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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:
	 Updated the image of the Prompts page. Date is no longer displayed above the Payment Settlement Date prompt.
	 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:
	Invoice Amount column was removed
	Total Invoice Amount Applied to PO column was added
	 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 : • Workflow Aging – Details • Workflow Cycle Times – Details • Workflow Cycle Times – Summary by Manager
A	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:		
	Ship to Address		
	Ship to City		
	Ship to State		
	Ship to Zip		
	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.

	Attendee Details - Prompts	
Invoice Date: From: May 12, 2017 To: May 12, 2017 Select all Entries where the Cost per Attendee exceeds : Select all Entries where the Cost per Attendee exceeds : Select the Expense Type(s) to include (optional) :	Specify the Employees to include (optional) : Keywords: Type one or more keywords separated by spaces. Options Results: Insert Remove	Choice:
Advertising AV Equipment Building Maintenance Building Repair Catering Cellular Tellephone Computing Equipment Conference/Seminar/Trade Show Fees Contract Labor Employee Recognition Award Select all Deselect all	Select all Deselect all Secify the Attendee(s) to include (optional) : Comparison on one keywords separated by spaces. Search Options Results: Insert Results: Select all Deselect all	Choice: Select all Deselect all
Cancel Finish		

Invoice Da	ate: F	Attendee Details	May 11 2017	
invice be	F	Reporting Currency: USD	May 11, 2017	
Pressent (1997, MP (1998) MP (consol)				
Request Name:		Submit Date: Apr 11, 201	7	Amount: 30.94
Invoice Date: Apr 4, 2017		Expense Type:	T-1000012.1 (0011000)	Supplier:
Description:			Payment Type: Client	Requested Amount: 30.94
Attendee	Title	Company	Туре	Amount
Phonos Phanes Phanes			7 Verified Attendee	30.94
Request Name:	i nav	Submit Date: Apr 10, 201	7	Amount: 1,177.16
Invoice Date: Apr 5, 2017		Expense Type:	State of the state	Supplier:
Description:	-016-	+	Payment Type: Client	Requested Amount: 1,177.16
Attendee	Title	Company	Туре	Amount
Christophe Leclercq			7 Verified Attendee	1,177.82
Request Name:		Submit Date: Apr 10, 201	7	Amount: 331.29
Invoice Date: Apr 5, 2017		Expense Type:	1 second () () () () () () () () () (Supplier:
Description:	1991	1000	Payment Type: Client	Requested Amount: 328.30
Attendee	Title	Company	Туре	Amount
H CONTRACTOR - HOUPPop A			7 Verified Attendee	164.15
The cost of the second second			7 Verified Attendee	164. 1 5
Request Name:		Submit Date: Apr 10, 201	7	Amount: 165.65
Invoice Date: Apr 5, 2017		Expense Type:	Tagenta, Streets	Supplier:
Description:			Payment Type: Client	Requested Amount: 164.15
Attendee	Title	Company	Туре	Amount
(%)pp)15(#)			7 Verified Attendee	164.15
Request Name:		Submit Date: Apr 24, 201	7	Amount: 682.98
Invoice Date: Apr 6, 2017		Expense Type:	MANUTATION (************************************	Supplier:
Description:			Payment Type: Client	Requested Amount: 682.98
Attendee	Title	Company	Туре	Amount
Annual conditions and the second second second			7 Verified Attendee	682.98
Request Name:		Submit Date: Apr 11, 201	7	Amount: 33.60
Invoice Date: Apr 7, 2017		Expense Type:	T-10000014-1-0001-00001	Supplier:
Description:			Payment Type: Client	Requested Amount: 33.60
Attendee	Title	Company	Туре	Amount
The specific of the section of the s			7 Verified Attendee	33.63
Request Name:		Submit Date: Apr 11, 201	7	Amount: 173.80
Invoice Date: Apr 7, 2017		Expense Type:	The state of the s	Supplier:
Description:			Payment Type: Client	Requested Amount: 173.80

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)

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

ATTENDEE SUMMARY				
Date Range				
Invoice Date:	From: ○ Apr 11, 2017			
	Cancel Finish			

			ATTENDEE SUM Invoice Date: On or after A	MARY Apr 1, 2013
	Attendee Instance Count	Approved Amount (Reporting Currency)	Approved Amount (Reporting Currency) / Attendee Instance Count	Attendee Instance Count
Advertising	10.00	191.10	19.11	10.00
Catering	30.00	8,333.78	277.79	30.00
Internet	1.00	182,001.82	182,001.82	1.00
Summary	41.00	190,526.70	4,646.99	41.00

		Summary	1
pproved Amount (Reporting urrency) / Attendee Instance Count	Attendee Instance Count	Approved Amount (Reporting Currency)	Approved Amount (Reporting Currency) / Attendee Instance Count
19.11	10.00	191.10	19.1
277.79	30.00	8,333.78	277.7
182,001.82	1.00	182,001.82	182,001.8
4,646.99	41.00	190,526.70	4,646.9

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

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

	From:	
Invoice Date	To:	<u></u>
	Aug 23, 2017	
Data Source	⊡ ICL	
Change Type	Invoice Number Invoice Date Vendor Shipping Tax Currency Invoice Amount P0	

Capture Service Invoice Date: Between Data Source: ICL Drill down into Invoice I % Changed: 100%	Details Aug 23, 2013 and Aug 23, Number	2017		
Request Name	Request ID	Task Captured Value	Steps 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_Da te')	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

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

Chapter 12: Folder – Invoice

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Captured Value	<po number<br="">Captured Value></po>	[Invoice].[Capture Service Request Header].[PO Number Captured Value]	Displays the PO number's captured value
Processed Value	<invoice Number Processed Value></invoice 	[Invoice].[Capture Service Request Header].[Invoice Number Processed Value]	Displays the invoice number's processed value
Processed Value	<invoice date<br="">Processed Value></invoice>	[Invoice].[Capture Service Request Header].[Invoice Date Processed Value]	Displays the invoice date's processed value
Processed Value	<vendor code<br="">Processed Value></vendor>	[Invoice].[Capture Service Request Header].[Vendor Code Processed Value]	Displays the vendor code's processed value
Processed Value	<shipping Amount Processed Value></shipping 	[Invoice].[Capture Service Request Header].[Shipping Amount Processed Value]	Displays the shipping amount's processed value
Processed Value	<tax amount<br="">Processed Value></tax>	[Invoice].[Capture Service Request Header].[Tax Amount Processed Value]	Displays the invoice number's processed value
Processed Value	<currency code<br="">Processed Value></currency>	[Invoice].[Capture Service Request Header].[Currency Code Processed Value]	Displays the tax amount's processed value
Processed Value	<invoice amount<br="">Processed Value></invoice>	[Invoice].[Capture Service Request Header].[Invoice Amount Processed Value]	Displays the invoice amount's processed value
Processed Value	<po number<br="">Processed Value></po>	[Invoice].[Capture Service Request Header].[PO Number Processed Value]	Displays the PO number's processed value
Data Source	<data source=""></data>	[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.

Invoice Date From: Aug 23, 2013 To: Aug 23, 2017 To: Aug 23, 2017 To: Invoice Date ICL				
Data Source	Invoice Date	From: Aug To: Aug	23, 2013 23, 2017	
	Data Source			

apture Service Summary voice Date: Between Aug 23, 2013 and Aug 23, 2017 ata 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_Da te')	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

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Invoice Number(Process ed)	<supplier Invoice Number Flag></supplier 	[qCaptureService_NonAggregat e_Data].[Supplier Invoice Number Flag]	Displays the invoice flag number
Invoice Number(%Chan ged)	<% 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<br="">Flag></invoice>	[qCaptureService_NonAggregat e_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<br="">Flag></vendor>	[qCaptureService_NonAggregat e_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></shipping 	[qCaptureService_NonAggregat e_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<br="">Flag></tax>	[qCaptureService_NonAggregat e_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<br="">Flag></currency>	[qCaptureService_NonAggregat e_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(Process ed)	<invoice amount<br="">Flag></invoice>	[qCaptureService_NonAggregat e_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<br="">Flag></po>	[qCaptureService_NonAggregat e_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.

