATES |
| 1240 | 0.00 | 77F303D8CBEC4644B1C1 | Dec 9, 2015 | Extracted | 1111 | boston | MA | 02181 | UNITED STATES |
| 1240 | 188.07 | A8903CB91EAD45809A85 | Sep 2, 2015 | Extracted | 801 106th AVE NE | Bellevue | WA | 98004 | UNITED STATES |
| 1240 | 123.73 | C217858BC0BF41CAB283 | Oct 9, 2015 | Extracted | 1111 | boston | MA | 02181 | UNITED STATES |
| 1240 | 0.00 | E3C1B0C35D44460A929A | Nov 20, 2015 | Extracted | 1111 | boston | MA | 02181 | UNITED STATES |
| 1240 | 0.00 | 24E7B41C003D4E7C9D08 | Dec 9, 2015 | Extracted | 1111 | boston | MA | 02181 | UNITED STATES |
| 1254 | 0.00 | 717E516F9A534473912A | Mar 12, 2015 | Extracted | | | | | |
| 1254 | 0.00 | 14C559ADC3FB4FFA83EA | Sep 30, 2015 | Extracted | | | | | |
| 1254 | 0.00 | D4FF9E6664A249619EDB | Dec 9, 2015 | Extracted | 23345 South West Street | Minneapolis | MN | 554303 | UNITED STATES |
| 1237 | 0.00 | 7EA392E006E14131867E | Oct 1, 2015 | Extracted | | | | | |
| 1242 | 82.50 | 11F77F529E1B40FEB826 | Oct 1, 2015 | Extracted | 5000 Belt line | Addison | Texas | 75001 | UNITED STATES |
| 1254 | 0.00 | AFB5B712D84043F6A63D | Dec 30, 2014 | Extracted | | | | | |
| 1254 | 20.63 | D9645992C4B3438D8674 | May 19, 2015 | Extracted | 5000 Belt line | Addison | Texas | 75001 | UNITED STATES |
| 1267 | 44.26 | 15A03E10494F4765BDA5 | Feb 26, 2015 | Extracted | 20018 Chateau Bend Dr | Katy | TX | 77450 | UNITED STATES |
| 1240 | 0.00 | 2B9B6B52D92441958FB1 | Sep 29, 2015 | Extracted | 23345 South West Street | Minneapolis | MN | 554303 | UNITED STATES |
| | 6,757.95 | | | | | | | | |

## Report Header and Footer

| Data Item Label/Name | Data Item Expression | Data Item Description |
|---|---|---|
| Process Payment Date | ParamDisplayValue('pProcess_Payment_Date') | Displays the date range from the **Process Payment Date** prompt on the **Prompts** page |

## Report Data Items

| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| Supplier Name | <Supplier Name> | [qTax_Adjustment].[Supplier Name] | Displays the supplier name |
| SupplierCode | <Supplier Code> | [qTax_Adjustment].[Supplier Code] | Displays the supplier code |
| Supplier Invoice Number | <Supplier Invoice Number> | [qTax_Adjustment].[Supplier Invoice Number] | Displays the supplier invoice number |
| Request Total | <Request Total> | [qTax_Adjustment].[Request Total] | Displays the request total |
| Invoice Date | <Invoice Date> | [qTax_Adjustment].[Invoice Date] | Displays the invoice date |
| Invoice Tax Amount | <Tax Amount> | [qTax_Adjustment].[Tax Amount] | Displays the tax amount |

| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| Invoice calculated Tax Amount | <Calculated Tax Amount> | [qTax_Adjustment].[Calculated Tax Amount] | Displays the calculated tax amount |
| Tax Difference | <Tax Difference> | [qTax_Adjustment].[Tax Difference] | Displays the tax difference |
| Expense Type Name | <Expense Type Name> | [qTax_Adjustment].[Expense Type Name] | Displays the expense type name |
| Account Code | <Account Code> | [qTax_Adjustment].[Account Code] | Displays the account code |
| Line Item Calculated Tax Amount | <Calculated Tax Amount2> | [qTax_Adjustment].[Calculated Tax Amount2] | Displays the tax amount |
| Request ID | <Request ID> | [qTax_Adjustment].[Request ID] | Displays the request ID |
| Process Payment Date | <Process Payment Date> | [qTax_Adjustment].[Process Payment Date] | Displays the process payment date |
| Payment Status | <Payment status> | [qTax_Adjustment].[Payment Status] | Displays the payment status |
| Ship To Address | <Ship to Address 1> | [qTax_Adjustment].[Ship to Address 1] | Displays the ship to address |
| Ship To City | <Ship to City/Location> | [qTax_Adjustment].[Ship to City/Location] | Displays the ship to city |
| Ship To State | <Ship to State/Province/Region> | [qTax_Adjustment].[Ship to State/Province/Region] | Displays the ship to state/province/region |
| Ship To Zip | <Ship to Postal Code> | [qTax_Adjustment].[Ship to Postal Code] | Displays the ship to postal code |
| Ship To Country/Region | <Ship to Country> | [qTax_Adjustment].[Ship to Country] | Displays the ship to country/region |
| Request Total | N/A | [qTax_Adjustment].[Request Total] | Displays the summary of the request total |
| Tax Amount | N/A | [qTax_Adjustment].[Tax Amount] | Displays the summary of the tax amount |
| Calculated Tax Amount | N/A | [qTax_Adjustment].[Calculated Tax Amount] | Displays the summary of the calculated tax amount |
| Tax Difference | N/A | [qTax_Adjustment].[Tax Difference] | Displays the summary of the tax difference |
| Calculated Tax Amount2 | N/A | [qTax_Adjustment].[Calculated Tax Amount2] | Displays the summary of the tax amount |

## Report: Invoice Virtual Card Payment Reconciliation

<span style="color:green">Available to:    ☐ Analysis        ☑ Intelligence</span>

This report provides virtual card payment information for invoices in Concur Invoice, including batch ID, supplier name and invoice number, and payment information.

### Report Prompts

## Report Output

| Virtual Card Account Name | Batch ID | Payment Demand ID | Supplier Name | Payment Settlement Date | Amount | Supplier Invoice Number |
|---|---|---|---|---|---|---|
| **Invoice Virtual Card Payment Reconciliation** Payment Settlement Date: Between Aug 1, 2014 and Aug 15, 2023 Virtual Card Account Name: TestVcard, TestUAT, VcardAccountWithCreditMemo, Test AXP | | | | | | |
| Test AXP | 5B05FFB7AC53489193DE | 7B7943A36429425AB2E0 | Extend - Decline | Feb 4, 2023 | 2.12 | AMEX-DCLN |
| | | 937C55836CEB4EFCAF19 | Extend - Successful Charge | Feb 4, 2023 | 2.11 | AMEX-CHRG |
| TestVcard | 07751B493ABF403C8976 | 2327650B06FF4F60BC0C | vCardVendor4 | Dec 7, 2022 | 3,000 | 3 |
| | | 6FA308A548AF4D2EB549 | vCardVendor3 | Dec 7, 2022 | 2,000 | 2 |

## Report: Payment Practices and Performance

Available to:   ☑ Analysis      ☑ Intelligence

This report was designed to help businesses provide the information required by the Duty to Report on Payment Practices and Performance regulation in the United Kingdom. Companies can use this report to report on their company's ability to pay invoices on time. The report includes the proportion of invoices paid beyond agreed terms (by percentage), the average time taken to pay invoices, and the proportion of invoices paid within various time periods.

### Report Prompts

## Report Output

### Payment Practices and Performance

**Company Name:**
**Reporting Period:**          Between Jul 31, 2012 and Jul 31, 2017

**Payment terms** including any standard contractual length of time for payment of invoices and the maximum contractual payment period, any changes to standard terms, whether suppliers have been notified or consulted on these changes.

*Narrative text*

| Proportion of Invoices paid beyond agreed terms (by percentage) | Average time taken to pay invoices |
|---|---|
| 66% | 38 |

Proportion of invoices paid within the following periods

| 1-30 | 53% | >60 | 16% |
|---|---|---|---|
| 31-60 | 31% | | |

| Amount of interest paid (by number) | Amount of interest liable to pay (by number) |
|---|---|
| | |

# Report: Purchase Order to Invoice Matching Exceptions

Available to:    ☑ Analysis    ☑ Intelligence

This report identifies the matching exceptions for purchase orders and the invoices associated with the purchase orders. This report can help accounts payable employees determine which invoices require investigation. The report can also help accounts payable managers identify potential issues in the accounts payable workflow, such as seeing exceptions for the same supplier — possibly indicating an issue with the supplier, or seeing the same exception appearing numerous times, regardless of supplier, which may indicate an issue with the purchase orders being created by their organization.

## Report Prompts

## Report Output

Purchase Order to Invoice Matching Exceptions
Invoice Date: Between Jan 1, 2019 and Feb 5, 2019

| Supplier Name | Supplier Code | Request Name | Invoice Number | Request ID | Exception Message |
|---|---|---|---|---|---|
| ░░░ | ░░░ | ░░░ | ░░░ | ░░░ | Vendor Address doesn't match, please research and resolve. |
| ░░░ | ░░░ | ░░░ | ░░░ | ░░░ | Vendor Address doesn't match, please research and resolve. |
| ░░░ | ░░░ | ░░░ | ░░░ | ░░░ | Vendor Address doesn't match, please research and resolve. |
| ░░░ | ░░░ | ░░░ | ░░░ | ░░░ | Vendor Address doesn't match, please research and resolve. |
| ░░░ | ░░░ | ░░░ | ░░░ | ░░░ | Vendor Address doesn't match, please research and resolve. |
| ░░░ | ░░░ | ░░░ | ░░░ | ░░░ | Vendor Address doesn't match, please research and resolve. |
| ░░░ | ░░░ | ░░░ | ░░░ | ░░░ | Vendor Address doesn't match, please research and resolve. |
| ░░░ | ░░░ | ░░░ | ░░░ | ░░░ | Vendor Address doesn't match, please research and resolve. |
| ░░░ | ░░░ | ░░░ | ░░░ | ░░░ | Vendor Address doesn't match, please research and resolve. |
| ░░░ | ░░░ | ░░░ | ░░░ | ░░░ | Vendor Address doesn't match, please research and resolve. |
| ░░░ | ░░░ | ░░░ | ░░░ | ░░░ | Vendor Address doesn't match, please research and resolve. |
| ░░░ | ░░░ | ░░░ | ░░░ | ░░░ | The amount of all invoices applied to the PO up-to-date is at least $5,000 greater than the total amount on the PO, please research and resolve. |
| ░░░ | ░░░ | ░░░ | ░░░ | ░░░ | Vendor Address doesn't match, please research and resolve. |
| ░░░ | ░░░ | ░░░ | ░░░ | ░░░ | Vendor Address doesn't match, please research and resolve. |
| ░░░ | ░░░ | ░░░ | ░░░ | ░░░ | Vendor Address doesn't match, please research and resolve. |
| ░░░ | ░░░ | ░░░ | ░░░ | ░░░ | Vendor Address doesn't match, please research and resolve. |
| ░░░ | ░░░ | ░░░ | ░░░ | ░░░ | Vendor Address doesn't match, please research and resolve. |
| ░░░ | ░░░ | ░░░ | ░░░ | ░░░ | Vendor Address doesn't match, please research and |

