



PECOS P2P

Standard Reporting Guide

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Company Confidential

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1 Introduction

1.1 About this Guide

This guide describes the Standard PECOS P2P Reporting solution to the end business user.

The audience is intended to be those users within a PECOS P2P buying organisation who are responsible for the provision of regular business reports to the key stakeholders.

The guide covers the components of the solution and how to use them. It explains how to use the reporting platform and the meaning and content of the report extracts, in order that users are able to deliver the informational value to their organisation.

1.2 Overview

Each organisation in PECOS needs to report its activities managed through the P2P platform. It is impossible to satisfy all requirements with a set of pre-canned "standard" reports. To this end PECOS P2P offers a standard reporting solution comprising 'Master Extracts' that is available to all customer organisations. The solution comprises:

- A web reporting technology platform (based around the Actuate Interactive Report viewing technology)
- A pre define set of data extracts to which the Actuate platform is applied, to provide reporting that is appropriate to each buying organisation.

This delivers a flexible approach that should satisfy the majority of reporting needs of individual buying organisations. Each business is able to format, schedule and distribute reports across their organisation.

Should an organisation have a wider requirement to more fully integrate with other reporting technologies, Elcom can provide a data warehouse solution.

1.3 About Elcom

Elcom Systems is a trading company of Elcom International Inc., a leading global provider of remotely-hosted automated procurement and electronic marketplace systems with over twenty years experience in electronic commerce. Elcom offers the most cost-effective remotely-hosted eProcurement solution available today and with clients in the US and UK, provides purchasing solutions for the world's largest public sector eProcurement contract. For more information please contact <http://www.elcom.com>.

1.4 About PECOS

PECOS is a fully hosted 'cloud' solution that enables buying organisations of all sizes to automate their purchasing processes and leverage the benefits of eProcurement.

PECOS is not installed directly within your organisation but resides in a remote data centre: as a PECOS user, the system is simply available from anywhere within your organisation from any desktop running a standard a web browser as well as from iPad, iPhone, Blackberry or Android.

PECOS P2P is an easy to use and convenient application for ordering all maintenance, repair, and operations (MRO) items, goods and services your organisation needs to run its day-to-day business. PECOS P2P provides a full-circle P2P solution: from ordering via electronic catalogues, through approval routing, to delivery and financial settlement. A wealth of information is captured and reported to support purchasing professionals for more effective management of strategic suppliers.

At the heart of PECOS P2P is a best of breed workflow engine which manages transactions and approvals, and supports seamless interfaces into finance and ERP systems. Purchase information and General Ledgers can be updated in real time with easy reconciliation of commitments and spend at period end.

PECOS P2P works for suppliers too. Suppliers can receive orders by multiple channels - from eMail to direct electronic XML interface with a supplier's Sales Order Processing System. Invoices can be processed through PECOS P2P, or suppliers can submit electronic invoices directly for two or three-way matching and settlement.

2 Actuate Interactive Report Viewer

This section provides an overview for getting started with the reporting platform. It covers accessing the reports from within PECOS and the features that are available.

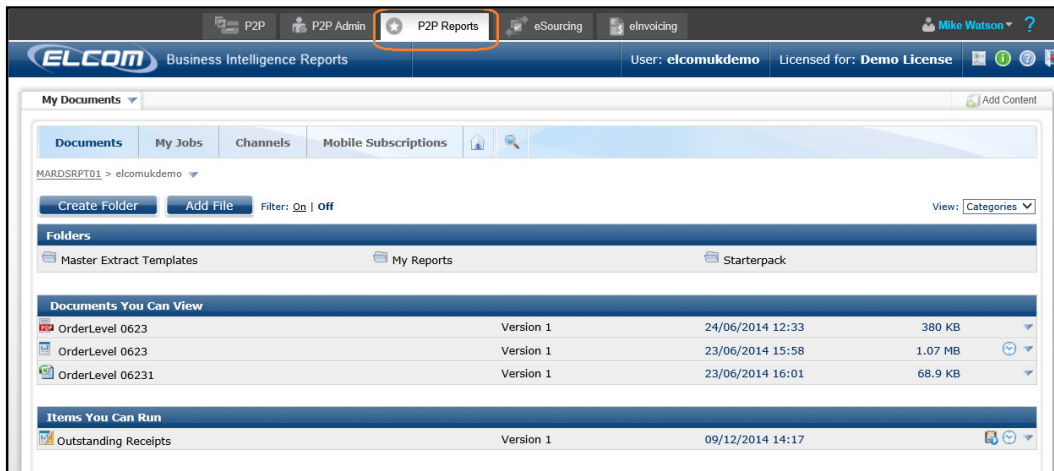
For additional detail on how to exploit the full features of the reporting tool users should refer to the Actuate 11 document: **'Working with Actuate BIRT Viewers'**. Additionally the **'Using info Console'** manual provides a deeper understanding of how to create report scheduling and distribution.