	Date Range	
	Process Payment Date:	From: Oct 16, 2014 To: Oct 16, 2014 To: To: Oct 16, 2014
Options		
Employees:	Keywords: Type one or more keywords sep spaces. Options [⊗] Results:	arated by arch @ Insert + Remove

			Pr	ocess F	Pay?
Requesting Employee	Requesting Employee ID	Invoice Date	Request Name	Purpose	Ś
one 1, User	user11	May 5, 2012	1006		
					- 3

Employee Exceptions - Details Payment Date Between Aug 1, 2014 and Oct 15, 2014 Exception Exception Exception Exception Exception Exception Exception			
Payment Request Submit	2147483647	APPRVTO	This request has been pending approval longer than allowed by policy. The request owner should contact their Approver for instructions before resubmitting. If you are not the owner but have been forwarded the request, follow the approval steps according to your policy - this may involve approving the request or assigning it to another Approver for further review.

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

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Requesting Employee	<requesting Employee></requesting 	[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></requesting 	[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=""></invoice>	[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></request 	[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></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></exception 	[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< td=""><td>[Union1].[Exception Level]</td><td>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])</td></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></exception 	[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></exception 	[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])

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.

Prompts					
Date Range	Date Range				
Process Payment D	ate:	From: Nov 5, 2009			
	Process Payment Date:				
Options	Options				
Expense Type 1:	Ехр	ense Type Name	•		
Expense Type 2:	Ехр	ense Type Name	•		
Expense Type 3:	Exp	ense Type Name	-		







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

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
N/A	<total approved<br="">Amount (rpt)></total>	[Invoice].[Payment Request Header Information].[Total Approved Amount (rpt)]	Displays the total amount approved
N/A	<process Payment Year></process 	extract(year,[Invoice].[Paymen t Request Dates and Statuses].[Process Payment Date])	Displays the payment processed year
N/A	<pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre><pre></pre></pre> <pre></pre>	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)# = '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)# = 'de' 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	Displays the payment processed month
		Month Number]= 1 and # sq(\$runLocale)# = 'ja' THEN '1	

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'	

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	

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
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		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	

Label	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'	

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<br="">(rpt)></total>	[Total Invoice Spend by Expense Type - Ranking].[Total Approved (rpt)]	Displays the total approved
N/A	<expense type<br="">Name></expense>	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<br="">(rpt)></total>	[Invoice].[Payment Request Line Items].[Total Approved (rpt)]	Displays the total line item approved
N/A	<expense type<br="">Name></expense>	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'

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

Invoice Expense Type Spend Trend			
Prompts			
Date Range			
Process Payment Date:	From: Jun 1, 2017		
Options			
Expense Type(s):	Accounting Fees Advertising Building Maintenance Building Repair Catering Cellular Telephone Computing Equipment Conference/Seminar Fees Employee Award/Recognition Financial Services Internet		
Cancel Finish			

	Invoice Expense Type Spend Trend All Requests Processed Between Jan 1, 2017 and May 4, 2017					
				20	2017	
		1st Q	uarter		Š	
	Jan	Feb	Mar	Total	Apr	
0100022001 (WestBall) = (200520)		9,000.00		9,000.00	6,750.00	
THE REPORT OF A DEPARTMENT OF A DEPARTMENTA DEPARTMENT OF A DEPARTMENTA DE					6,928.06	
010003770) /014000 *0170000444 = 1700590		3,712.50		3,712.50	}	
110003300) - 1044 / 10007 - 1240520		8,540.63	8,540.63	17,081.26	Š	
1100020000 (99900)-120020					1,125.09	
Deleteration of the contract o		10,732.95	14,279.10	25,012.05	Ž	
REPRESENT CONTRACTOR		8,223.46		8,223.46	Ş	
10600346) /0.cc/00000480046/106096c=1246526					8,625.00	
10400380) 11111 (No 134650)			16,341.75	16,341.75	Ś	
REPORT - Weinghams The Content - 124620		67,500.00		67,500.00	67,500.00	
010003701 - Samana (Banaz) (St. 148 - 12059)			5,745.00	5,745.00	Ś	
010000001 - Banking, Taxons (55, 146) - 14629		7,500.00		7,500.00	\$	
DISTINGT PROGRAMMENT COMMAN		3,750.00		3,750.00	Ž	
References					9,562.50	
1100010000 /00100000(700-130) = (30050)		2,977.50		2,977.50	2	
NAMES OF A DESCRIPTION OF A DESCRIPTION OF A DESCRIPTIONO					7,500.00	
FERRET - THE FERRET		470.00		470.00	Š	
PERSONAL WARPENESS STRATE - Security Products: Adv.			11,500.00	11,500.00	Ş	
INCOME - HAR TAKE PERMIT		63,392.62		63,392.62	Ś	
Overall - Total	22,007,689.63	17,705,057.98	26,847,862.26	66,560,609.87	32,655,391.29	

e M	end ay 4, 2017					
20	17				Total	
È		2nd Quarter		Total		
\$	Apr	Мау	Total			
ò	6,750.00		6,750.00	15,750.00	15,750.00	
ξ	6,928.06	12,187.50	19,115.56	19,115.56	19,115.56	
ò				3,712.50	3,712.50	
6				17,081.26	17,081.26	
ξ	1,125.09		1,125.09	1,125.09	1,125.09	
5				25,012.05	25,012.05	
6				8,223.46	8,223.46	
>	8,625.00		8,625.00	8,625.00	8,625.00	
5				16,341.75	16,341.75	
þ	67,500.00		67,500.00	135,000.00	135,000.00	
ò				5,745.00	5,745.00	
ò				7,500.00	7,500.00	
þ				3,750.00	3,750.00	
Ş	9,562.50		9,562.50	9,562.50	9,562.50	
ò				2,977.50	2,977.50	
ξ	7,500.00		7,500.00	7,500.00	7,500.00	
ò				470.00	470.00	
þ				11,500.00	11,500.00	
2				63,392.62	63,392.62	
7	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('processPaymentDa teParam')	Displays the date range from the Process Payment Date prompt on the Prompts page
Expense Type(s)	' ' + ParamDisplayValue('expenseTypeName Param')	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></process 	extract(year,[Invoice].[Paymen t Request Dates and Statuses].[Process Payment Date])	Displays the process payment year
N/A	<process Payment Quarter></process 	[Invoice].[Payment Request Dates and Statuses].[Process Payment Quarter]	Displays the process payment quarter
N/A	<process Payment Month Name></process 	[Invoice].[Payment Request Dates and Statuses].[Process Payment Month]	Displays the process payment month
N/A	<expense type<br="">Name></expense>	[Invoice].[Payment Request Line Items].[Expense Type Name]	Displays the expense Expense type
N/A	<total approved<br="">(rpt)></total>	[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

	Invoice Tax Adjustment Report
Process Payment Date From:	cess Payment Date From: Jan 1, 2015 Earliest date To: Dec 31, 2015 Latest date
Cancel Finish	Cancel Finish

INVOICE TAX ADJ	USTMENT	REPORT							
Supplier Name	Supplier Code	Supplier Invoice Number	Request Total	Involce 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	Utiltles	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		