⫠ Top  ⌃ Page up  ⯯ Page down  ⯆ Bottom

| Exception Message | Invoice Date | Requested By | Purchase Order Number | Purchase Order Name | Payment Due Date | Approval Status | Total Approved Amount (rpt) | Reporting Currency |
|---|---|---|---|---|---|---|---|---|
| Vendor Address doesn't match, please research and resolve. | Jan 24, 2019 | ░░░ | ░░░ | | Feb 23, 2019 | Not Submitted | 132.50 | USD |
| Vendor Address doesn't match, please research and resolve. | Jan 29, 2019 | ░░░ | ░░░ | | Feb 28, 2019 | Not Submitted | 291.60 | USD |
| Vendor Address doesn't match, please research and resolve. | Jan 22, 2019 | ░░░ | ░░░ | | Feb 21, 2019 | Not Submitted | 1,636.30 | USD |
| Vendor Address doesn't match, please research and resolve. | Jan 29, 2019 | ░░░ | ░░░ | | Feb 28, 2019 | Not Submitted | 429.17 | USD |
| Vendor Address doesn't match, please research and resolve. | Jan 29, 2019 | ░░░ | ░░░ | | Feb 28, 2019 | Not Submitted | 186.75 | USD |
| Vendor Address doesn't match, please research and resolve. | Jan 24, 2019 | ░░░ | ░░░ | | Feb 23, 2019 | Not Submitted | 64.32 | USD |
| Vendor Address doesn't match, please research and resolve. | Jan 24, 2019 | ░░░ | ░░░ | | Feb 23, 2019 | Not Submitted | 482.40 | USD |
| Vendor Address doesn't match, please research and resolve. | Jan 24, 2019 | ░░░ | ░░░ | | Feb 23, 2019 | Not Submitted | 60.30 | USD |
| Vendor Address doesn't match, please research and resolve. | Jan 24, 2019 | ░░░ | ░░░ | | Feb 23, 2019 | Not Submitted | 52.26 | USD |
| Vendor Address doesn't match, please research and resolve. | Jan 24, 2019 | ░░░ | ░░░ | | Feb 23, 2019 | Not Submitted | 44.22 | USD |
| Vendor Address doesn't match, please research and resolve. | Jan 28, 2019 | ░░░ | ░░░ | | Feb 27, 2019 | Not Submitted | 363.78 | USD |
| The amount of all invoices applied to the PO up-to-date is at least $5,000 greater than the total amount on the PO, please research and resolve. | Jan 7, 2019 | ░░░ | ░░░ | | Apr 7, 2019 | Not Submitted | 55,273.36 | USD |
| Vendor Address doesn't match, please research and resolve. | Jan 17, 2019 | ░░░ | ░░░ | | Mar 18, 2019 | Not Submitted | 1,300.00 | USD |
| Vendor Address doesn't match, please research and resolve. | Jan 22, 2019 | ░░░ | ░░░ | | Mar 23, 2019 | Not Submitted | 583.00 | USD |
| Vendor Address doesn't match, please research and resolve. | Jan 23, 2019 | ░░░ | ░░░ | | Mar 24, 2019 | Not Submitted | 733.00 | USD |
| Vendor Address doesn't match, please research and resolve. | Jan 23, 2019 | ░░░ | ░░░ | | Mar 24, 2019 | Not Submitted | 42.30 | USD |
| Vendor Address doesn't match, please research and resolve. | Jan 23, 2019 | ░░░ | ░░░ | | Mar 24, 2019 | Not Submitted | 418.30 | USD |
| Vendor Address doesn't match, please research and | Jan 23 | ░░░ | ░░░ | | Mar 24 | Not | | |

# Report: Purchase Order List

Available to:  ☑ Analysis  ☑ Intelligence

This report provides a detailed view of all purchase orders. AP departments can use this information to forecast amounts of future invoices and allocate funds appropriately.

## Report Prompts

The prompts are:

- **Purchase Order Date:** The report user enters the range.
- **Requested By:** Optional – The user searches by keyword if desired.
- **Purchase Order Status:** Optional – The user selects the desired status.

## Report Output

**Purchase Order List**

Purchase Order Date: Feb 1, 2014 to Fe

| Purchase Order Request Currency - Name | Purchase Order Request Currency - Code | Order Date | Requested By | Supplier Name | Purchase Order Number | Purchase Order Name |
|---|---|---|---|---|---|---|
| US, Dollar | USD | Aug 5, 2014 | Fletcher, Erin | Simpatico Furnishings | 1 | |
| | USD | Aug 5, 2014 | Fletcher, Erin | Simpre Associates | 3 | |
| | USD | Aug 5, 2014 | Fletcher, Erin | Simpatico Furnishings | 4 | |
| | USD | Aug 15, 2014 | Fletcher, Erin | Simpatico Furnishings | 5 | |
| | USD | Aug 26, 2014 | Fletcher, Erin | Simpatico Furnishings | 7 | |

st

Feb 6, 2015

| Status | Purchase Order Description | Payment Terms | Discount Terms | Discount Percentage | Total Amount | Shipping Amount | Tax Amount |
|---|---|---|---|---|---|---|---|
| Voided | | 0 | | | 500.00 | 0.00 | 0.00 |
| Closed | | 0 | | | 2,000.00 | 0.00 | 0.00 |
| Voided | | 0 | | | 4,400.00 | 0.00 | 0.00 |
| Transmitted to Vendor | | 0 | | | 4,450.00 | 50.00 | 0.00 |
| Transmitted to Vendor | | 0 | | | 90.00 | 0.00 | 0.00 |

# Report: Purchase Orders and Associated Payment Requests

<span style="color:green">Available to:　☑ Analysis　　　☑ Intelligence</span>

This report provides a detailed view of all purchase orders and the associated payments requests. Where the existing Request Accrual Report provides visibility into all payment requests, this report displays only payment requests that have an associated PO. This request can be handled differently and having a way to quickly identify them will be beneficial to AP departments.

## Report Prompts

The prompts are:

- **Purchase Order Date:** The report user enters the range.
- **Requested By:** Optional – The user searches by keyword if desired.
- **Purchase Order Status:** Optional – The user selects the desired status.

## Report Output

**PURCHASE ORDERS AND ASSOCIATED PAYMENT REQUESTS**
Purchase Order Date: Jan 1, 2010 to Aug 18, 2020

| Purchase Order Request Currency - Name | Order Date | Requested By | Purchase Order Number | Purchase Order Name | Supplier Name | Status | Total Amount | Remaining Balance |
|---|---|---|---|---|---|---|---|---|
| Canada, Dollar | Jul 12, 2012 | | P24332 | LAB TAGS | Upstart Productions | Transmitted to Vendor | 95.31 | 8.33 |
| | Jan 20, 2014 | | 131446 | DEMO RECEIPT CONF | Bergy's Modular Transport | Transmitted to Vendor | 8,531.25 | 1,519.62 |
| | Jan 31, 2014 | | 1166352 | DEMO RECEIPT CONF | The State Group Commercial | Transmitted to Vendor | 38,610.15 | 38,610.15 |
| | Feb 14, 2014 | | 131838 | DEMO RECEIPT CONF | Club Industrial Trailers | Transmitted to Vendor | 217,050.00 | 22,861.88 |
| | Feb 18, 2014 | | 1171711 | DEMO RECEIPT CONF | Mobilfab INC | Transmitted to Vendor | 750,000.00 | 682,457.40 |
| Canada, Dollar - Total | | | | | | | 1,014,286.71 | 745,457.38 |

| Remaining Balance | | | Invoices Received | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 8.33 | Request Name | Description | Request ID | Created Date | Supplier Name | Invoice Number | Invoice Date | Approval Status | Payment Status | Total Invoice Approved Amount | Total Invoice Amount Applied to PO |
| | Lab tags | | CFA43C6AEEB844E98EF9 | Aug 15, 2012 | Upstart Productions | 1307-12102 | Oct 8, 2012 | Approved | Extracted | 85.10 | 86.98 |
| 1,519.62 | Request Name | Description | Request ID | Created Date | Supplier Name | Invoice Number | Invoice Date | Approval Status | Payment Status | Total Invoice Approved Amount | Total Invoice Amount Applied to PO |
| | 1-Bergy's #1 | | 5381ECB783504B9B9B71 | Mar 24, 2014 | Bergy's Modular Transport | 276070 | Jan 8, 2014 | Approved | Extracted | 625.00 | 584.3 |
| | 1-Bergy's #2 | | 16E351973EEC4699B459 | Mar 24, 2014 | Bergy's Modular Transport | 276067 | Jan 8, 2014 | Approved | Extracted | 4,250.00 | 3,973.26 |
| | 1-Bergy's #3 | | 188BF122BDEC472683DC | Mar 24, 2014 | Bergy's Modular Transport | 276068 | Jan 8, 2014 | Not Submitted | Not Paid | 2,625.00 | 2,454.07 |
| 38,610.15 | No Invoices received against this Purchase Order | | | | | | | | | | |
| 22,861.88 | Request Name | Description | Request ID | Created Date | Supplier Name | Invoice Number | Invoice Date | Approval Status | Payment Status | Total Invoice Approved Amount | Total Invoice Amount Applied to PO |
| | 1-Club Industrial Trailers | | BA7FCEEE33D84DA38DFE | Mar 24, 2014 | Club Industrial Trailers | 1081 | Jan 31, 2014 | Approved | Extracted | 217,050.00 | 194,188.12 |
| 682,457.40 | Request Name | Description | Request ID | Created Date | Supplier Name | Invoice Number | Invoice Date | Approval Status | Payment Status | Total Invoice Approved Amount | Total Invoice Amount Applied to PO |
| | Receipt Confirmation not Received | | CA273D3FF13F4C92A812 | Mar 24, 2014 | Mobilfab INC | MO2436 | Feb 24, 2014 | Not Submitted | Not Paid | 75,000.00 | 67,542.6 |
| 745,457.38 | | | | | | | | | | | |

# Report: Received Accrual by Line Item

Available to:    ☑ Analysis        ☑ Intelligence

This report provides a detailed view of all goods received and the invoice line items that have not been assigned to a payment request or have been assigned to a payment request that has not yet been paid. The report provides financial professionals within the organization visibility into outstanding liabilities and potential future cash requirements.

## Report Prompts

Received Accrual by Line Item

**Date Range**

**Accrual Date:**

From:
Mar 9, 2018

To:
Mar 9, 2018

Cancel    Finish

## Report Output

### Received Accrual by Line Item
Accrual Date: Between Jan 1, 2018 and Mar 8, 2018

| Received Date | Receipt Count | Received Quantity | Total Price | Supplier Name | Purchase Order Number | Line Number |
|---|---|---|---|---|---|---|
| Jan 2, 2018 | 1 | 1 | 84.80 | | | 40 |
| Jan 2, 2018 | 1 | 1 | 84.80 | | | 44 |
| Jan 2, 2018 | 1 | 1 | 84.80 | | | 46 |
| Jan 2, 2018 | 1 | 1 | 84.80 | | | 47 |
| Jan 2, 2018 | 1 | 2 | 169.60 | | | 37 |
| Jan 2, 2018 | 1 | 2 | 169.60 | | | 38 |
| Jan 2, 2018 | 1 | 2 | 169.60 | | | 42 |
| Jan 2, 2018 | 1 | 4 | 339.20 | | | 45 |
| Jan 2, 2018 | 1 | 5 | 424.00 | | | 41 |
| Jan 2, 2018 | 1 | 5 | 424.00 | | | 43 |
| Jan 2, 2018 | 1 | 12 | 306.96 | | | 1 |
| Jan 2, 2018 | 1 | 24 | 709.68 | | | 3 |
| Jan 2, 2018 | 1 | 24 | 709.68 | | | 5 |
| Jan 2, 2018 | 1 | 36 | 1,064.52 | | | 2 |
| Jan 2, 2018 | 1 | 36 | 1,064.52 | | | 4 |
| Jan 2, 2018 | 1 | 36 | 1,064.52 | | | 6 |
| Jan 2, 2018 | 1 | 49 | 2,656.78 | | | 7 |
| Jan 2, 2018 | 1 | 84 | 2,148.72 | | | 2 |
| Jan 2, 2018 | 1 | 96 | 2,455.68 | | | 4 |
| Jan 2, 2018 | 1 | 96 | 2,455.68 | | | 6 |

| Line Number | First Approval Date | Invoice Amount | Accrual Amount | Quantity Paid | Quantity Remaining |
|---|---|---|---|---|---|
| 40 | Jan 18, 2018 | 78.86 | 5.94 | 1 | 0 |
| 44 | Jan 18, 2018 | 78.86 | 5.94 | 1 | 0 |
| 46 | Jan 18, 2018 | 78.86 | 5.94 | 1 | 0 |
| 47 | Jan 18, 2018 | 78.86 | 5.94 | 1 | 0 |
| 37 | Jan 18, 2018 | 157.72 | 11.88 | 2 | 0 |
| 38 | Jan 18, 2018 | 157.72 | 11.88 | 2 | 0 |
| 42 | Jan 18, 2018 | 157.72 | 11.88 | 2 | 0 |
| 45 | Jan 18, 2018 | 315.44 | 23.76 | 4 | 0 |
| 41 | Jan 18, 2018 | 394.30 | 29.70 | 5 | 0 |
| 43 | Jan 18, 2018 | 394.30 | 29.70 | 5 | 0 |
| 1 | Jan 24, 2018 | 306.84 | 0.12 | 12 | 0 |
| 3 | Jan 19, 2018 | 650.64 | 59.04 | 24 | 0 |
| 5 | Jan 19, 2018 | 650.64 | 59.04 | 24 | 0 |
| 2 | Jan 19, 2018 | 975.96 | 88.56 | 36 | 0 |
| 4 | Jan 19, 2018 | 975.96 | 88.56 | 36 | 0 |
| 6 | Jan 19, 2018 | 975.96 | 88.56 | 36 | 0 |
| 7 | Jan 18, 2018 | 2,602.56 | 54.22 | 48 | 1 |
| 2 | Jan 24, 2018 | 2,147.88 | 0.84 | 84 | 0 |
| 4 | Jan 24, 2018 | 2,454.72 | 0.96 | 96 | 0 |
| 6 | Jan 24, 2018 | 2,454.72 | 0.96 | 96 | 0 |

# Report: Request Accrual

Available to:    ☑ Analysis        ☑ Intelligence

This report shows all invoice transactions that have not been assigned to a payment request or have been assigned to a payment request that has not yet been paid. It provides visibility to financial professionals within the organization regarding outstanding liabilities and potential future cash requirements.

