

Quick Reference Guide:

How to Run the Purchase Orders and Payments Report



Purpose:

The Purchase Orders and Payments report will give Project Managers, Project Participants, and/or Financial Analysts access to information for their data level access. All Purchases Order statuses are available in this report.

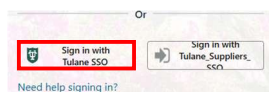
REQUIREMENT: To view data, users must have the Project Manager, Project Participant or Financial Analyst role. To obtain one of these roles, please submit a WaveWorks Service Now Access request including the data level needed to receive.

Step-by-Step:

Log into Gibson and click on WaveWorks Analytics & Reports link.



Use Tulane's SSO to sign in.



Click on the Navigator.



This is in the upper left hand of the screen.

Click on Catalog.



Click on Shared Folders.



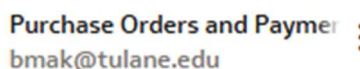
Click on Custom.



Click on FDI Production.



Open the report.



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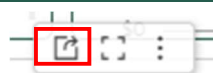
Make selections from available search criteria.

Each selection will change the data below.

Fiscal Period	Payment Project	Payment University Activity	Supplier Number	Payables Source Name	Payment Method Name
Jun-26	All	All	All	All	All
Fiscal Year	Payment Cost Center Progr...	Payment Natural Account	Supplier Name	Purchase Order Number	Invoice Number
All	All	All	All	All	All

L5, L4, L3 (A grouping of Cost Centers for Reporting)

Review or Export the data.



Payments Report Tab:

The Payments Report Tab will show the following information for any payment that has been made in the system. If payment information is not here, then there is no payment information available, and payment has not been made against the invoice:

GL Account Combination	The activity that was recorded in the General Ledger
Fiscal Year	The fiscal year the activity was recorded
Fiscal Period	The month the activity was recorded
Payment Cost Center	The Cost Center where the activity occurred
Payment Cost Center Program	Will be 00000 if no Cost Center Program was used
Payment Project	Account including GL, Non-Sponsored, and Sponsored Projects
Payment Natural Account	Nature or classification of the transaction
Payment University Activity	Will be 0000 if no University Activity code is associated with the project



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Purchase Order Number	Transactions associated with the Expense Module will not show a Purchase Order Number
Purchase Order Line Number	Transactions associated with the Expense Module will not show a Purchase Order Line Number
Supplier Number	Will only show for Procurement Suppliers
Supplier Name	Will show the employee name for Expense Reports
Invoiced Date	Date of the Invoice
Invoice Creation Date	Date the Invoice is entered into WaveWorks
Invoice Number	The invoice number Expense Report numbers will show if this is associated with an expense report
Invoice Description	Expense report title or the description of the requisition will show here
Line Number	Will show the line number of the expense report or requisition
Distribution Description	Will show the Description or the Expense Type for an expense report
Payables Source Name	Where is the transaction from, i.e. Expense Reports, B2B XML invoice (punch out)
Payment Method Name	Will show how the payment was made, i.e. check, electronic, etc.
Payment Date	Date the payment was made
Payment Cleared Date	The date the payment was reconciled within Tulane's bank account
Payment Document Number	The internal Tulane number associated with the payment



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Payment Document Identifier	The internal Tulane number assigned to the payment
Payment Status Name	Will show if the payment has been cleared, voided, etc
Expense Distribution Amount	The amount of the payment specific to the line item
Payments Amount	The total amount of the payment made to the vendor- this may include multiple lines or invoices
Payment L3	A grouping of Cost Centers for Reporting
Payment L4	A grouping of Cost Centers for Reporting
Payment L5	A grouping of Cost Centers for Reporting

Purchase Order Report Tab:

The Purchase Order Report Tab will show the following information for any purchase order within the system regardless of status:

PO Cost Center	The Cost Center where the activity occurred
PO Cost Center Program	Will be 00000 if no Cost Center Program was used
PO Project	Account including GL, Non-Sponsored, and Sponsored Projects
PO Natural Account	Nature or classification of the transaction
PO University Activity	Will be 0000 if no University Activity code is associated with the project
Requisition Number	Requisition Number associated with the PO
Entered By	The requisitioner and PO owner



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Purchase Order Number	The unique number identified with the PO
Status	The status of the PO, this report will show all statuses
Purchase Order Description	Will denote if a PO is an Annual Purchase Order
Project Detail- Project Number	The Project Number charged Will show No Value if a GL Project is charged or if a user has incorrectly put a Project in the Charge Account
Purchase Order Line Number	The line number of the item on the Purchase Order
Purchase Order Line Description	This will show what was purchased
Supplier Number	The unique supplier number associated with each supplier
Supplier Name	The name of the Supplier
GL Account Combination	The activity as it was recorded in the General Ledger
Total Amount	The total amount of the PO
Received Amount	Will show any system receipts done against the PO
PO L3	A grouping of Cost Centers for Reporting
PO L4	A grouping of Cost Centers for Reporting
PO L5	A grouping of Cost Centers for Reporting