Chapter 12: Folder – Invoice

\$									
Account Code	Line Item Calculated Tax Amount	Request ID	Process Payment Date	Payment Statue	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	77F303D8C8EC4644B1C1	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	15A03E10494F47658DA5	Feb 26, 2015	Extracted	20018 Chateau Bend Dr	Katy	тх	77450	UNITED STATES
1240	0.00	28986852D92441958F81	Sep 29, 2015	Extracted	23345 South West Street	Minneapolis	MN	554303	UNITED STATES
ξ	6,757.95								
ζ									
<									

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Process Payment Date	ParamDisplayValue('pProcess_Payment_Dat e')	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></supplier 	[qTax_Adjustment].[Supplier Name]	Displays the supplier name
SupplierCode	<supplier code=""></supplier>	[qTax_Adjustment].[Supplier Code]	Displays the supplier code
Supplier Invoice Number	<supplier Invoice Number></supplier 	[qTax_Adjustment].[Supplier Invoice Number]	Displays the supplier invoice number
Request Total	<request total=""></request>	[qTax_Adjustment].[Request Total]	Displays the request total
Invoice Date	<invoice date=""></invoice>	[qTax_Adjustment].[Invoice Date]	Displays the invoice date
Invoice Tax Amount	<tax amount=""></tax>	[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<br="">Amount></calculated>	[qTax_Adjustment].[Calculated Tax Amount]	Displays the calculated tax amount
Tax Difference	<tax Difference></tax 	[qTax_Adjustment].[Tax Difference]	Displays the tax difference
Expense Type Name	<expense type<br="">Name></expense>	[qTax_Adjustment].[Expense Type Name]	Displays the expense type name
Account Code	<account code=""></account>	[qTax_Adjustment].[Account Code]	Displays the account code
Line Item Calculated Tax Amount	<calculated tax<br="">Amount2></calculated>	[qTax_Adjustment].[Calculated Tax Amount2]	Displays the tax amount
Request ID	<request id=""></request>	[qTax_Adjustment].[Request ID]	Displays the request ID
Process Payment Date	<process Payment Date></process 	[qTax_Adjustment].[Process Payment Date]	Displays the process payment date
Payment Status	<payment status></payment 	[qTax_Adjustment].[Payment Status]	Displays the payment status
Ship To Address	<ship address<br="" to="">1></ship>	[qTax_Adjustment].[Ship to Address 1]	Displays the ship to address
Ship To City	<ship to<br="">City/Location></ship>	[qTax_Adjustment].[Ship to City/Location]	Displays the ship to city
Ship To State	<ship to<br="">State/Province/R egion></ship>	[qTax_Adjustment].[Ship to State/Province/Region]	Displays the ship to state/province/region
Ship To Zip	<ship postal<br="" to="">Code></ship>	[qTax_Adjustment].[Ship to Postal Code]	Displays the ship to postal code
Ship To Country/Region	<ship to<br="">Country></ship>	[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

Available to:

Analysis

Intelligence

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

Invoice Virtual Card Payment Reconciliation	on
Prompts	
Payment Settlement Date: From: Aug 1, 2014 To: Aug 15, 2023	
Virtual Card Account Name: Select all Deselect	all
Cancel Finish	

Invoice Virtual Card Payment Settlement Date: Be Virtual Card Account Name: T	Payment Reconcilia tween Aug 1, 2014 and Au FestVcard, TestUAT, Vcard	ation g 15, 2023 AccountWithCreditMemo, T	est AXP			
Virtual Card Account Name	Batch ID	Payment Demand ID	Supplier Name	Payment Settlement Date	Amount	Supplier Invoice Number
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.

Payment	Practice	es and Performanc	ce
Prompts			
Date Range			
Payment Due	Date:	m: Jul 31, 2012 Jul 31, 2017	
Options			
Exclude Selected Expens	e Type(s):	AV Equipment Advertising Building Maintenance Building Repair Car Rental Catering Cellular Tellephone Computing Equipment Conference Room Conference/Seminar/Trac	de Show Fees V Select all Deselect all
		С	ancel Finish

Pa	ayment Practices	and Performan	ce
Company Name: Reporting Period:	Between Jul 31, 2	012 and Jul 31, 2017	
Payment terms including maximum contractual payr notified or consulted on the	any standard contractual l nent period, any changes ese changes.	ength of time for paymen to standard terms, wheth	t of invoices and the er suppliers have been
Narrative text			
Proportion of Invoices pa (by perc	id beyond agreed terms entage)	Average time tak	en to pay invoices
66	%	:	38
Proportion of invoices paid	within the following period	ds	
1-30	53%	>60	16%
31-60	31%		
Amount of interest	paid (by number)	Amount of interest lia	ble to pay (by number)

Chapter 12: Folder – Invoice

Amount of interest part	r (by humber)	Amount of interest hable to pay (by	number)
ocess for dispute resolution	for overdue invoices:		
Narrative text			
Ve offer:	_		
Ve offer: e-invoicing	Have you	requested	
Ve offer: ∋-invoicing Supply chain finance	Have you payments	requested to join or remain	
We offer: e-invoicing Supply chain finance ^P referred supplier lists	Have you payments on a supp	requested to join or remain lier list?	

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.

Purchas	e Order to Invoice Matching Ex	ceptions
Date Range		
Invoice Date:	From: Jan 1, 2019	
Group By	Exception Supplier	
Select Suppliers to include (optional) :	Keywords: Type one or more keywords separated by spaces. Search Options Results: Insert Results: Select all Deselect all	Choice:
Invoice Requested By (optional) :	Keywords: Type one or more keywords separated by spaces. Search Options Results: Insert ▲ Ren Select all Deselect all	Choice:
		Cancel Finish

Purchase Orde	er to Invoice en Jan 1, 2019 an	Matching Exceptions d 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.
≍ Top ☆ Page up ¥ Page (down × Bottom				Vendor Address doesn't match inlease research and

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 inlease research and	.lan 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.

Date Range		
Purchase Order Date:	From* Feb 6, 2015	•
	To Feb 6, 2015	.
Keywords: Type one or more keywords sep Options ♥ Results:	search	
Select all De	select all	Select all Deselect all
Purchase Order Status:	Closed Transmitted to Vendor Voided Select all Deselet	ect all
	Date Range Purchase Order Date: Keywords: Type one or more keywords sep Options ♥ Results: Select all De	Date Range Purchase Order Date: From Feb 6, 2015 To Feb 6, 2015 Keywords: Type one or more keywords separated by spaces. Options * Results: Options * Results: Select all Deselect all Purchase Order Status: Closed Transmitted to Vendor Voided Select all Deselect all Select all Deselect all

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

					Purcl Purchase Order I	Date: Feb 1, 2014 to F
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	6
	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	

<u><u><u></u></u></u>

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

Available to: 🗹 Analysis

☑ Intelligence

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.



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.