## Report Prompts

## Report Output



**Invoice Accrual**

Created Date:  AND Payment Status Legacy Key: R_NOTP AND Exclude Soft Deleted Requests

| Approval Status | Requesting Employee | Request Name | Request ID | Created Date | Request Total |
|---|---|---|---|---|---|
| Accounting Review | Brand, Brandi | RightNow Technologies 62837 | D26FEBEA71A0453791E4 | Jan 28, 2010 | 3,187.50 |
| | **Brand, Brandi** | | | | **3,187.50** |
| | Fogle, Richard | angel.com 10000072 | F0A5D2AF4CD544FE8DCD | Jan 29, 2010 | 500.00 |
| | **Fogle, Richard** | | | | **500.00** |
| | Hayden, Helen | Key Equipment 591236806 1002 | A63D55485D8F4732AE3C | Feb 1, 2010 | 606.10 |
| | **Hayden, Helen** | | | | **606.10** |
| | Isham, Timothy | Northstar TL276581-01 | 3D8C9B2C95B941429337 | Jan 15, 2010 | 3,181.82 |
| | | UBM 627556783378 Concur19 012810 | 9DBD472DE9C849EC8395 | Feb 1, 2010 | 11,375.00 |
| | | UBM Aviation 627556782810 012510 | 500F2FD3B1FF40C59740 | Jan 25, 2010 | 875.00 |
| | **Isham, Timothy** | | | | **15,431.82** |
| | Kohr, Lisa | Optimize Networks 10-1739 | 79D830EAF00B44F1A463 | Jan 28, 2010 | 11,512.83 |
| | **Kohr, Lisa** | | | | **11,512.83** |
| | Srivastava, Dan | Ajilon T001105719 | 988E81EAB8D644959FF9 | Feb 1, 2010 | 1,486.80 |
| | **Srivastava, Dan** | | | | **1,486.80** |
| **Accounting Review** | | | | | **32,725.05** |
| Not Submitted | | IBM 9109443 | A8EE6A523D474DC6AD29 | Jan 26, 2010 | 25,000.00 |
| | | UPS 00002111E5469 | 35535FB083564D04880D | Dec 1, 2009 | 17,124.04 |
| | | | | | **42,124.04** |
| | Boone, Sandra | The Creative Group 30435206 | 88BA4D309763475FB695 | Jan 28, 2010 | 765.00 |
| | | The Creative Group 30468792 | AC5F911787114FD4AD9B | Jan 28, 2010 | 1,417.50 |
| | | The Creative Group 30517775 | F981865C2AB04C9886C0 | Jan 28, 2010 | 1,507.50 |
| | | The Creative Group 30588321 | 89AF3E8AF06E4BB7AED9 | Feb 1, 2010 | 1,600.00 |
| | | The Creative Group 30602960 | C01B73611904410188F7 | Feb 1, 2010 | 1,320.00 |
| | **Boone, Sandra** | | | | **6,610.00** |

**Accrual**

| Request Total | Supplier Name | Invoice Number | Invoice Date | Invoice Amount |
|---|---|---|---|---|
| 3,187.50 | RightNow Technologies, Inc. | 62837 | Jan 26, 2010 | 3,187.50 |
| **3,187.50** | | | | **3,187.50** |
| 500.00 | angel.com, Inc. | 10000072 | Jan 25, 2010 | 500.00 |
| **500.00** | | | | **500.00** |
| 606.10 | Key Equipment Finance | 591236806 1002 | Jan 25, 2010 | 606.10 |
| **606.10** | | | | **606.10** |
| 3,181.82 | NorthStar Travel Media | TL276581-01 | Dec 30, 2009 | 3,181.82 |
| 11,375.00 | UBM Aviation Worldwide LLC | 627556783378 Concur19 012810 | Jan 28, 2010 | 11,375.00 |
| 875.00 | UBM Aviation Worldwide LLC | 627556782810 012510 | Jan 25, 2010 | 875.00 |
| **15,431.82** | | | | **15,431.82** |
| 11,512.83 | Optimize Networks, LLC | 10-1739 | Jan 20, 2010 | 11,512.83 |
| **11,512.83** | | | | **11,512.83** |
| 1,486.80 | Ajilon Professional Staffing, LLC | T001105719 | Jan 24, 2010 | 1,486.80 |
| **1,486.80** | | | | **1,486.80** |
| **32,725.05** | | | | **32,725.05** |
| 25,000.00 | IBM Corporation | 9109443 | Dec 30, 2009 | 25,000.00 |
| 17,124.04 | United Parcel Service | 00002111E5469 | Nov 14, 2009 | 17,124.04 |
| **42,124.04** | | | | **42,124.04** |
| 765.00 | The Creative Group | 30435206 | Dec 28, 2009 | 765.00 |
| 1,417.50 | The Creative Group | 30468792 | Jan 4, 2010 | 1,417.50 |
| 1,507.50 | The Creative Group | 30517775 | Jan 12, 2010 | 1,507.50 |
| 1,600.00 | The Creative Group | 30588321 | Jan 26, 2010 | 1,600.00 |
| 1,320.00 | The Creative Group | 30602960 | Feb 1, 2010 | 1,320.00 |
| **6,610.00** | | | | **6,610.00** |

## Report: Request Aging

Available to:  ☑ Analysis  ☑ Intelligence

This report shows aging invoice payment requests.

### Report Prompts

## Report Output

| Supplier Name | Request Name | Request ID | Supplier Invoice Number | Invoice Date | 0-30 | 31-60 | 61-90 | 90+ |
|---|---|---|---|---|---|---|---|---|
| **Request Aging** | | | | | | | | |
| Invoice Date: Between Feb 8, 2011 and Feb 6, 2017 | | | | | | | | |
| .orgSource | .orgSource(1076)-1032 | 1CD13464E8E24B0F9625 | 1032 | Jul 2, 2012 | 0.00 | 0.00 | 0.00 | 6,050.15 |
| | .orgSource(1076)-1032 | 7BB3E077303C4E29B08D | 1032 | Jul 2, 2012 | 0.00 | 0.00 | 0.00 | 97.50 |
| **.orgSource** | | | | | **0.00** | **0.00** | **0.00** | **6,147.65** |
| A Johnson Heating Cooling | dickie | 7EB5DDB504B94F45A472 | 1234 | Apr 9, 2014 | 0.00 | 0.00 | 0.00 | 400.00 |
| | ded | E5F5ABC08B6B4098BF21 | | Oct 29, 2015 | 0.00 | 0.00 | 0.00 | 300.00 |
| **A Johnson Heating Cooling** | | | | | **0.00** | **0.00** | **0.00** | **700.00** |
| ABC Lawn Care | Door Painters Ltd. (1053)-16437 | 0470B08848D640EFA898 | 16437 | Aug 23, 2012 | 0.00 | 0.00 | 0.00 | 439.86 |
| | Door Painters Ltd. (1053)-16437 | 20D242FBFD9F4FCE9DA0 | 16437 | Aug 23, 2012 | 0.00 | 0.00 | 0.00 | 663.36 |
| | Door Painters Ltd. (1053)-16437 | 4F81B1185ED2474EA8E1 | 16437 | Aug 23, 2012 | 0.00 | 0.00 | 0.00 | 810.40 |
| | Door Painters Ltd. (1053)-16437 | 650C9935060245D28756 | 16437 | Aug 23, 2012 | 0.00 | 0.00 | 0.00 | 305.32 |
| | Door Painters Ltd. (1053)-16437 | AC3B9F046C814FEB91AA | 16437 | Aug 23, 2012 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Door Painters Ltd. (1053)-16437 | F6ACF912477F4AC191FA | 16437 | Aug 23, 2012 | 0.00 | 0.00 | 0.00 | 14.50 |
| | Door Painters Ltd. (1053)-16437 | 82C39A28F9FE4DD1A11A | 16437 | Oct 4, 2012 | 0.00 | 0.00 | 0.00 | 2,151.39 |
| **ABC Lawn Care** | | | | | **0.00** | **0.00** | **0.00** | **4,384.83** |
| ABC Supply | Repair Material | 6A9F1467D3C347ECB36F | ABC060915 | Jun 9, 2015 | 0.00 | 0.00 | 0.00 | 250.00 |
| **ABC Supply** | | | | | **0.00** | **0.00** | **0.00** | **250.00** |
| ACI | Monitors and Printers | 8C0F16DB56414AA1A62E | 17327 | Nov 12, 2011 | 0.00 | 0.00 | 0.00 | 1,450.00 |
| | ACI Monitors and Printers | C40A8E344A374626AD1B | 17327 | Nov 17, 2011 | 0.00 | 0.00 | 0.00 | 1,450.00 |
| | ACI November Invoice | F97953151F8844B0807E | 17327 | Nov 17, 2011 | 0.00 | 0.00 | 0.00 | 1,450.00 |
| | Beth's 1st PO | 525BD5CAD4BB4E2996FB | PO | Nov 18, 2011 | 0.00 | 0.00 | 0.00 | 1,450.00 |
| | Dues | 196D56B036724F9E995E | | Apr 4, 2012 | 0.00 | 0.00 | 0.00 | 100.00 |
| | dues | 0521DDF0832E43E4A621 | | Apr 4, 2012 | 0.00 | 0.00 | 0.00 | 100.00 |
| | Office Supplies | F66550D3D0584EF8877C | 17327 | Apr 9, 2012 | 0.00 | 0.00 | 0.00 | 1,450.00 |
| | Dues | 42869B202C2A4B6FA5A2 | | Apr 14, 2012 | 0.00 | 0.00 | 0.00 | 50.00 |

## Report Header and Footer

| Data Item Label/Name | Data Item Expression | Data Item Description |
|---|---|---|
| Invoice Date | ParamDisplayValue('dates') | Displays the date range from the **Invoice Date** prompt on the **Prompts** page |

Report Data Items

| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| Supplier Name | <Supplier Name> | [Invoice].[Payment Request Header Information].[Supplier Name] | Displays the supplier name |
| Request Name | <Request Name> | [Invoice].[Payment Request Header Information].[Request Name] | Displays the request name |
| Request ID | <Request ID> | [Invoice].[Payment Request Header Information].[Request ID] | Displays request ID |

| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| Supplier Invoice Number | <Supplier Invoice Number> | [Invoice].[Commonly Used Fields].[Supplier Invoice Number] | Displays the supplier invoice number |
| Invoice Date | <Invoice Date> | [Invoice].[Commonly Used Fields].[Invoice Date] | Displays the invoice date |
| 0 - 30 | <0 – 30> | case<br><br>when _days_between(current_date,[Invoice Date]) < 31 then [Invoice].[Payment Request Header Information].[Request Total]<br><br>else 0.00<br><br>end | Displays the request total |
| 31 - 60 | <31 -60> | case<br><br>when _days_between(current_date,[Invoice Date]) >= 31 AND _days_between(current_date,[Invoice Date]) <= 60 then [Invoice].[Payment Request Header Information].[Request Total]<br><br>else 0.00<br><br>end | Displays the request total |
| 61 - 90 | <61 – 90> | case<br><br>when _days_between(current_date,[Invoice Date]) >= 61 AND _days_between(current_date,[Invoice Date]) <= 90 then [Invoice].[Payment Request Header Information].[Request Total]<br><br>else 0.00<br><br>end | Displays the request total |
| 90+ | <90+> | case<br><br>when _days_between(current_date,[Invoice Date]) >= 91 then [Invoice].[Payment Request Header Information].[Request Total]<br><br>else 0.00<br><br>end | Displays the request total |

# Report: Request Exception Analysis

Available to:    ☑ Analysis          ☑ Intelligence

This report provides a list of exceptions for requests based on a date range.

### Report Prompts



### Report Output

## Report Header and Footer

| Data Item Label/Name | Data Item Expression | Data Item Description |
|---|---|---|
| Process Payment Date | ' ' + ParamDisplayValue('Date') | Displays the date range from the **Process Payment Date** prompt on the **Prompts** page |
| Requesting Employee | if([Request Exceptions and Comments].[Request Key] is null) then([Line Item Exceptions and Comments].[Requesting Employee]) else ([Request Exceptions and Comments].[Requesting Employee]) | Displays the requesting employee selected from the **Select Employee(s)** prompt on the **Prompts** page |

## Report Data Items

| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| Exception Code | <Report Exception Code> | [Request Exceptions and Comments].[Exception Code] | Displays the request and comment exception code |
| Exception Text | <Report Exception Text> | [Request Exceptions and Comments].[Exception Text] | Displays the request and comment exception text |
| Cleared | <Report Exception Cleared?> | [Request Exceptions and Comments].[Cleared] | Displays whether the request and comment is cleared |
| Comment | <Report Comment> | [Request Exceptions and Comments].[Comment] | Displays the request and comment comment |
| Commenter | <Report Commenter's Name> | [Request Exceptions and Comments].[Commenter's Name] | Displays the request and comment commenter's name |
| Expense Type Name | <Expense Type> | [Line Item Exceptions and Comments].[Expense Type] | Displays the request and comment expense type |
| Amount | <Approved Amount> | ([Line Item Exceptions and Comments].[Approved Amount]) | Displays the request and comment approved amount |
| Exception Code | <Line Item Exception Code> | [Line Item Exceptions and Comments].[Exception Code] | Displays the line item exceptions and comments exception code |
| Exception Text | <Line Item Exception Text> | [Line Item Exceptions and Comments].[Exception Text] | Displays the line item exceptions and comments text |
| Cleared | <Line Item Exception Cleared?> | [Line Item Exceptions and Comments].[Cleared] | Displays the line item exceptions and comments cleared |

| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| Comment | <Entry Comment> | [Line Item Exceptions and Comments].[Comment] | Displays the line item exceptions and comments comments |
| Commenter | <Entry Commenter's Name> | [Line Item Exceptions and Comments].[Commenter's Name] | Displays the line item exceptions and comments commenter's name |

# Report: Request Exception Analysis (with comments)

Available to:    ☑ Analysis         ☑ Intelligence

This report lists the exceptions for requests based on a date range with detailed comments.

## Report Prompts

**Request Exception Analysis - Prompts**

**Process Payment Date :**

**From:**
Oct 16, 2014    ▦ ▾

**To:**
Oct 16, 2014    ▦ ▾

**Select Employee(s) (optional) :**

**Keywords:**
Type one or more keywords separated by spaces.

[                    ]    Search 🔍

Options ⤓

**Results:**

[                    ]

Insert ➡

⬅ Remove

**Choice:**

[                    ]

Select all  Deselect all                    Select all  Deselect all

**Select the Exceptions to include (optional):**

```
    :
ALLOCRST : The allocation fields are different from the prior policy. Please review the allocations.
AMT99 : Amount is 99
APPRVTO : This report has been pending approval longer than allowed by policy. The report owner should contact their Approver for ins
APPRVTO : This request has been pending approval longer than allowed by policy. The request owner should contact their Approver for
APPRVTO : This request has been pending approval longer than allowed by policy. The request owner should contact their Approver for
ATMCHECK : Warning: This expense report contains a regular expense entry created from a Cash Advance transaction.  The transactior
ATNAMTER : The sum of the cost per attendee does not add up to the expense total.
ATNCLEAR : Some attendees have been removed from this expense because they are not allowed under the new policy.  Please review
ATNMDUP : Attendee (%attendee%) was removed because it matched multiple existing attendee records.
ATNMULTI : Attendees were selected based on names written on your receipt, however there were other matches that might apply: %a
```

Select all  Deselect all

### Report Output





## Report Header and Footer

| Data Item Label/Name | Data Item Expression | Data Item Description |
|---|---|---|
| Process Payment Date | ' ' + ParamDisplayValue('Date') | Displays the date range from the **Process Payment Date** prompt on the **Prompts** page |
| Requesting Employee | if([Request Exceptions and Comments].[Request Key] is null) then([Line Item Exceptions and Comments].[Requesting Employee]) else ([Request Exceptions and Comments].[Requesting Employee]) | Displays the requesting employee selected from the **Select Employee(s)** prompt on the **Prompts** page |

## Report Data Items

| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| Exception Code | <Report Exception Code> | [Request Exceptions and Comments].[Exception Code] | Displays the request and comment exception code |
| Exception Text | <Report Exception Text> | [Request Exceptions and Comments].[Exception Text] | Displays the request and comment exception text |
| Cleared | <Report Exception Cleared?> | [Request Exceptions and Comments].[Cleared] | Displays whether the request and comment is cleared |
| Comment | <Report Comment> | [Request Exceptions and Comments].[Comment] | Displays the request and comment comment |
| Commenter | <Report Commenter's Name> | [Request Exceptions and Comments].[Commenter's Name] | Displays the request and comment commenter's name |
| Expense Type Name | <Expense Type> | [Line Item Exceptions and Comments].[Expense Type] | Displays the request and comment expense type |
| Amount | <Approved Amount> | ([Line Item Exceptions and Comments].[Approved Amount]) | Displays the request and comment approved amount |
| Exception Code | <Line Item Exception Code> | [Line Item Exceptions and Comments].[Exception Code] | Displays the line item exceptions and comments exception code |
| Exception Text | <Line Item Exception Text> | [Line Item Exceptions and Comments].[Exception Text] | Displays the line item exceptions and comments text |
| Cleared | <Line Item Exception Cleared?> | [Line Item Exceptions and Comments].[Cleared] | Displays the line item exceptions and comments cleared |
| Comment | <Entry Comment> | [Line Item Exceptions and Comments].[Comment] | Displays the line item exceptions and comments comments |
| Commenter | <Entry Commenter's Name> | [Line Item Exceptions and Comments].[Commenter's Name] | Displays the line item exceptions and comments commenter's name |

# Report: Request Header Exceptions

Available to:     ☑ Analysis        ☑ Intelligence

This report shows the year-by-year exceptions that are created most frequently and the number of associated payment requests at the payment requests header level.

## Report Prompts



## Report Output



## Report Header and Footer

| Data Item Label/Name | Data Item Expression | Data Item Description |
|---|---|---|
| Process Payment Year | ' '+ParamDisplayValue('Process_Payment_Year') | Displays the date range from the **Process Payment Year** prompt on the **Prompts** page |

| Data Item Label/Name | Data Item Expression | Data Item Description |
|---|---|---|
| Exception Text | '<br>'+ParamDisplayValue('Exception_Text') | Displays the exceptions selected from the **Exception Text** prompt on the **Prompts** page |

## Report Data Items

| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| N/A | <Exception Level> | [Invoice].[Payment Request Header Exceptions].[Exception Level] | Displays the exception level |
| N/A | <Exception Text> | [Invoice].[Payment Request Header Exceptions].[Exception Text] | Displays exception text |
| N/A | <Process Payment Year> | [Invoice].[Payment Request Dates and Statuses].[Process Payment Year] | Displays the payment year |
| N/A | <Exception Key> | [Invoice].[Payment Request Header Exceptions].[Exception Key] | Displays the exception key |

# Report: Request Line Item Exceptions

Available to:  ☑ Analysis  ☑ Intelligence

This report provides statistics about the exceptions that are captured at the line-item level for specified years and exception types, allowing long-term trend analysis of the types of exceptions that are being detected in payment requests.

## *Report Prompts*



## *Report Output*

## Report Header and Footer

| Data Item Label/Name | Data Item Expression | Data Item Description |
|---|---|---|
| Process Payment Year | ' '+ParamDisplayValue('Process_Payment_Year') | Displays the date range from the **Process Payment Year** prompt on the **Prompts** page |
| Exception Text | ' '+ParamDisplayValue('Exception_Text') | Displays the exceptions selected from the **Exception Text** prompt on the **Prompts** page |

## Report Data Items

| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| N/A | <Exception Level> | [Invoice].[Payment Request Line Item Exceptions].[Exception Level] | Displays the exception level |
| N/A | <Exception Text> | [Invoice].[Payment Request Line Item Exceptions].[Exception Text] | Displays exception text |
| N/A | <Process Payment Year> | [Invoice].[Payment Request Dates and Statuses].[Process Payment Year] | Displays the payment year |
| N/A | <Exception Key> | [Invoice].[Payment Request Line Item Exceptions].[Exception Key] | Displays the exception key |

# Report: Request Line Item Exceptions Detail Report

Available to:   ☑ Analysis        ☑ Intelligence

This report provides a detailed list of all line-item exceptions for employees over a user-defined timeframe. Users also have the option of selecting a single employee when running this report.

### *Report Prompts*

## *Report Output*



**Request Line Item Exceptions Detail Report**

Submit Date: AND Exception Level: and no missing values AND Requesting Employee:

| Requesting Employee | Employee ID | Invoice Date | Description | Exception Code | Exception Event | Exception Text |
|---|---|---|---|---|---|---|
| | | Mar 15, 2014 | sony 50 x | OUVENDOR | Payment Request Details Save | You have selected a Vendor that can't be used with your Operating Unit. Please select another Vendor or change your Operation Unit. |
| Acevedo, Lyman George | 227 | Mar 22, 2008 | | BALACCTS | Payment Request Details Save | A line item of this entry is coded to a Balance Sheet account, please review Region and Department associated with that line item for correct coding. |
| Acevedo, Lyman George | 227 | Apr 25, 2008 | | BALACCTS | Payment Request Details Save | A line item of this entry is coded to a Balance Sheet account, please review Region and Department associated with that line item for correct coding. |
| Acevedo, Lyman George | 227 | May 11, 2008 | | BALACCTS | Payment Request Details Save | A line item of this entry is coded to a Balance Sheet account, please review Region and Department associated with that line item for correct coding. |
| Acevedo, Lyman George | 227 | May 19, 2008 | | BALACCTS | Payment Request Details Save | A line item of this entry is coded to a Balance Sheet account, please review Region and Department associated with that line item for correct coding. |
| Acevedo, Lyman George | 227 | May 28, 2008 | | BALACCTS | Payment Request Details Save | A line item of this entry is coded to a Balance Sheet account, please review Region and Department associated with that line item for correct coding. |
| Acevedo, Lyman George | 227 | Jun 2, 2008 | | BALACCTS | Payment Request Details Save | A line item of this entry is coded to a Balance Sheet account, please review Region and Department associated with that line item for correct coding. |

| | Request Name | Expense Type Name | Total Requested (rpt) |
|---|---|---|---|
| another | Garner | 63130-Cellular/Pager Charges | 0.00 |
| | SoftChoice 1508994 | 15130-Computer Equipment & Peripherals | 443.05 |
| | SoftChoice 1533675 | 15130-Computer Equipment & Peripherals | 21,066.83 |
| | SoftChoice 1548282 | 15130-Computer Equipment & Peripherals | 21,804.82 |
| | Zones 109311879111 | 15130-Computer Equipment & Peripherals | 28,109.34 |
| | D&B 88120482-02 | 13105-Prepaid Royalties | 11,904.50 |
| | Zones 109793520302 | 15130-Computer Equipment & Peripherals | 42,625.89 |

## **Report Header and Footer**

| Data Item Label/Name | Data Item Expression | Data Item Description |
|---|---|---|
| Submit Date | ' '+ParamDisplayValue('Submit_Date') | Displays the date range from the **Submit Date** prompt on the **Prompts** page |
| Exception Level | ' '+ParamDisplayValue('Exception_Level') | Displays the exception level(s) selected from the **Exception Level** prompt on the **Prompts** page |
| Requesting Employee | : '+ParamDisplayValue('Requesting_Employee') | Displays the employee(s) selected from the **Employee** prompt on the **Prompts** page |

## Report Data Items

| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| Requesting Employee | <Requesting Employee> | [Invoice].[Payment Request Header Information].[Requesting Employee] | Displays the requesting employee |
| Employee ID | <Employee ID> | [Invoice].[Payment Request Header Information].[Employee ID] | Displays the employee ID |
| Invoice Date | <Invoice Date> | [Invoice].[Payment Request Dates and Statuses].[Invoice Date] | Displays the invoice date |
| Description | <Description> | [Invoice].[Payment Request Header Information].[Description] | Displays the description |
| Exception Code | <Exception Code> | [Invoice].[Payment Request Line Item Exceptions].[Exception Code] | Displays the exception code |
| Exception Event | <Exception Event> | [Invoice].[Payment Request Line Item Exceptions].[Exception Event] | Displays the exception event |
| Exception Text | <Exception Text> | [Invoice].[Payment Request Line Item Exceptions].[Exception Text] | Displays the exception text |
| Request Name | <Request Name> | [Invoice].[Payment Request Header Information].[Request Name] | Displays the request name |
| Expense Type Name | <Expense Type Name> | [Invoice].[Payment Request Line Items].[Expense Type Name] | Displays the expense type name |
| Total Requested (rpt) | <Total Requested (rpt)> | [Invoice].[Payment Request Line Items].[Total Requested (rpt)] | Displays the total requested |

# Report: Top 10 Longest to Approve

Available to:   ☑ Analysis        ☑ Intelligence

This report provides a rank of the longest time to approve payment requests.