PURCHASE OF	VURCHASE ORDERS AND ASSOCIATED PAYMENT REQUESTS							
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
Canada Dallar, Tr	Feb 18, 2014		1171711	DEMO RECEIPT CONF	Mobilfab INC	Transmitted to Vendor	750,000.00	682,457.40
Canada, Dollar - To	tal						1,014,286.71	745,457.38

{												
Remaining Balance						Invoic	es Received					
8.33	Request Name	Description	Request ID	Creat Da	ed Sup ate Nan	plier ne	Invoice Number	Invoice Date	Approval Status	Payment Status	Total Invoice Approved Amount	Total Invoice Amount Applied to PO
	Lab tags		CFA43C6AEEB844E98EF	-9 Aug 20	15, Ups 12 Proc	tart ductions	1307- 12102	Oct 8, 2012	Approved	Extracted	85.10	86.98
1,519.62	Request Name	Description	Request ID	Creat Da	ed Sup ite Nam	plier 1e	Invoice Number	Invoice Date	Approval Status	Payment Status	Total Invoice Approved Amount	Total Invoice Amount Applied to PO
$\langle \langle \rangle$	1-Bergy's #1		5381ECB783504B9B9B7	1 Mar 2 20	4, Berg 14 Mod Tran	ıy's ular sport	276070	Jan 8, 2014	Approved	Extracted	625.00	584.3
	1-Bergy's #2		16E351973EEC4699B459	9 Mar 2 20	24, Berg 14 Mod Tran	ıy's ular sport	276067	Jan 8, 2014	Approved	Extracted	4,250.00	3,973.26
$\langle \langle \rangle$	1-Bergy's #3		188BF122BDEC472683D	C Mar 2 20	4, Berg 14 Mod Tran	iy's ular sport	276068	Jan 8, 2014	Not Submitted	Not Paid	2,625.00	2,454.07
38,610.15	No Invoices	received again	st this Purchase Order									
22,861.88	Request Name	Descriptio	n Request ID	Cr	eated S Date N	upplier lame	Invoice Number	Invoice Date	Approval Status	Payment Status	Total Invoice Approved Amount	Total Invoice Amount Applied to PO
	1-Club Industrial Trailers		BA7FCEEE33D84DA38	BDFE M	ar 24, C 2014 Ir T	lub Idustrial railers	1081	Jan 31, 2014	Approved	Extracted	217,050.00	194,188.12
682,457.40	Request Na	ame Desc	ription Request ID		Created Date	d Supplier e Name	Invoice Number	Invoid Dat	e Approval te Status	Payment Status	Total Invoice Approved Amount	Total Invoice Amount Applied to PO
	Receipt Confirmatio Received	n not	CA273D3FF13F40	C92A812	Mar 24 2014	, Mobilfab 4 INC	MO2436	Feb 2- 201	4, Not I4 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.

Received Accrual by Line Item						
Date Range						
Accrual Date:	From: Mar 9, 2018					
	Cancel Finish					

Received A Accrual Date: Be	Accrual by L etween Jan 1, 20	ine Item 018 and Mar 8, 2018	ł			
Received Date	Receipt Count	Received Quantity	Total Price	Supplier Name	Purchase Order Number	Line Number
Jan 2, 2018	1	1	84.80	NRE USA NO	36.100	40
Jan 2, 2018	1	1	84.80	NRE USA NO	2010	44
Jan 2, 2018	1	1	84.80	NRC USA RC	30.100	46
Jan 2, 2018	1	1	84.80	NRE U S A RC	30.100	47
Jan 2, 2018	1	2	169.60	NRC USA RC	30.100	37
Jan 2, 2018	1	2	169.60	NRC USA NC	30.00	38
Jan 2, 2018	1	2	169.60	NRE U S A RC	30.100	42
Jan 2, 2018	1	4	339.20	NUME U.S.A.MAC	31.100	45
Jan 2, 2018	1	5	424.00	NRE USA RC	30.000	41
Jan 2, 2018	1	5	424.00	NRE USA RC	30.100	43
Jan 2, 2018	1	12	306.96	NUME U.S.A.MAC	36112	1
Jan 2, 2018	1	24	709.68	NRE USA NC	36,765	3
Jan 2, 2018	1	24	709.68	NBE = 1 + BE	36,765	5
Jan 2, 2018	1	36	1,064.52	NRC USARC	36265	2
Jan 2, 2018	1	36	1,064.52	NRE U.S.A.RC	36265	4
Jan 2, 2018	1	36	1,064.52	NRE U S.A.RC	36265	6
Jan 2, 2018	1	49	2,656.78	ADDRESS (March	39423	7
Jan 2, 2018	1	84	2,148.72	NRE USAMC	36102	2
Jan 2, 2018	1	96	2,455.68	NRC USARC	36112	4
Jan 2, 2018	1	96	2,455.68	$\mathrm{NH}(1 \cup 3 + \mathrm{He})$	38122	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.

Request Accrual						
Date Range						
Created Date:	From: ○ Oct 10, 2016					
	Cancel Finish					

				Invoice	e Accru
reated Date: AND Paymer	nt Status Legacy Key: R_NOTP /	ND Exclude Soft Deleted Requests			
Approval Status	Requesting Employee	Request Name	Request ID	Created Date	Request To
Accounting Review	Brand, Brandi	RightNow Technologies 62837	D26FEBEA71A0453791E4	Jan 28, 2010	3,187.
	Brand, Brandi				3,187.
	Fogle, Richard	angel.com 10000072	F0A5D2AF4CD544FE8DCD	Jan 29, 2010	500.
	Fogle, Richard				500.
	Hayden, Helen	Key Equipment 591236806 1002	A63D55485D8F4732AE3C	Feb 1, 2010	606.
	Hayden, Helen				606.
	Isham, Timothy	Northstar TL276581-01	3D8C9B2C95B941429337	Jan 15, 2010	3,181.0
		UBM 627556783378 Concur19 012810	9DBD472DE9C849EC8395	Feb 1, 2010	11,375.
		UBM Aviation 627556782810 012510	500F2FD3B1FF40C59740	Jan 25, 2010	875.
	Isham, Timothy				
	Kohr, Lisa	Optimize Networks 10-1739	79D830EAF00B44F1A463	Jan 28, 2010	11,512.
	Kohr, Lisa				
	Srivastava, Dan	Ajilon T001105719	988E81EAB8D644959FF9	Feb 1, 2010	1,486.
	Srivastava, Dan				
Accounting Revie	w				32,725.
Not Submitted		IBM 9109443	A8EE6A523D474DC6AD29	Jan 26, 2010	25,000.
		UPS 00002111E5469	35535FB083564D04880D	Dec 1, 2009	17,124.
	Boone, Sandra	The Creative Group 30435206	88BA4D309763475FB695	Jan 28, 2010	765.
		The Creative Group 30468792	AC5F911787114FD4AD9B	Jan 28, 2010	1,417.
		The Creative Group 30517775	F981865C2AB04C9886C0	Jan 28, 2010	1,507.
		The Creative Group 30588321	89AF3E8AF06E4BB7AED9	Feb 1, 2010	1,600.
		The Creative Group 30602960	C01B73611904410188F7	Feb 1, 2010	1,320.
	Boone, Sandra				6,610.

Accrua	I			
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.

Request Aging			
rompts			
Date Range			
Invoice Date:	From: Aug 20, 2010		

Request Aging Invoice Date: Between Eeb 8, 2011 and Eeb 6, 2017								
Invoice Date. Detween (eD 0, 2011 and (eD 0, 2017								
Supplier Name	Request Name	Request ID	Supplier Invoice Number	Invoice Date	0-30	31-60	61-90	90+
.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 Cooli	ing				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></supplier 	[Invoice].[Payment Request Header Information].[Supplier Name]	Displays the supplier name
Request Name	<request Name></request 	[Invoice].[Payment Request Header Information].[Request Name]	Displays the request name
Request ID	<request id=""></request>	[Invoice].[Payment Request Header Information].[Request ID]	Displays request ID

Chapter 12: Folder – Invoice

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Supplier Invoice Number	<supplier Invoice Number></supplier 	[Invoice].[Commonly Used Fields].[Supplier Invoice Number]	Displays the supplier invoice number
Invoice Date	<invoice date=""></invoice>	[Invoice].[Commonly Used Fields].[Invoice Date]	Displays the invoice date
0 - 30	<0 - 30>	case when _days_between(current_date,[I nvoice Date]) < 31 then [Invoice].[Payment Request Header Information].[Request Total] else 0.00 end	Displays the request total
31 - 60	<31 -60>	<pre>case when _days_between(current_date,[I nvoice Date]) >= 31 AND _days_between(current_date,[I nvoice Date]) <= 60 then [Invoice].[Payment Request Header Information].[Request Total] else 0.00 end</pre>	Displays the request total
61 - 90	<61 - 90>	<pre>case when days_between(current_date,[I nvoice Date]) >= 61 AND days_between(current_date,[I nvoice Date]) <= 90 then [Invoice].[Payment Request Header Information].[Request Total] else 0.00 end</pre>	Displays the request total
90+	<90+>	case when _days_between(current_date,[I nvoice Date]) >= 91 then [Invoice].[Payment Request Header Information].[Request Total] else 0.00 end	Displays the request total
Report: Request Exception AnalysisAvailable to:Intelligence