## Report Prompts

## Top 10 Longest to Approve - Prompts

**Manager Approval Date :**

From:

Sep 1, 2014

To:

Oct 15, 2014

## Report Output

### Top 10 Longest to Approve
**All Requests Approved Between Sep 1, 2014 and Oct 15, 2014**

| Rank of Days Elapsed | Approver | Requesting Employee | Request Name | Approval Status | Date Sent to Approver | Date Approved | Days to Approval |
|---|---|---|---|---|---|---|---|
| 1 | one1, Mgr | one1, User | bug test import | Accounting Review | Sep 11, 2014 7:24:41 PM | Oct 8, 2014 5:31:28 PM | 27 |
| 2 | apone, User | two2, User | seven | Approved | Sep 8, 2014 2:18:13 PM | Sep 8, 2014 9:22:47 PM | 0 |
| 2 | apone, User | one1, User | test ummer | Approved | Sep 8, 2014 1:27:43 PM | Sep 8, 2014 9:20:42 PM | 0 |

## Report Header and Footer

| Data Item Label/Name | Data Item Expression | Data Item Description |
|---|---|---|
| All Requests Approved | ParamDisplayValue('Step Action Date/Time') | Displays the date range from the **Manager Approval Date** prompt on the **Prompts** page |
| N/A | AsOfDate() | Displays the date the report was run |

| Data Item Label/Name | Data Item Expression | Data Item Description |
|---|---|---|
| N/A | PageNumber() | Displays the page number of the corresponding page |
| N/A | AsOfTime() | Displays the time the report was run |

## Report Data Items

| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| Rank of Days Elapsed | <Rank of Days Elapsed> | rank([Days to Approval]) | Displays the rank number (e.g 1-10) for the top (ranked) approvers |
| Approver | <Employee Assigned to Step> | [Invoice].[Payment Request Workflow Trail].[Employee Assigned to Step] | Displays the approver's name |
| Requesting Employee | <Requesting Employee> | [Invoice].[Payment Request Header Information].[Requesting Employee] | Displays the requesting employee's name |
| Request Name | <Request Name> | [Invoice].[Payment Request Header Information].[Request Name] | Displays the request name |
| Approval Status | <Approval Status> | [Invoice].[Payment Request Dates and Statuses].[Approval Status] | Displays the approval status |
| Date Sent to Approver | <Step Entry Date/Time> | [Invoice].[Payment Request Workflow Trail].[Step Entry Date/Time] | Displays the date and time sent to approver |
| Date Approved | <Step Action Date/Time> | [Invoice].[Payment Request Workflow Trail].[Step Action Date/Time] | Displays the date and time approved |
| Days to Approval | <Days to Approval> | _days_between([Step Action Date/Time],[Step Entry Date/Time]) | Displays the number of days it took for approval |

## Report: Top Exception Violators

Available to:　☑ Analysis　　　☑ Intelligence

This report shows the 10 employees with the highest number exceptions identified by the system on payment requests submitted during a specified timeframe.

### Report Prompts

**Top Exception Violators**

**Prompts**

**Date Range**

**Process Payment Date:**

From:

Oct 16, 2014

To:

Oct 16, 2014

**Options**

**Minimum Total Number of Exceptions:** 0

**Minimum Total Exception Amount:** 0

### Report Output

**Top Exception Violators**

Process Payment Date Between Aug 1, 2014 and Oct 15, 2014

Reporting Currency: USD

| Requesting Employee | Employee ID | Number of Exceptions | Total Exception Amount |
|---|---|---|---|
| one1, User | user11 | 1 | 0.00 |

## Report Header and Footer

| Data Item Label/Name | Data Item Expression | Data Item Description |
|---|---|---|
| Process Payment Date | ParamDisplayValue('ProcessPaymentDatePa ram') | Displays the date range from the **Process Payment Date** prompt on the **Prompts** page |
| Reporting Currency | [Main].[Reporting Currency] | Displays the currency code in which the reporting currency is shown (for example, USD, CAD, GBP) |
| N/A | AsOfDate() | Displays the date the report was run |
| N/A | PageNumber() | Displays the page number of the corresponding page |
| N/A | AsOfTime() | Displays the time the report was run |

## Report Data Items

| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| Requesting Employee | <Requesting Employee> | [Header].[Requesting Employee] | Displays the requesting employee's name |
| Requesting Employee ID | <Requesting Employee ID> | [Header].[Requesting Employee ID] | Displays the requesting employee's ID |
| Number of Exceptions | <Number of Exceptions> | [Exception Count].[Exceptions] | Displays a count of the exceptions |
| Total Exception Amount | <Total Request Amount (rpt)> | [Header].[Total Request Amount (rpt)] | Displays the total request amount |

## Report: Top Invoice Spenders by Employee - Details

Available to:   □ Analysis      ☑ Intelligence

This report shows a detailed view of the top invoice spenders, sorted by employee.

### Report Prompts

## Report Output



## Report Header and Footer

| Data Item Label/Name | Data Item Expression | Data Item Description |
|---|---|---|
| Process Payment Date | ParamDisplayValue('ProcessPaymentDateParam') | Displays the date range from the **Process Payment Date** prompt on the **Prompts** page |
| Reporting Currency | [Main].[Reporting Currency] | Displays the currency code in which the reporting currency is shown (for example, USD, CAD, GBP) |
| N/A | AsOfDate() | Displays the date the report was run |

| Data Item Label/Name | Data Item Expression | Data Item Description |
|---|---|---|
| N/A | PageNumber() | Displays the page number of the corresponding page |
| N/A | AsOfTime() | Displays the time the report was run |

## Report Data Items

| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| Rank | <Rank> | rank(total([Total Approved Amount (rpt)] for [Requesting Employee]) for report) | Displays the rank number (e.g 1-10) for the top (ranked) employees |
| Employee | <Requesting Employee> | [Invoice].[Payment Request Header Information].[Requesting Employee] | Displays the requesting employee's name |
| Employee ID | <Employee ID> | [Invoice].[Payment Request Header Information].[Employee ID] | Displays the employee's ID |
| Request Name | <Request Name> | [Invoice].[Payment Request Header Information].[Request Name] | Displays the requester's name |
| Request ID | <Request ID> | [Invoice].[Payment Request Header Information].[Request ID] | Displays the requester's ID |
| Total Approved Amount | <Total Approved Amount> | [Invoice].[Payment Request Header Information].[Total Approved Amount (rpt)] | Displays the sum of the total approved amount |

## Report: Top Invoice Spenders by Employee - Summary

Available to:  ☑ Analysis      ☑ Intelligence

This report shows the employees that have the most total invoice spend, ranked by a user-defined rank range (e.g. 1 to 10) sorted by rank ascending.

### Report Prompts

## Report Output



## Report Header and Footer

| Data Item Label/Name | Data Item Expression | Data Item Description |
|---|---|---|
| Process Payment Date | ParamDisplayValue('Process_Payment_Date') | Displays the date range from the **Process Payment Date** prompt on the **Prompts** page |
| Rank | ParamDisplayValue('Rank_(Total_Approved_Amount_(rpt))1') | Displays the rank range from the **Rank** prompt on the **Prompts** page. |
| N/A | AsOfDate() | Displays the date the report was run |
| N/A | PageNumber() | Displays the page number of the corresponding page |
| N/A | AsOfTime() | Displays the time the report was run |

## Report Data Items

| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| Rank (total Approved Amount (rpt)) | <Rank (Total Approved Amount (rpt))> | rank(total([Invoice].[Payment Request Header Information].[Total Approved Amount (rpt)]) for report prefilter) | Displays the rank number (e.g 1-10) for the top (ranked) employees |
| Requesting Employee | <Requesting Employee> | [Invoice].[Payment Request Header Information].[Requesting Employee] | Displays the name of the top (ranked) requesting employee |
| Total Approved Amount (rpt) | <Total Approved Amount (rpt)> | [Invoice].[Payment Request Header Information].[Total Approved Amount (rpt)] | Displays the total approved amount for the top (ranked) employees |

# Report: Top Invoice Vendor Spend - Details

Available to:   ☐ Analysis        ☑ Intelligence

This report shows the vendors that have the highest total invoice spend.

## Report Prompts

```
TOP INVOICE VENDOR SPEND - DETAILS

Date Range

Select Date:    *  ⦿ Process Payment Date
                   ◯ First Approval Date

                *  ⦿ YTD
                   ◯ Fiscal YTD
                   ◯ Selected Date Range

Payment Status:    | Payment Status          ▼ |

                From:
                | 1                            |
Rank:           To:
                | 10                           |

                              Cancel    Finish
```

## TOP INVOICE VENDOR SPEND - DETAILS

**Date Range**

**Select Date:**

* ⦿ Process Payment Date
  ◯ First Approval Date

* ◯ YTD
  ◯ Fiscal YTD
  ⦿ Selected Date Range

**Process Payment Date:**

From:
Mar 15, 2019

To:
Mar 15, 2019

**Payment Status:** Payment Status ▾

**Rank:**

From:
1

To:
10

Cancel   Finish

## TOP INVOICE VENDOR SPEND - DETAILS

**Date Range**

| | |
|---|---|
| **Select Date:** | ○ Process Payment Date  ● First Approval Date |
| **First Approval Date:** | From: Mar 15, 2019  To: Mar 15, 2019 |
| **Payment Status:** | Payment Status ▼ |
| **Rank:** | From: 1  To: 10 |

Cancel    Finish

## Report Output

### TOP INVOICE VENDOR SPEND - DETAILS
Process Payment Date Between Jan 1, 2015 and Mar 15, 2019
Rank: Between 1 and 10
Reporting Currency: USD

| Rank | Supplier Name | Request Name | Request ID | Total Approved Amount |
|------|---------------|--------------|------------|-----------------------|
| 1 | NewEgg.com | NewEgg.com(1044)-4560905 | 275028D240234B8FB9CF | 242,776.22 |
| | | NewEgg.com(1044)-4560576 | 924153A337114BD8AF05 | 1,979.70 |
| | | NewEgg.com(1044)-4560580 | FBC7D80685834DACA71D | 1,979.70 |
| | | NewEgg.com(1044)-4560581 | D59D6A780DA14A8DB8D9 | 1,979.70 |
| | | NewEgg.com(1044)-4560582 | 7E6A534DC4D64931B3FC | 1,979.70 |
| | | NewEgg.com(1044)-4560583 | EDCA50A3A14C49AFB64A | 1,979.70 |
| | | NewEgg.com(1044)-4560575 | 3CE24FFCD6C846D1A504 | 1,734.98 |
| | | NewEgg.com(1044)-4560576 | 9FA5AAC37AD3426BB61E | 1,679.49 |
| | | NewEgg.com(1044)-4560572 | 508DF603C4C54B36A8CB | 1,649.75 |
| | | NewEgg.com(1044)-4560573 | 7C98573D6A7F4D7F9D6A | 1,649.75 |
| | | NewEgg.com(1044)-4560574 | C90C9AFBD28E4D21B12B | 1,649.75 |
| | | NewEgg.com(1044)-4560575 | C88154D47E7444A98771 | 1,649.75 |
| | | NewEgg.com(1044)-4560575 | F1A7AB58AB7F47898141 | 1,649.75 |
| | | NewEgg.com(1044)-4560906 | 30C737A4BBA94678BACD | 1,643.42 |
| | | NewEgg.com(1044)-4560908 | CB08F7AB6FC241018398 | 1,593.32 |
| | | NewEgg.com(1044)-4560907 | 281B12D87C544AF6AA30 | 1,590.41 |
| | | NewEgg.com(1044)-4560902 | 5F12AA6871DE435B9C8D | 1,583.28 |
| | | NewEgg.com(1044)-4560901 | F6B307990BB94DD197A6 | 1,561.14 |
| | | NewEgg.com(1044)-4560914 | 24E7B41C003D4E7C9D08 | 1,514.34 |
| | | NewEgg.com(1044)-4560910 | A8903CB91EAD45809A85 | 1,505.75 |

## Report Header and Footer

| Data Item Label/Name | Data Item Expression | Data Item Description |
|---|---|---|
| First Approval Date | ParamDisplayValue('p_FirstApprovalDate') | Displays the date range from the **First Approval Date** prompt on the **Prompts** page |
| Process Payment Date | ParamDisplayValue('P_PaymentProcessDate') | Displays the date range from the **Process Payment Date** prompt on the **Prompts** page |
| Payment Status: | ParamDisplayValue('p_PaymentStatus') | Displays the payment status |
| Rank | ParamDisplayValue('p_Rank') | Displays the rank range (1…10) |
| Reporting Currency: | [Main].[Reporting Currency] | Displays the currency code in which the reporting currency is shown (for example, USD, CAD, GBP) |

## Report Data Items

| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| Rank | <Rank> | rank(total([Total Approved Amount (rpt)] for [Supplier Name])) | Displays the total approved amount for the supplier |
| Supplier Name | <Supplier Name> | [Invoice].[Payment Request Header Information].[Supplier Name] | Displays the supplier name |
| Request Name | <Request Name> | [Invoice].[Payment Request Header Information].[Request Name] | Displays the request name |

# Report: Top Invoice Vendor Spend - Summary

Available to:  ☑ Analysis    ☑ Intelligence

This report shows the vendors that have the highest total invoice spend, ranked by a user-defined rank range (e.g. 1 to 10), and sorted by rank ascending.

## Report Prompts

## TOP INVOICE VENDOR SPEND - SUMMARY

### Date Range

**Select Date:**

* ⦿ Process Payment Date
  ◯ First Approval Date

* ◯ YTD
  ⦿ Selected Date Range

**Process Payment Date:**

From:
Jan 1, 2015

To:
Mar 15, 2019

**Payment Status:**
Payment Status

**Rank:**

From:
⦿ 1
◯ Lowest value

To:
⦿ 10
◯ Highest value

Cancel    Finish

## TOP INVOICE VENDOR SPEND - SUMMARY

**Date Range**

**Select Date:**
* ○ Process Payment Date
⦿ First Approval Date

**First Approval Date:**
From:
Mar 15, 2019

To:
Mar 15, 2019

**Payment Status:**
Payment Status ▼

**Rank:**
From:
⦿ 1
○ Lowest value

To:
⦿ 10
○ Highest value

Cancel    Finish

## Report Output

TOP INVOICE VENDOR SPEND - SUMMARY
Process Payment Date: Between Jan 1, 2015 and Mar 15, 2019
Rank: Between 1 and 10

| Rank △ | Supplier Name | Total Approved Amount (rpt) |
|---|---|---|
| 1 | NewEgg.com | 291,483.45 |
| 2 | ScotiaBank | 88,199.99 |
| 3 | Marriott Chicago Magnificent Mile | 52,303.50 |
| 4 | Ecolab | 49,537.89 |
| 5 | Brooks & Powell | 43,750.00 |
| 6 | CDW | 41,749.25 |
| 7 | AT&T | 40,475.15 |
| 8 | Dell Computer | 26,775.00 |
| 9 | ACME | 15,843.50 |
| 10 | Moore's Electrical & Mechanical Construction Inc | 7,303.98 |
| Summary | | 657,421.71 |

## Report Header and Footer

| Data Item Label/Name | Data Item Expression | Data Item Description |
|---|---|---|
| First Approval Date | ParamDisplayValue('p_FirstApprovalDate') | Displays the date range from the **First Approval Date** prompt on the **Prompts** page |
| Process Payment Date | ParamDisplayValue('P_PaymentProcessDate') | Displays the date range from the **Process Payment Date** prompt on the **Prompts** page |
| Payment Status: | ParamDisplayValue('p_PaymentStatus') | Displays the payment status |
| Rank | ParamDisplayValue('p_Rank') | Displays the rank range (1…10) |
| N/A | AsOfDate() | Displays the date the report was run |
| N/A | PageNumber() | Displays the page number of the corresponding page |

| Data Item Label/Name | Data Item Expression | Data Item Description |
|---|---|---|
| N/A | AsOfTime() | Displays the time the report was run |

## Report Data Items

| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| Rank | <Rank> | rank(total([Total Approved Amount (rpt)] for [Supplier Name])) | Displays the total approved amount for the supplier |
| Supplier Name | <Supplier Name> | [Invoice].[Supplier Details].[Supplier Name] | Displays the supplier name |
| Total Approved Amount (rpt) | <Total Approved Amount (rpt)> | [Invoice].[Payment Request Header Information].[Total Approved Amount (rpt)] | Displays the summary of the total approved amount |

# Report: Unsubmitted Requests by Approver – Detail

Available to:  ☑ Analysis       ☑ Intelligence

This report shows a detailed listing of unsubmitted payment requests, sorted by approver.

## Report Prompts



## Report Output

**Unsubmitted Requests by Approver - Detail**

Invoice Date: Between Jan 1, 2010 and Mar 31, 2010 AND Exclude Submitted Requests

Request Name: Ascending order; Supplier Name: Ascending order; Supplier Invoice Number: Ascending order

| Default Approver | Requesting Employee | Request Name ▲ | Supplier Name ▲ | Supplier Invoice Number ▲ | Invoice Date | Created Date | Expense Type Name | Description | Total Requested |
|---|---|---|---|---|---|---|---|---|---|
| Altman, Mandy | Carroll, Craig | Travelport LP 0912602337 | Travelport LP | 0912602337 | Jan 17, 2010 | Feb 1, 2010 | 54081-GDS Fees: Galileo | Dec 09 Cust#0000546042-4 | 330.00 |
| | | Travelport LP 0912617096 | Travelport LP | 0912617096 | Jan 17, 2010 | Feb 1, 2010 | 54081-GDS Fees: Galileo | Dec 09 Cust#0000425337 | 22,894.36 |
| | **Carroll, Craig** | | | | | | | | **23,224.36** |
| **Altman, Mandy** | | | | | | | | | **23,224.36** |
| Boone, Sandra | Dunham, Kristina | The Creative Group 30576776 | The Creative Group | 30576776 | Jan 25, 2010 | Jan 29, 2010 | 60610-Contract Labor | L. Randolph 01/22/10 | 1,600.00 |
| | | The Creative Group 30588320 | The Creative Group | 30588320 | Jan 26, 2010 | Feb 1, 2010 | 60610-Contract Labor | S. Nay 01/22/10 | 1,755.00 |
| | **Dunham, Kristina** | | | | | | | | **3,355.00** |
| **Boone, Sandra** | | | | | | | | | **3,355.00** |
| Day, Victor | Burnett, Ellen | UPS 00002111E5040 | United Parcel Service | 00002111E5040 | Jan 23, 2010 | Jan 27, 2010 | 65330-Shipping Expense | Shipper 2111E5 | 3,945.34 |
| | | UPS 000027696W050 | United Parcel Service | 000027696W050 | Jan 30, 2010 | Feb 1, 2010 | 65330-Shipping Expense | Shipper 27696W | 1,716.06 |
| | **Burnett, Ellen** | | | | | | | | **5,661.40** |
| **Day, Victor** | | | | | | | | | **5,661.40** |

## Report Header and Footer

| Data Item Label/Name | Data Item Expression | Data Item Description |
|---|---|---|
| Invoice Date | : '+ParamDisplayValue('Invoice_Date') | Displays the date range from the **Invoice Date** prompt on the **Prompts** page |
| N/A | AsOfDate() | Displays the date the report was run |
| N/A | PageNumber() | Displays the page number of the corresponding page |
| N/A | AsOfTime() | Displays the time the report was run |

## Report Data Items

| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| Default Approver | <Default Approver> | [Invoice].[Payment Request Header Information].[Default Approver] | Displays the default approver |
| Requesting Employee | <Requesting Employee> | [Invoice].[Payment Request Header Information].[Requesting Employee] | Displays the requesting employee name |
| Request Name | <Request Name> | [Invoice].[Payment Request Header Information].[Request Name] | Displays the request name |
| Supplier Name | <Supplier Name> | [Invoice].[Payment Request Header Information].[Supplier Name] | Displays the supplier name |
| Supplier Invoice Number | <Supplier Invoice Number> | [Invoice].[Payment Request Header Information].[Supplier Invoice Number] | Displays the supplier invoice number |
| Invoice Date | <Invoice Date> | [Invoice].[Payment Request Dates and Statuses].[Invoice Date] | Displays the invoice date |
| Created Date | <Created Date> | [Invoice].[Payment Request Dates and Statuses].[Created Date] | Displays the created date |
| Expense Type Name | <Expense Type Name> | [Invoice].[Payment Request Line Items].[Expense Type Name] | Displays the line item expense type name |
| Description | <Description> | [Invoice].[Payment Request Line Items].[Description] | Displays the line item description |

| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| Total Requested | <Total Requested> | [Invoice].[Payment Request Line Items].[Total Requested] | Displays the total requested |
| Requesting Employee | N/A | [Invoice].[Payment Request Line Items].[Total Requested] | Displays the summary of the total requesting employee |
| Default Approver | N/A | [Invoice].[Payment Request Line Items].[Total Requested] | Displays the summary of the total of the default approver |
| Summary | N/A | [Invoice].[Payment Request Line Items].[Total Requested] | Displays the summary of the total of the request line items total requested |

## Report: Unsubmitted Requests by Approver – Summary

Available to:  ☑ Analysis  ☑ Intelligence

This report shows a summarized listing of unsubmitted payment requests, sorted by approver.

## Report Prompts

## Report Output



## Report Header and Footer

| Data Item Label/Name | Data Item Expression | Data Item Description |
|---|---|---|
| Invoice Date | : '+ParamDisplayValue('Invoice_Date') | Displays the date range from the **Invoice Date** prompt on the **Prompts** page |
| N/A | AsOfDate() | Displays the date the report was run |

| Data Item Label/Name | Data Item Expression | Data Item Description |
|---|---|---|
| N/A | PageNumber() | Displays the page number of the corresponding page |
| N/A | AsOfTime() | Displays the time the report was run |

## Report Data Items

| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| Default Approver | <Default Approver> | [Invoice].[Payment Request Header Information].[Default Approver] | Displays the default approver |
| Requesting Employee | <Requesting Employee> | [Invoice].[Payment Request Header Information].[Requesting Employee] | Displays the requesting employee name |
| Request Key | <Request Key> | [Invoice].[Payment Request Header Information].[Request Key] | Displays the request key |

Report: Unsubmitted Requests Rank
Available to:　　☑ Analysis　　　　☑ Intelligence

This report shows a ranked listing, by employee, of the most unsubmitted payment requests.