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

Report Prompts

Process Payment Date :	Select Employee(s) (optional) :	
rom: Oct 16, 2014 To: Oct 16, 2014 To:	Keywords: Type one or more keywords separated by spaces. Options Options Results: Insert ◆ Remove	Choice:
	Select all Deselect all	Select all Deselect all
elect the Exceptions to include (o	ptional):	
: ALLOCRST : The allocation fields are AMT99 : Amount is 99 APPRVTO : This report has been pend APPRVTO : This request has been pend APPRVTO : This request has been pend ATMCHECK : Warning: This expense is ATMAMTER : The sum of the cost perd ATMAMTER : Some attendees have be ATMMDUP : Attendee (%attendee%) v ATMAMTE : Attendee (%attendee%) v	different from the prior policy. Please review the allocations. ing approval longer than allowed by policy. The report owne iding approval longer than allowed by policy. The request ow iding approval longer than allowed by policy. The request ow eport contains a regular expense entry created from a Cash attendee does not add up to the expense total. en removed from this expense because they are not allowed vas removed because it matched multiple existing attendee or based on pamee writtee on your specific because the	r should contact their Approver for in ner should contact their Approver for ner should contact their Approver for Advance transaction. The transactio under the new policy. Please review ecords.

Report Output

Request Exception Analysis Process Payment Date Between Aug 1, 2014 and Oct 15, 2014				
one1, User				
1006 : Subm	it Date - Sep 3, 2014 : Invoice Date - May 5, 2012 : Acme (ACH)			
	Request Exceptions Line Item Exceptions			
Exception Code	Exception Text	Cleared		
APPRVTO This request has been pending approval longer than allowed by policy. The request owner should contact their Approver for instructions before resubmitting. If you are not the owner but have been forwarded the request, follow the approval steps according to your policy - this may involve approving the request or assigning it to another Approver for further review.				

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

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

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

Process Payment Date :	Select Employee(s) (optional) :
From: Oct 16, 2014	Keywords: Type one or more keywords separated by spaces. Options Options Results: Insert Remove
	Select all Deselect all Select all Deselect a
Select the Exceptions to include (a : ALLOCRST : The allocation fields are a AMT99 : Amount is 99 APPRVTO : This request has been per APPRVTO : This request has been per APPRVTO : This request has been per ATMCHECK : Warning: This expense r ATNAMTER : The sum of the cost per ATNCLEAR : Some attendees have be	ptional): ifferent from the prior policy. Please review the allocations. Ing approval longer than allowed by policy. The report owner should contact their Approver for ding approval longer than allowed by policy. The request owner should contact their Approver ding approval longer than allowed by policy. The request owner should contact their Approver approval longer than allowed by policy. The request owner should contact their Approver approval longer than allowed by policy. The request owner should contact their Approver approval contains a regular expense entry created from a Cash Advance transaction. The transa- attendee does not add up to the expense total. In removed from this expense because they are not allowed under the new policy. Please rev

	Request Exception Analysis Process Payment Date Between Aug 1, 2014 and Oct 15,	20
one1, User		
1006 : Sep 3, 2014 : Invoice Date - May 5, 2012 : Acme (ACH)		
	Report Exceptions	:
Exception Code	Exception Text	Cle
APPRVTO	This request has been pending approval longer than allowed by policy. The request owner should contact their Approver for instructions before resubmitting. If you are not the owner but have been forwarded the request, follow the approval steps according to your policy - this may involve approving the request or assigning it to another Approver for further review.	



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

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Exception Code	<report Exception Code></report 	[Request Exceptions and Comments].[Exception Code]	Displays the request and comment exception code
Exception Text	<report Exception Text></report 	[Request Exceptions and Comments].[Exception Text]	Displays the request and comment exception text
Cleared	<report Exception Cleared?></report 	[Request Exceptions and Comments].[Cleared]	Displays whether the request and comment is cleared
Comment	<report Comment></report 	[Request Exceptions and Comments].[Comment]	Displays the request and comment comment
Commenter	er <pre><report [request="" and="" commenter's="" displays="" exceptions="" name="" request="" the=""></report></pre> IRequest Exceptions and Commenter's Name] Displays the request commenter on the name		Displays the request and comment commenter's name
Expense Type Name	<expense type=""></expense>	[Line Item Exceptions and Comments].[Expense Type]	Displays the request and comment expense type
Amount	<approved Amount></approved 	([Line Item Exceptions and Comments].[Approved Amount])	Displays the request and comment approved amount
Exception Code	<line item<br="">Exception Code></line>	[Line Item Exceptions and Comments].[Exception Code]	Displays the line item exceptions and comments exception code
Exception Text	<line item<br="">Exception Text></line>	[Line Item Exceptions and Comments].[Exception Text]	Displays the line item exceptions and comments text
Cleared	<line item<br="">Exception Cleared?></line>	[Line Item Exceptions and Comments].[Cleared]	Displays the line item exceptions and comments cleared
Comment	<entry Comment></entry 	[Line Item Exceptions and Comments].[Comment]	Displays the line item exceptions and comments comments
Commenter	<entry Commenter's Name></entry 	[Line Item Exceptions and Comments].[Commenter's Name]	Displays the line item exceptions and comments commenter's name

Report: Request Header ExceptionsAvailable to: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

	Request Header Exceptions	
Prompts		
Process Payment Vear:	1996 2000 2001 2002 2003 2004 2005 2006 2007 2007 Select all Deselect all	
Exception Text:	Actual Room Rate is Higher than the Reserved Room Rate All expense reports for this employee must be audited closely. All miscellaneous transactions require comments and will be audited. Please consider using another expense type. Annual Entertainment expenses exceed \$375 for this attendee. Car Rental includes Fuel Service fee, please review. Car Rental includes Fuel Service fee, please review. Cara de más de \$ 500 MXN requiree una revisión adicional y de auditoría. Company policy requires refueling rentals. Please enter a comment explaining why you did not refuel. Company policy states that you are not allowed to spend more than 15 dollars per attendee for Contractors please adjust and resubmit. Corporate Policy is to refuel rentals prior to drop off. Please enter a comment as to why you did not refuel. Corporate policy is to refuel rentals prior to drop off. Please enter a comment as to why you did not refuel. Entered Mileage is greater than calculated Google mileage.	Select all Deselect all
		Cancel Finish

Report Output

Request Header Exceptions			
Process Payment Year: and no missing values AND Exception Text: and no missing values			
2 Process Payment Year: Ascending order			
# Exceptions 2014 Summa			
2147483647 This request has been pending approval longer than allowed by policy. The request owner should contact their Approver for instructions before resubmitting. If you are not the owner but have been forwarded the request, follow the approval steps according to your policy - this may involve approving the request or assigning it to another Approver for further review.		1	
2147483647	1	1	
Summary			

Data Item Label/Name	Data Item Expression	Data Item Description
Process Payment Year	' '+ParamDisplayValue('Process_Paymen t_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	' '+ParamDisplayValue('Exception_Text')	Displays the exceptions selected from the Exception Text prompt on the Prompts page