## Report Prompts

## Report Output

**Unsubmitted Requests Rank**

Created Date: On or after 12 Jan 2008

| Rank△ | Requesting Employee | Request Key |
|---|---|---|
| 1 | Noles, Jeffrey David | 286 |
| 2 | Wolfe, Tom | 118 |
| 3 | Kojima, Lindsay | 48 |
| 4 | Ring, Tim J | 31 |
| 4 | Loper, John D. | 31 |
| 6 | Smith, Kathy | 29 |
| 7 | Grey, John | 25 |
| 7 | Walters, StacyB | 25 |
| 9 | Adams, Mary Louise | 20 |
| 9 | Allen, Pam | 20 |
| 11 | Alexander, Xavier Edward | 18 |
| 12 | Northrop, James Anthony | 13 |
| 13 | Corkins, TJ | 10 |
| 13 | Snow, Jim | 10 |
| 15 | Wilson, Elizabeth Anne | 9 |
| 15 | Kyser, Brian Kenneth | 9 |
| 15 | Sands, Benjamin Michael | 9 |
| 18 | Kiely, William John | 7 |
| 18 | Milne, Scott Stirling | 7 |

## Report Header and Footer

| Data Item Label/Name | Data Item Expression | Data Item Description |
|---|---|---|
| Created Date | ParamDisplayValue('Created_Date') | Displays the date range from the **Created Date** prompt on the **Prompts** page |
| N/A | AsOfDate() | Displays the date the report was run |
| N/A | PageNumber() | Displays the page number of the corresponding page |
| N/A | AsOfTime() | Displays the time the report was run |

## Report Data Items

| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| Rank | <Rank> | [Invoice].[Payment Request Header Information].[Default Approver] | Displays the rank |
| Requesting Employee | <Requesting Employee> | [Invoice].[Payment Request Header Information].[Requesting Employee] | Displays the requesting employee name |
| Request Key | <Request Key> | [Invoice].[Payment Request Header Information].[Request Name] | Displays the request key |

# Report: Workflow Aging – Details

Available to:  ☐ Analysis  ☑ Intelligence

This report identifies the payment requests that are pending approval, including the approvers associated with the requests, to help ensure approval of payment requests in a timely manner.

## Report Prompts

**NOTE:** When a company has Cost Object Approvals (COA) enabled, the **Prompts** page displays the **Show Only Cost Object Steps** prompt. When **Yes** is selected, the report displays COA fields.

## Report Output

**WORKFLOW AGING - DETAILS**
Submit Date: Between Jan 1, 2015 and Oct 30, 2018
PO Attached: All

| Age | Request Name | Request ID | Approval Status | Approver | Role | Cost Center | Step | Is Cost Object Step | Approver Received Date | Requesting Employee | Submit Date | Request Currency | Total Approved Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1,281 | | 9DBB44A2819C4F6DAC8F | Pending Approval | | Invoice Approver | | Manager Approval | No | Apr 28, 2015 10:20:04 PM | | Apr 28, 2015 | USD | 100.00 |
| 1,275 | | 1BF4C8F8701A4C93B1E9 | Pending Approval | | Invoice Approver | | Manager Approval | No | May 4, 2015 10:37:56 PM | | May 4, 2015 | USD | 500.00 |
| 1,275 | | F4F6CB42968E4302A012 | Pending Approval | | Invoice Approver | | Manager Approval | No | May 4, 2015 10:23:36 PM | | May 4, 2015 | USD | 300.00 |
| 1,273 | | 2844AE6C74E343CA86A3 | Pending Approval | | Invoice Approver | | Manager Approval | No | May 6, 2015 11:22:14 PM | | May 6, 2015 | USD | 1,000.00 |
| 1,273 | | A396FF2480E9484C93A5 | Pending Approval | | Invoice Approver | | Manager Approval | No | May 6, 2015 11:17:20 PM | | May 6, 2015 | USD | 200.00 |
| 1,237 | | 4E0FAED9E9CB46B49F61 | Pending Approval | | Invoice Approver | | Manager Approval | No | Jun 11, 2015 2:46:45 AM | | Jun 11, 2015 | USD | 45.00 |
| 1,231 | | 94B8A7BF34CA4DCF8923 | Pending Approval | | Invoice Approver | | Manager Approval | No | Jun 17, 2015 3:35:01 PM | | Jun 17, 2015 | USD | 400.00 |
| 1,226 | | 54303F83B16145D2B5CE | Pending Approval | | Invoice Approver | | Manager Approval | No | Jun 22, 2015 2:58:37 PM | | Jun 22, 2015 | USD | 200.00 |
| 1,224 | | C7235FD22E294B76BCA7 | Pending Approval | | Invoice Approver | | Manager Approval | No | Jun 24, 2015 8:46:07 PM | | Jun 24, 2015 | USD | 100.00 |
| 1,217 | | 1BD65BB03F5A4DFBA408 | Pending Approval | | Invoice Approver | | Manager Approval | No | Jul 1, 2015 10:28:04 PM | | Jul 1, 2015 | USD | 1,080.00 |
| 1,167 | | B27E559C4BAE4EBEAB0B | Pending Approval | | Invoice Approver | | Manager Approval | No | Aug 20, 2015 9:05:05 PM | | Aug 20, 2015 | USD | 100.00 |
| 1,167 | | DD1A7F2F5F814BE89D38 | Pending Approval | | Invoice Approver | | Manager Approval | No | Aug 20, 2015 5:39:13 PM | | Aug 20, 2015 | USD | 899.95 |
| 1,166 | | 03F744300BA04F47BC6A | Pending Cost Object Approval | | Cost Object Approver | QA*3a | Cost Object Approval | Yes | Aug 21, 2015 2:45:32 AM | | Aug 21, 2015 | USD | 100.00 |
| 1,093 | | 911DADE974EE47218C09 | Accounting Review | | Cost Object Approver | | Cost Object Approval | Yes | Nov 2, 2015 6:27:24 PM | | Nov 2, 2015 | USD | 25.00 |
| 1,093 | | BA9D00F627994BACBD87 | Accounting Review | | Cost Object Approver | | Cost Object Approval | Yes | Nov 2, 2015 10:54:26 PM | | Nov 2, 2015 | USD | 25.00 |
| 844 | | 9D2A6C312934475F8C72 | Pending Approval | | Invoice Approver | | Adhoc Manager Approval | No | Jul 8, 2016 5:30:07 PM | | Jul 8, 2016 | USD | 35.00 |
| 335 | | 8A6A22339217459A924A | Pending Cost Object Approval | | Cost Object Approver | QA*3a | Cost Object Approval | Yes | Nov 29, 2017 9:16:45 PM | | Nov 29, 2017 | USD | 300.00 |

Oct 30, 2018     - 1 -

| Total Approved Amount | Total Requested Amount | Supplier Code | Supplier Name | Invoice Header Exceptions | Invoice PO Matching Exceptions | Cost Center Claimed Amount | Cost Center Approved Amount | Next Step | Next Approver |
|---|---|---|---|---|---|---|---|---|---|
| 100.00 | 100.00 | A397EC0391AF42379C07AF02A69904D9 | Concave | 0 | 0 | | | Limit Approval | |
| 500.00 | 500.00 | 52349EE2C06C4F07A9632BCF4DE9D3DA | Elefteria | 0 | 0 | | | Limit Approval | |
| 300.00 | 300.00 | 2233 | Sagapo | 0 | 0 | | | Limit Approval | |
| 1,000.00 | 1,000.00 | 94C7B35B24B2422CAFF7C94362CB4653 | Concave | 0 | 0 | | | Limit Approval | |
| 200.00 | 200.00 | D6779C4A36DF4CBB94800D8404DB6EB1 | Pralin 200 | 0 | 0 | | | Limit Approval | |
| 45.00 | 49.50 | BDA4F797BED64B21855631A2CF9B8398 | Concave | 0 | 0 | | | Limit Approval | |
| 400.00 | 400.00 | BDA4F797BED64B21855631A2CF9B8398 | Concave | 0 | 0 | | | Limit Approval | |
| 200.00 | 200.00 | BDA4F797BED64B21855631A2CF9B8398 | Concave | 0 | 0 | | | Limit Approval | |
| 100.00 | 110.00 | BDA4F797BED64B21855631A2CF9B8398 | Concave | 0 | 0 | | | Limit Approval | |
| 1,080.00 | 1,220.00 | 1211 | Simpre Associates | 0 | 0 | | | Limit Approval | |
| 100.00 | 100.00 | BDA4F797BED64B21855631A2CF9B8398 | Concave | 0 | 0 | | | Limit Approval | |
| 899.95 | 899.95 | BDA4F797BED64B21855631A2CF9B8398 | Concave | 0 | 0 | | | Limit Approval | |
| 100.00 | 100.00 | BDA4F797BED64B21855631A2CF9B8398 | Concave | 0 | 0 | 100.00 | 100.00 | | |
| 25.00 | 25.00 | BDA4F797BED64B21855631A2CF9B8398 | Concave | 0 | 0 | 25.00 | 25.00 | | |
| 25.00 | 25.00 | BDA4F797BED64B21855631A2CF9B8398 | Concave | 0 | 1 | 25.00 | 25.00 | | |
| 35.00 | 143.50 | C54056CF047648429016A320196D6F87 | Healthy Food Catering | 0 | 0 | | | Approval for Processing | |
| 300.00 | 300.00 | BDA4F797BED64B21855631A2CF9B8398 | Concave | 0 | 0 | 300.00 | 300.00 | Cost Object Approval | |

8:54:46 AM

# Report Header and Footer

| Data Item Label/Name | Data Item Expression | Data Item Description |
|---|---|---|
| Submit Date | ' ' + ParamDisplayValue('pSubmitDate') | Displays the date range from the **Submit Date** prompt on the **Prompts** page |
| Show only Cost Object Steps | ' +ParamDisplayValue('pCostObject') | Displays the show only cost object steps |
| Approvers | ' +ParamDisplayValue('pApprovers') | Displays the approvers |
| Employees | ' +ParamDisplayValue('pEmployee') | Displays the employees |
| PO Attached | ' +ParamDisplayValue('pPOAttached') | Displays PO Attached |
| N/A | AsOfDate() | Displays the date the report was run |
| N/A | PageNumber() | Displays the page number of the corresponding page |

| Data Item Label/Name | Data Item Expression | Data Item Description |
|---|---|---|
| N/A | AsOfTime() | Displays the time the report was run |

## Report Data Items

| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| Age | <Age> | _days_between (current_date,[qWorkflowDetails].[Step Entry Date/Time]) | Displays the age |
| Request Name | <Request Name> | [qRequestDetails].[Request Name] | Displays the request name |
| Request ID | <Request ID> | [qRequestDetails].[Request ID] | Displays the request ID |
| Approval Status | <Approval Status> | [qRequestDetails].[Approval Status] | Displays the approval status |
| Approver | <Employee Assigned to Step> | [qWorkflowDetails].[Employee Assigned to Step] | Displays the approver |
| Role | <Role> | [qWorkflowDetails].[Role] | Displays the role |
| Cost Center | <Cost Center> | [qWorkflowDetails].[Cost Center] | Displays the cost center |
| Step | <Step> | [qWorkflowDetails].[Step] | Displays the workflow step |
| Is Cost Object Step | <Is Cost Object Step> | [qWorkflowDetails].[Is Cost Object Step] | Displays the Is Cost Object step |
| Approver Received Date | <Step Entry Date/Time> | [qWorkflowDetails].[Step Entry Date/Time] | Displays the approver received date |
| Requesting Employee | <Employee> | [qRequestDetails].[Requesting Employee] | Displays the requesting employee |
| Submit Date | <Last Submitted Date> | [qRequestDetails].[Submit Date] | Displays the submit date |
| Request Currency | <Request Currency> | [qRequestDetails].[Request Currency] | Displays the request currency |
| Total Approved Amount | <Total Approved Amount> | [qRequestDetails].[Total Approved Amount] | Displays the total approved amount |
| Total Requested Amount | <Request Total> | [qRequestDetails].[Request Total] | Displays the total requested amount |
| Supplier Code | <Supplier Code> | [qRequestDetails].[Supplier Code] | Displays the supplier code |
| Supplier Name | <Supplier Name> | [qRequestDetails].[Supplier Name] | Displays the supplier name |

| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| Invoice Header Exceptions | <Number of Exceptions> | [qRequestDetails].[Number of Exceptions] | Displays the invoice header exceptions |
| Invoice PO Matching Exceptions | <Invoice PO Matching Exceptions> | [qRequestDetails].[Invoice PO Matching Exceptions] | Displays the invoice PO matching Exceptions |
| Cost Center Claimed Amount | <Claimed Amount> | [qWorkflowDetails].[Claimed Amount] | Displays the cost center claimed amount |
| Cost Center Approved Amount | <Approved Amount> | [qWorkflowDetails].[Approved Amount] | Displays the cost center approved amount |
| Next Step | <Next Step> | [qWorkflowDetails].[Next Step] | Displays the next workflow step |
| Next Approver | <Next Approver> | [qWorkflowDetails].[Next Approver] | Displays the next approver |

# Report: Workflow Cycle Times – Details

Available to:   ☑ Analysis   ☑ Intelligence

This report provides details of workflow cycle times; shows the time it took for a request to move through the major workflow steps.

### *Report Prompts*

**Workflow Cycle Times - Details**

**Prompts**

**Date Range**

**Process Payment Date:**

From:
Oct 30, 2018

To:
Oct 30, 2018

**Options**

**Approver Type:**
- ⦿ Manager
- ◯ Processor

**Show Cost Object Steps:**
- ◯ Yes
- ⦿ No

Deselect

**Approvers:**

Keywords:
Type one or more keywords separated by spaces.

[ ]  Search

Options ⌄

Results:

Choice:

Insert ➡

⬅ Remove

Select all  Deselect all

Select all  Deselect all

**PO Attached:**
- ◯ Y
- ◯ N
- ⦿ All

Deselect

Cancel    Finish

## *Report Output*

**Workflow Cycle Times - Details**

Process Payment Date:Between Jan 1, 2015 and Oct 30, 2018

Reporting Currency: USD

| Manager | Employee | Employee ID | Request Name | Request ID | Created Date | Submitted Date | Process Payment Date | Approved Amount |
|---|---|---|---|---|---|---|---|---|
| Brown, Terry T | | | | 5726DA5777E6432C83A2 | Jun 18, 2016 | Jun 18, 2016 | Jun 18, 2016 | 1,000.00 |
| | | | | 33B357FC5CF74E0B9F32 | Jun 14, 2016 | Jun 14, 2016 | Jun 14, 2016 | 111.43 |
| **Brown, Terry T** | | | | **2** | | | | **1,111.43** |
| Davis, Pat R | Brown, Terry T | TerryBrown | | 9A1E2621D286476BBB5F | Jun 14, 2016 | Jun 14, 2016 | Jun 14, 2016 | 100.00 |
| | | | | 9A1E2621D286476BBB5F | Jun 14, 2016 | Jun 14, 2016 | Jun 14, 2016 | 100.00 |
| **Davis, Pat R** | | | | **1** | | | | **200.00** |
| **Summary** | | | | **3** | | | | **1,311.43** |

Oct 30, 2018                                                                                                      - 1 -

| Approved Amount | Line Items | Invoice Header Exceptions | Invoice PO Matching Exceptions | Submission (Days) | Approval (Days) | Date | Approvals Approver | Step | Days |
|---|---|---|---|---|---|---|---|---|---|
| 1,000.00 | 1 | 0 | 0 | 0 | 0 | Jun 18, 2016 | Brown, Terry T | Auth approver | 0 |
| | | | | | | Jun 18, 2016 | Brown, Terry T | Approval for Processing | 0 |
| 111.43 | 1 | 0 | 0 | 0 | 0 | Jun 14, 2016 | Brown, Terry T | Auth approver | 0 |
| | | | | | | Jun 14, 2016 | Brown, Terry T | Approval for Processing | 0 |
| 1,111.43 | 2 | 0 | 0 | 0.00 | 0.00 | | | | |
| 100.00 | 1 | 0 | 0 | 0 | 0 | Jun 14, 2016 | Davis, Pat R | Auth approver | 0 |
| | | | | | | Jun 14, 2016 | Davis, Pat R | Adhoc Manager Approval | 0 |
| | | | | | | Jun 14, 2016 | Davis, Pat R | Adhoc Manager Approval | 0 |
| | | | | | | Jun 14, 2016 | Davis, Pat R | Approval for Processing | 0 |
| 100.00 | 1 | 0 | 0 | 0 | 0 | Jun 14, 2016 | Davis, Pat R | Auth approver | 0 |
| | | | | | | Jun 14, 2016 | Davis, Pat R | Adhoc Manager Approval | 0 |
| | | | | | | Jun 14, 2016 | Davis, Pat R | Adhoc Manager Approval | 0 |
| | | | | | | Jun 14, 2016 | Davis, Pat R | Approval for Processing | 0 |
| 200.00 | 2 | 0 | 0 | 0.00 | 0.00 | | | | |
| 1,311.43 | 4 | 0 | 0 | 0.00 | 0.00 | | | | |

- 1 -                                                          8:57:31 AM

## Report Header and Footer

| Data Item Label/Name | Data Item Expression | Data Item Description |
|---|---|---|
| Process Payment Date | ParamDisplayValue('ProcessPaymentDateParam') | Displays the date range from the **Process Payment Date** prompt on the **Prompts** page |
| Reporting Currency | [Main].[Reporting Currency] | Displays the currency code in which the reporting currency is shown (for example, USD, CAD, GBP) |
| N/A | AsOfDate() | Displays the date the report was run |
| N/A | PageNumber() | Displays the page number of the corresponding page |
| N/A | AsOfTime() | Displays the time the report was run |

## Report Data Items

| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| Approver | <Approver> | [Approvers].[Approver] | Displays the approver |
| Employee | <Employee> | [Request Details].[Requesting Employee] | Displays the employee |
| Employee ID | <Employee ID> | [Request Details].[Requesting Employee ID] | Displays the employee ID |
| Request Name | <Request Name> | [Request Details].[Request Name] | Displays the request name |
| Request ID | <Request ID> | [Request Details].[Request ID] | Displays the request ID |
| Created Date | <Created Date> | [Request Details].[Created Date] | Displays the created date |
| Submitted Date | <Last Submitted Date> | [Request Details].[Last Submitted Date] | Displays the submitted date |
| Process Payment Date | <Process Payment Date> | [Request Details].[Process Payment Date] | Displays the process payment date |
| Approved Amount | <Total Approved Amount (rpt)> | [Request Details].[Total Approved Amount (rpt)] | Displays the approved amount |
| Invoice Header Exceptions | <Number of Exceptions> | [Request Details].[Number of Exceptions] | Displays invoice header exceptions |
| Invoice PO Matching Exceptions | <Invoice PO Matching Exceptions> | [Request Details].[Invoice PO Matching Exceptions] | Displays the invoice PO matching exceptions |
| Submission (Days) | <Submission (Days)> | [Request Details].[Submission Time (Days)] | Displays the submission (days) |
| Approval (Days) | <Approval (Days)> | [Request Details].[Submission to Extraction Time (Days)] | Displays the approval (days) |
| Date | <Approval Date> | [Invoice].[Payment Request Workflow Trail].[Step Action Date/Time] | Displays the date |
| Approver | <Approver> | [Invoice].[Payment Request Workflow Trail].[Employee Assigned to Step] | Displays the approver |
| Step | <Step> | [Invoice].[Payment Request Workflow Trail].[Step] | Displays the workflow step |
| Days | <Approver Time> | _days_between([Invoice].[Payment Request Workflow Trail].[Step Action Date/Time],[Invoice].[Payment Request Workflow Trail].[Step Entry Date/Time]) | Displays the days |

| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| Aggregate(Request ID) | <Aggregate(Request ID)> | [Request ID] | Displays the aggregate (request ID) |
| Total(Number of Line Items) | <Total(Number of Line Items)> | [Number of Line Items] | displays the total (number of line items) |

# Report: Workflow Cycle Times – Summary by Manager

Available to:   ☑ Analysis       ☑ Intelligence

This report provides a summary of workflow cycle times by manager; manager name is clickable for drill-through.

### *Report Prompts*



### *Report Output*

Workflow Cycle Times - Summary by Manager
Process Payment Date: Between Jan 1, 2015 and Oct 30, 2018
Reporting Currency: USD
PO Attached: All

| Manager | Request Count | Approved Amount | Line Items | Invoice Header Exceptions | Invoice PO Matching Exceptions | Average Days |
|---|---|---|---|---|---|---|
| Brown, Terry T | 2 | 1,111.43 | 2 | 0 | 0 | 0.00 |
| Davis, Pat R | 1 | 100.00 | 1 | 0 | 0 | 0.00 |
| Summary | 3 | 1,211.43 | 3 | 0 | 0 | 0.00 |

Oct 30, 2018                                        1                                        9:01:03 AM

## Report Header and Footer

| Data Item Label/Name | Data Item Expression | Data Item Description |
|---|---|---|
| Process Payment Date | ParamDisplayValue('ProcessPaymentDateParam') | Displays the date range from the **Process Payment Date** prompt on the **Prompts** page |
| Reporting Currency | [Main].[Reporting Currency] | Displays the currency code in which the reporting currency is shown (for example, USD, CAD, GBP) |
| N/A | AsOfDate() | Displays the date the report was run |
| N/A | PageNumber() | Displays the page number of the corresponding page |
| N/A | AsOfTime() | Displays the time the report was run |

## Report Data Items

| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| Manager | <Employee Assigned to Step> | [Workflow].[Employee Assigned to Step] | Displays the manager |
| Request Count | <Request Count> | [Report].[Request Key] | Displays the request count |
| Approved Amount | <Total Approved Amount (rpt)> | [Report].[Total Approved Amount (rpt)] | Displays the approved amount |
| Line Items | <Number of Line Items> | [Report].[Number of Line Items] | Displays the line items |
| Invoice Header Exceptions | <Number of Exceptions> | [Report].[Number of Exceptions] | Displays the invoice header exceptions |
| Invoice PO Matching Exceptions | <Invoice PO Matching Exceptions> | [Report].[Invoice PO Matching Exceptions] | Displays the invoice PO matching exceptions |
| Average Days | <Average Time> | average([Approver Time] for [Employee Assigned to Step]) | Displays the average days |

# Report: Workflow Cycle Times – Summary by Processor

Available to:    ☑ Analysis        ☑ Intelligence

This report provides a summary of workflow cycle times by processor; processor name is clickable for drill-through.

***Report Prompts***

Workflow Cycle Times - Summary by Processor

**Prompts**

**Date Range**

**Process Payment Date :**

From:
Oct 30, 2018

To:
Oct 30, 2018

**Options**

**PO Attached:**
○ Y
○ N
◉ All

Deselect

Cancel    Finish

## *Report Output*



Workflow Cycle Times - Summary by Processor
Process Payment Date: Between Jan 1, 2015 and Oct 30, 2018
Reporting Currency: USD
PO Attached: All

| Processor | Request Count | Approved Amount | Line Items | Invoice Header Exceptions | Invoice PO Matching Exceptions | Average Days |
|---|---|---|---|---|---|---|
| | 5 | 477.26 | 8 | 0 | 0 | 0.00 |
| | 2 | 19,959.00 | 3 | 1 | 0 | 3.00 |
| | 3 | 52,108.00 | 6 | 3 | 1 | 0.00 |
| Brown, Terry T | 3 | 1,119.69 | 4 | 0 | 0 | 3.00 |
| Davis, Pat R | 1 | 100.00 | 1 | 0 | 0 | 0.00 |
| | 1 | 300.00 | 2 | 1 | 0 | 2.00 |
| Summary | 15 | 74,063.95 | 24 | 5 | 1 | 1.33 |

Oct 30, 2018                                                                1                                                              9:04:10 AM

# Report Header and Footer

| Data Item Label/Name | Data Item Expression | Data Item Description |
|---|---|---|
| Process Payment Date | ParamDisplayValue('ProcessPaymentDateParam') | Displays the date range from the **Process Payment Date** prompt on the **Prompts** page |
| Reporting Currency | [Main].[Reporting Currency] | Displays the currency code in which the reporting currency is shown (for example, USD, CAD, GBP) |
| N/A | AsOfDate() | Displays the date the report was run |
| N/A | PageNumber() | Displays the page number of the corresponding page |
| N/A | AsOfTime() | Displays the time the report was run |

# Report Data Items

| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| Processor | <Employee Assigned to Step> | [Workflow].[Employee Assigned to Step] | Displays the processor |
| Request Count | <Request Count> | [Report].[Request Key] | Displays the request count |
| Approved Amount | <Total Approved Amount (rpt)> | [Report].[Total Approved Amount (rpt)] | Displays the approved amount |

| Data Item Label | Data Item Name | Data Item Expression | Data Item Description |
|---|---|---|---|
| Line Items | <Number of Line Items> | [Report].[Number of Line Items] | Displays the line items |
| Invoice Header Exceptions | <Number of Exceptions> | [Report].[Number of Exceptions] | Displays the invoice header exceptions |
| Invoice PO Matching Exceptions | <Invoice PO Matching Exceptions> | [Report].[Invoice PO Matching Exceptions] | Displays the invoice PO matching exceptions |
| Average Days | <Average Time> | average([Approver Time] for [Employee Assigned to Step]) | Displays the average days |

⚙