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

Request Line Item Exceptions					
Prompts					
Process Payment Year:	1996 2000 2001 2002 2003 2004 2005 2006 2007 2008 2009 2008				
Exception Text:	All invoices require a purchase order. Please create a purchase order and update the payment request. Amount exceeded \$1000.00. Invoice will be audited by AP. Do you need to include a tax coupon? Receipts are required for Purchase Orders. Please add receipts to purchasing system or send to purchasing for resolution. The calculated tax amount is different from the tax amount submitted by vendor. The calculated tax amount is different from the tax amount submitted by vendor. The calculated tax amount is different from the tax amount submitted by vendor. The calculated tax amount and Account Code (G/L Code) is not a valid selection. Please choose a G/L appropriate for use with the selected Cost Center. You have exceeded the allowed amount per UCC search. Please correct and then submit.				
	Select all Deselect all				
	Cancel Finish				

Report Output

	Request Line Item E	xcep	τŧ
7	Process Payment Year: and no missing values AND Exception Text: and no missing values		Ś
2 ‡	Process Payment Year: Ascending order		Ş
# E	xceptions	2008	25
1	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.	317	Ź
	1	317	3
99	Department 0000 is required for this balance sheet account.		3
	Region 000 is required for this balance sheet account.		Ż
	You have selected a Vendor that can't be used with your Operating Unit. Please select another Vendor or change your Operation Unit.		Ş
	You have selected an invalid combination of Operating Unit and Company.		3
	99		Į
Sur	nmary	317	3

	cep	otior	ıs				
Έ	2008	2009	2010	2011	2012	2013	Summary
Ş.	317	390	21				728
ξ	317	390	21				728
Σ				3			3
Ś				4			4
Σ					4		4
Σ						1	1
ζ				7	4	1	12
Σ	317	390	21	7	4	1	740

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Process Payment Year	' '+ParamDisplayValue('Process_Paymen t_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

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

Report: Request LineItem Exceptions Detail ReportAvailable to:Intelligence

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

Re	equest Line Item Exceptions Detail Report
Date Range	
Submit Date:	From: Oct 10, 2016 ● Earliest date To: Oct 10, 2016 ● Latest date
Exception Level:	0 1 2 3 4 5 6 7 8 9 10 Select all
Employee:	Keywords: Type one or more keywords separated by spaces. Search intervel
	Cancel Finish

Request Line Item Exceptions Detail Report						
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 anothe Vendor or change your Operation Unit.
Aceveda, Lynan 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.
Acevedis, 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.
Aceveda, 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.
Aceveda, 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.
Aceveda, Lynan 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.
Aceveda, 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.

Ş	Request Name	Expense Type Name	Total Requested (rpt)
another	Garmer	63130-Cellular/Pager Charges	0.00
Ş	Saffebake 1508904	15130-Computer Equipment & Peripherals	443.05
Ş	Saffebaice 1533675	15130-Computer Equipment & Peripherals	21,066.83
Ś	Softchoice 1548382	15130-Computer Equipment & Peripherals	21,804.82
Ş	2ames 5093118.70111	15130-Computer Equipment & Peripherals	28,109.34
Ş	048 8630682-02	13105-Prepaid Royalties	11,904.50
Ş	2amaa 505.70153,20302	15130-Computer Equipment & Peripherals	42,625.89

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_Emp loyee')	Displays the employee(s) selected from the Employee prompt on the Prompts page	

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

<u>Top 10 Longest to Approve</u> 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

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

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

Report: Top Exception ViolatorsAvailable to:IntelligenceIntelligence

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			
rompts			
Date Range			
Process Payment Date: To: Oct 16, 2014			
Options			
Total Number of Ex	Minimum ceptions:	0	
Total Exception	Minimum Amount:	0	

Report Output

Top Exception Violators Process Payment Date Between Aug 1, 2014 and Oct 15, 2014 Reporting Currency: USD				
R	Requesting Employee	Employee ID	Number of Exceptions	Total Exception Amount
	ne1, User	user 11	1	0.00

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 Header and Footer

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

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.

Top Invoice Spende	op Invoice Spenders By Employee - Details				
Prompts	rompts				
Date Range					
Process Payment Date:	From: May 6, 2010				
Additional Fil	Additional Filters				
From 1 Rank: To: 1	0				

	Top Invoice Spenders By Employee - Details Process Payment Date Between Jan 1, 2010 and May 6, 2010 Reporting Currency: USD				
Rank	Employee	Employee ID	Request Name	Request ID	Total Approved Amount
1	Fogle, Richard	31	Dell XDK73TKC6	D2E1A6DA0E8F4E5EAB65	109,263.44
			AT&T 71955 121009	D7E231CE42DD4FE6B65F	76,151.53
			AT&T 80019258195 121909	E60592826D104427BC23	75,468.10
			Sprint 924667617 121909	17244C5900B8447198FD	69,149.81
			CDW RBG2656	BBFD9A0E3FF74E30B3F6	62,811.39
			AT&T 1717884421786 120109	BEA24646DDA24647B486	55,076.36
			AT&T 8310000833365 121909	E83E3D97963C4EA1AAA0	35,229.21
			AT&T 8310000658856	491928F9455A42A6B2AA	14,677.42
			Sprint 13129782 010910	FF060CF3C67A48CFBB94	9,103.04
			AT&T CCTG-CCTW02 010110	C901F8851D9B44A386A2	3,928.32
			AT&T CCTG-CCTW03 010110	E723BB1654234DD6AD73	1,688.80
			Verizon 00010045227187Y 121909	F38264EB627543ECA345	742.22
			AT&T 63096835975475 122809	C7C874ED46CA4C3788D3	127.83
			AT&T 0565316587001 122809	97C8EDD56AA84BD5B03F	36.60
1	Fogle, Richard-	31			513,454.07
2	Postel, Dan	261	IBM 9110915	D38EDFC445B540F2852F	468,000.00
2	Postel, Dan- 261				468,000.00
3	Sabatini, Warren	173	Grant Thornton 952066651	9130DC48AB4A42328094	256,527.00
			BCD 120109	68594C9EEB954D86A4D0	75,000.00
			NBTA SALES00000535	AF89BCF8D72E458AB747	50,000.00
			Kibble & Prentice 666836	1AE224A1E25B42B5BD96	12,904.00
			Leslie S Rock 011810	306CE0CD7F704891A76E	9,700.00

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

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

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Rank	<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></requesting 	[Invoice].[Payment Request Header Information].[Requesting Employee]	Displays the requesting employee's name
Employee ID	<employee id=""></employee>	[Invoice].[Payment Request Header Information].[Employee ID]	Displays the employee's ID
Request Name	<request Name></request 	[Invoice].[Payment Request Header Information].[Request Name]	Displays the requester's name
Request ID	<request id=""></request>	[Invoice].[Payment Request Header Information].[Request ID]	Displays the requester's ID
Total Approved Amount	<total approved<br="">Amount></total>	[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 userdefined rank range (e.g. 1 to 10) sorted by rank ascending.

TOP INVOICE SPENDERS BY EMPLOYEE - SUMMARY			
Date Range			
Process Payment Date:	From: ○ Oct 10, 2016		
Rank:	From: Constrained for the second sec		
	Cancel Finish		

Top Invoice Spenders by Employee - Summary

🍸 Process Payment Date: On or after Jan 1, 2010

Y Rank (Total Approved Amount (rpt)): Between 1 and 10

Rank (Total Approved Amount (rpt))	Requesting Employee	Total Approved Amount (rpt)
1	Fogle, Richard	513,454.07
2	Postel, Dan	468,000.00
3	Sabatini, Warren	430,265.42
4	Kohr, Lisa	293,671.34
5	Higgins, Charles	291,948.86
6	Payne, Yulu	282,697.25
7	Khrenovsky, David	231,724.03
8	Pascual, Scott	195,072.29
9	Staley, Stephen	189,157.47
10	Stuppard, Prashant	180,754.38
Summary		3,076,745.11

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<br="">Approved Amount (rpt))></rank>	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></requesting 	[Invoice].[Payment Request Header Information].[Requesting Employee]	Displays the name of the top (ranked) requesting employee
Total Approved Amount (rpt)	<total approved<br="">Amount (rpt)></total>	[Invoice].[Payment Request Header Information].[Total Approved Amount (rpt)]	Displays the total approved amount for the top (ranked) employees

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

TOP INVOICE VENDOR SPEND - DETAILS				
Date Range	Date Range			
Select Date:	 Process Payment Date First Approval Date * YTD Fiscal YTD Selected Date Range 			
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 YTD Fiscal YTD Selected Date Range 	
Process Payment Date:	From: Mar 15, 2019 To: Mar 15, 2019 To:	
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 To:	
Payment Status:	Payment Status	
Rank:	From: 1 To: 10	
	Cancel Finish	

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 (110)
Reporting Currency:	[Main].[Reporting Currency]	Displays the currency code in which the reporting currency is shown (for example, USD, CAD, GBP)

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

Report: Top InvoiceVendor Spend - SummaryAvailable to:Intelligence

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

TOP INVOICE VENDOR SPEND - SUMMARY				
Date Range				
Select Date:	 Process Payment Date First Approval Date * OYTD Selected Date Range 			
Payment Status:	Payment Status			
Rank:	From: I Lowest value To: I Highest value			
	Cancel Finish			

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 To:			
Payment Status:	Payment Status			
Rank:	From:			
	Cancel Finish			

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			
Summa	Summary 657,421.71				

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 (110)
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		

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

Report: Unsubmitted Requests by Approver – DetailAvailable to: Intelligence

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

Report Prompts

UNSUBMITTED REQUESTS BY APPROVER - DETAIL					
Date Range					
Invoice Date:	From: ○ Oct 10, 2016				
	Cancel Finish				

Report Output

			Unsubr	nitted Requests	by Ap	prover	- Detail		
🍸 Invoice E	Date: Between Jan	1, 2010 and Mar 31, 2010 AND	Exclude Submitte	d Requests	-				
2 Request	t Name: Ascending	g order; Supplier Name: Ascend	ing order; Supplie	er Invoice Number: Ascending	g order				
Default Approver	Default Requesting Approver Request Name Supplier Supplier Invoice Number Invoice Created 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, Mar	ndy								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, Kristin	ia							3,355.00
Boone, Sand	dra								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

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 Header and Footer

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

Chapter 12: Folder – Invoice

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Total Requested	<total Requested></total 	[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.

	TTED REC DVER - SU	QUEST: MMAR	S BY Y
Date Range			
Invoice Date:	From: Oct 10, 20 Earliest date To: Oct 10, 20 Latest date	016	•
		Cancel	Finish

UNSUBMIT	TED REQUESTS or after Jan 1, 2016	BY APPRO	VER - SUMMARY
Default Approver	Requesting Employee	Request Count	
		1	
		34	
		2	
		1	
		1	
		1	
		40	
Brown, Terry T		3	
Brown, Terry T		3	
Davis, Pat R	Brown, Terry T	690	
Davis, Pat R		690	
		1	
		1	
		3	
		3	
Summary		737	

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

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

Report: Unsubmitted Requests RankAvailable to:☑ Analysis☑ Intelligence

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

UNSUBMIT	TED REQUESTS RANK
Date Range	
Created Date:	From: ○ Oct 10, 2016 ● Earliest date To: ○ Oct 10, 2016 ■ ▲ ▲ ▲ ▲ ▲ ▲ ▲
	Cancel Finish

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			

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

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

Date Range Submit Date: ror: Oct 30, 2018 ro: Oct 30, 2018 Show only Cost Object Steps: Ver Deselect Search Choice:	rompts	WORKFLOW AGING - DETAILS	
Show only Cost Object Steps: Image: Choice: Choice: Choice: Options \$ Results: Select all Deselect all Select all Deselect all Select all Deselect all Select all Deselect all Employees: Results: Insert Image: Choice: Options \$ Select all Deselect all Select all Deselect all Select all Deselect all Select all Deselect all Select all Deselect all		Date Range Submit Date: From: Oct 30, 2018 Image: To: Oct 30, 2018 Image: To:	
Keywords: Type one or more keywords separated by spaces. Options % Results: Insert • Remove Select all Deselect all Select all Deselect all Choice: Select all Deselect all Choice: Type one or more keywords separated by spaces. Select all Deselect all Select all Deselect all Select all Deselect all Choice: Type one or more keywords separated by spaces. Select all Deselect all Select all Deselect all	Show only Cost Object Steps:	Yes Deselect	
Keywords: Type one or more keywords separated by spaces. Search (a) Options (b) Results: Insert (c) (c) (c) Select all Deselect all	Approvers:	Keywords: Type one or more keywords separated by spaces. Search Options Results: Insert Remove Elect all Deselect all	Select all Deselect all
	Employees:	Keywords: Type one or more keywords separated by spaces. Search Options \leq Results: Insert Remove Select all Deselect all	Select all Deselect all
PO Attached:	PO Attached:	N All Deselect	

WOF Submi PO Att	RKFLOW A t Date: Betweer ached: All	GING - DETAILS 1 Jan 1, 2015 and Oct 30, 201	8										
Age	Request Name	Request ID	Approval Status	Approver	Role	Cost Center	Step	ls Cost Object Step	Approver Received Date	Requesting Employee	Submit Date	Request Currency	Total Approved Amount
1,281		9DBB44A2819C4F6DAC8F	Pending Approval	1	Invoice Approver		Manager Approval	No	Apr 28, 2015 10:20:04 PM	p=- ==	Apr 28, 2015	USD	100.00
1,275	100.000	1BF4C8F8701A4C93B1E9	Pending Approval	1,000	Invoice Approver		Manager Approval	No	May 4, 2015 10:37:56 PM	p	May 4, 2015	USD	500.00
1,275		F4F6CB42968E4302A012	Pending Approval	1.00	Invoice Approver		Manager Approval	No	May 4, 2015 10:23:36 PM	p	May 4, 2015	USD	300.00
1,273	10.708	2844AE6C74E343CA86A3	Pending Approval	1000	Invoice Approver		Manager Approval	No	May 6, 2015 11:22:14 PM	Pres 144	May 6, 2015	USD	1,000.00
1,273	10.00	A396FF2480E9484C93A5	Pending Approval	1.000	Invoice Approver		Manager Approval	No	May 6, 2015 11:17:20 PM	p	May 6, 2015	USD	200.00
1,237	-	4E0FAED9E9CB46B49F61	Pending Approval	144, 747	Invoice Approver		Manager Approval	No	Jun 11, 2015 2:46:45 AM		Jun 11, 2015	USD	45.00
1,231	10000.000	94B8A7BF34CA4DCF8923	Pending Approval	144,741	Invoice Approver		Manager Approval	No	Jun 17, 2015 3:35:01 PM		Jun 17, 2015	USD	400.00
1,226		54303F83B16145D2B5CE	Pending Approval	144,745	Invoice Approver		Manager Approval	No	Jun 22, 2015 2:58:37 PM		Jun 22, 2015	USD	200.00
1,224		C7235FD22E294B76BCA7	Pending Approval	1000.000	Invoice Approver		Manager Approval	No	Jun 24, 2015 8:46:07 PM		Jun 24, 2015	USD	100.00
1,217	144	1BD65BB03F5A4DFBA408	Pending Approval	144.747	Invoice Approver		Manager Approval	No	Jul 1, 2015 10:28:04 PM	p== 3=0	Jul 1, 2015	USD	1,080.00
1,167	-	B27E559C4BAE4EBEAB0B	Pending Approval	100.101	Invoice Approver		Manager Approval	No	Aug 20, 2015 9:05:05 PM	Pres 244	Aug 20, 2015	USD	100.00
1,167	201	DD1A7F2F5F814BE89D38	Pending Approval	144,747	Invoice Approver		Manager Approval	No	Aug 20, 2015 5:39:13 PM	p== ==	Aug 20, 2015	USD	899.95
1,166	121 f	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	125	Cost Object Approver		Cost Object Approval	Yes	Nov 2, 2015 6:27:24 PM	Pres 144	Nov 2, 2015	USD	25.00
1,093	-	BA9D00F627994BACBD87	Accounting Review	125	Cost Object Approver		Cost Object Approval	Yes	Nov 2, 2015 10:54:26 PM		Nov 2, 2015	USD	25.00
844	10.071	9D2A6C312934475F8C72	Pending Approval	125	Invoice Approver		Adhoc Manager Approval	No	Jul 8, 2016 5:30:07 PM	Per 141	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	74454 T.S.	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 Approve
100.00	100.00	A397EC0391AF42379C07AF02A69904D9	Concave	0	0			Limit Approval	
500.00	500.00	52349EE2C06C4F07A9632BCF4DE9D3DA	Elefteria	0	0			Limit Approval	125
300.00	300.00	2233	Sagapo	0	0			Limit Approval	
1,000.00	1,000.00	94C7B35B24B2422CAFF7C94362CB4653	Concave	0	0			Limit Approval	125
200.00	200.00	D6779C4A36DF4CBB94800D8404DB6EB1	Pralin 200	0	0			Limit Approval	125
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	-

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

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

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

	Workflow Cy	cle Times - Details		
Prompts				
Da	te 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 e Options ⊗ Results:	separated by spaces. Search ⓐ Insert ≱ ♦ Remove	Choice:	
PO Attached:	Select all	Deselect		Select all Deselect all
				Cancel Finish

Johning Cu	Tency. USD							
lanager	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
own, Terry	т			2				1,111.43
Davis, Pat R Brown, Terry T	Brown, Terry	TerryBrown		9A1E2621D286476BBB5F	Jun 14, 2016	Jun 14, 2016	Jun 14, 2016	100.00
			- <u></u> -	9A1E2621D286476BBB5F	Jun 14, 2016	Jun 14, 2016	Jun 14, 2016	1,000.00 1111.43 1,111.43 100.00 100.00 200.00
ivis, Pat R				1				200.00
mmary				3				1,311.43

Approved Amount	Line Items	Invoice Header Exceptions	Invoice PO Matching Exceptions	Submission (Days)	Approval (Days)	Date	Approv Approver	als Step	Da		
1 000 00	1	0	0	0	0	Jun 18, 2016	Brown, Terry T	Auth approver			
1,000.00		0	0	Ū	U	Jun 18, 2016	Brown, Terry T	Approval for Processing			
111 /3	1	0	0	0	0	Jun 14, 2016	<u>Brown, Terry T</u>	Auth approver			
111.45		U	0	0 0		Jun 14, 2016	Brown, Terry T	Approval for Processing			
1,111.43	2	0	0	0.00	0.00						
						Jun 14, 2016	Davis, Pat R	Auth approver			
400.00	0	0	0 0	0	0	0	0	Jun 14, 2016	<u>Davis, Pat R</u>	Adhoc Manager Approval	
100.00	ſ	0		Ū	U	Jun 14, 2016	<u>Davis, Pat R</u>	Adhoc Manager Approval			
						Jun 14, 2016	Davis, Pat R	Approval for Processing			
						Jun 14, 2016	<u>Davis, Pat R</u>	Auth approver			
100.00	100.00 1 0 0 0 0 1 Jun 14, 2016	0	0		0	Jun 14, 2016	<u>Davis, Pat R</u>	Adhoc Manager Approval			
100.00		<u>Davis, Pat R</u>	Adhoc Manager Approval								
					Jun 14, 2016	<u>Davis, Pat R</u>	Approval for Processing				
200.00	2	0	0	0.00	0.00						
1,311.43	4	0	0	0.00	0.00				_		

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

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Approver	<approver></approver>	[Approvers].[Approver]	Displays the approver
Employee	<employee></employee>	[Request Details].[Requesting Employee]	Displays the employee
Employee ID	<employee id=""></employee>	[Request Details].[Requesting Employee ID]	Displays the employee ID
Request Name	<request Name></request 	[Request Details].[Request Name]	Displays the request name
Request ID	<request id=""></request>	[Request Details].[Request ID]	Displays the request ID
Created Date	<created date=""></created>	[Request Details].[Created Date]	Displays the created date
Submitted Date	<last submitted<br="">Date></last>	[Request Details].[Last Submitted Date]	Displays the submitted date
Process Payment Date	<process Payment Date></process 	[Request Details].[Process Payment Date]	Displays the process payment date
Approved Amount	<total approved<br="">Amount (rpt)></total>	[Request Details].[Total Approved Amount (rpt)]	Displays the approved amount
Invoice Header Exceptions	<number of<br="">Exceptions></number>	[Request Details].[Number of Exceptions]	Displays invoice header exceptions
Invoice PO Matching Exceptions	<invoice po<br="">Matching Exceptions></invoice>	[Request Details].[Invoice PO Matching Exceptions]	Displays the invoice PO matching exceptions
Submission (Days)	<submission (Days)></submission 	[Request Details].[Submission Time (Days)]	Displays the submission (days)
Approval (Days)	<approval (Days)></approval 	[Request Details].[Submission to Extraction Time (Days)]	Displays the approval (days)
Date	<approval date=""></approval>	[Invoice].[Payment Request Workflow Trail].[Step Action Date/Time]	Displays the date
Approver	<approver></approver>	[Invoice].[Payment Request Workflow Trail].[Employee Assigned to Step]	Displays the approver
Step	<step></step>	[Invoice].[Payment Request Workflow Trail].[Step]	Displays the workflow step
Days	<approver Time></approver 	_days_between([Invoice].[Pay ment 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(Requ est ID)	<aggregate(req uest ID)></aggregate(req 	[Request ID]	Displays the aggregate (request ID)
Total(Number of Line Items)	<total(number of Line Items)></total(number 	[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

Workflow Cycle Time	es - Summary by Manager
Prompts	
Date Range	
Process Payment Date :	From: Oct 30, 2018 To: Oct 30, 2018 To: To: To: To: To: To: To: To
Options	ΟΥ
PO Attached:	● All Deselect
Cance	el Finish

Report Output

Workflow C Process Paymer Reporting Currer PO Attached: All	Cycle Times nt Date: Between ncy: USD	- Summary by Jan 1, 2015 and Oc	/ Manage at 30, 2018	ər		
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('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

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Manager	<employee Assigned to Step></employee 	[Workflow].[Employee Assigned to Step]	Displays the manager
Request Count	<request Count></request 	[Report].[Request Key]	Displays the request count
Approved Amount	<total approved<br="">Amount (rpt)></total>	[Report].[Total Approved Amount (rpt)]	Displays the approved amount
Line Items	<number line<br="" of="">Items></number>	[Report].[Number of Line Items]	Displays the line items
Invoice Header Exceptions	<number of<br="">Exceptions></number>	[Report].[Number of Exceptions]	Displays the invoice header exceptions
Invoice PO Matching Exceptions	<invoice po<br="">Matching Exceptions></invoice>	[Report].[Invoice PO Matching Exceptions]	Displays the invoice PO matching exceptions
Average Days	<average time=""></average>	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.

Workflow Cycle Times - Summary by Processor			
Prompts			
Date Range			
Process Payment Date :	From: Oct 30, 2018 To: Oct 30, 2018 To: To:		
Options			
PO Attached:	♥ N ● All Deselect		
Cancel Finish			

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
term. History	5	477.26	8	0	0	0.00
Internet Second	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
Territory, Territory, M.	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('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

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

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