PECOS P2P order and invoicing information is written to the reporting tables on a nightly basis. Therefore reports are not real-time but are accurate to the close of business of the previous day.

2.1 Access

Only users who have been assigned access rights to the Reporting Module in PECOS P2P will be able to run reports. They will only be able to report on data to which they have been granted access. This ensures data integrity by not allowing users access to data to which they have not been granted permission by their PECOS P2P administrator.

To access the reporting module, login to your PECOS site and click on the **P2P Reports Tab**.



Reporting home page

Selecting the reports option will open a new portal window where the report folders will be displayed.

2.2 Features of the Viewer

The following features and folders are available in the Report Viewer:

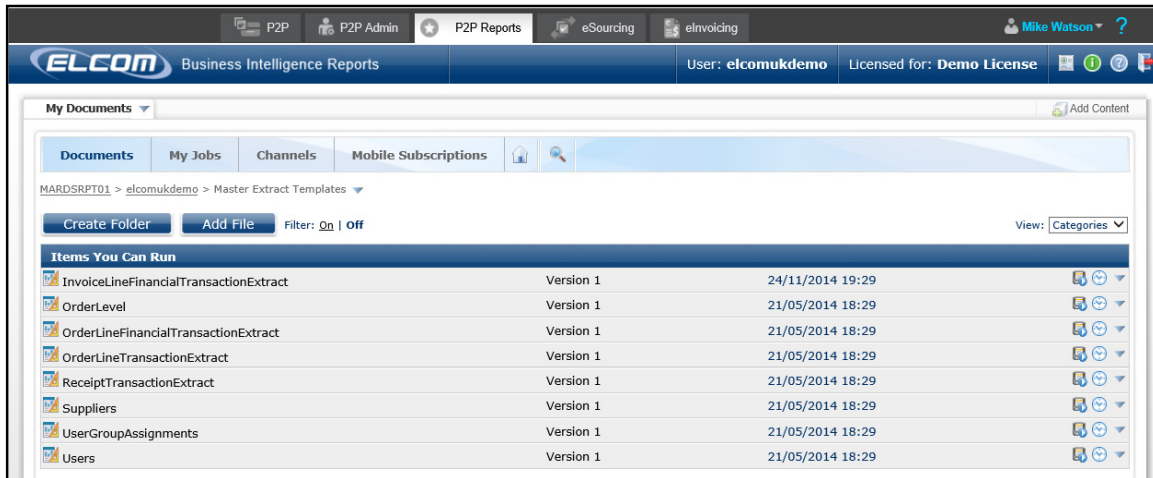
- View reports.
- Print reports.
- Export data from the reports in many formats including:
 - PDF
 - Microsoft Excel
 - RTF
- Run Reports (selecting parameter values).
- Schedule reports, including the distribution of a report (e.g. to email addresses).
- Build new reports based on the standard report extracts, undertaking such changes as:
 - Add computed columns
 - Add page breaks in a report
 - Apply conditions and format data strings
 - Create aggregate data in a report table
 - Hide or show report items
 - Link to the report page
 - Modify summary tables
 - Modify text attributes and alignment
 - Move, hide, show, and delete report columns

3 The Standard Report Extracts

This section lists the Master Extract reports, describing the content of the extract, the parameters that can be applied and the fields that are returned.

As already discussed, the PECOS standard reporting solution comprises a set of transactional and administration extracts. The architecture of the application will allow incremental delivery of new or updated extracts without the need for a new release of PECOS P2P.

To access the list of master extracts, click on the **Master Extract Templates** folder.



Master extract templates folder

3.1 Transactional Extracts

These extracts contain transactional requisition, purchase order, receipt and invoice data. They are designed to be run at regular intervals to support organisations in creating appropriate reporting suites for their internal business customers.

3.1.1 Order Level Extract

A transactional extract of **order header summary records**. Report dimensions are the buying organisation, the person responsible for the order and suppliers.

The report intention is to allow the organisation to understand the volume and value of orders being processed.

The data is intended to be extracted at regular intervals (scheduled by the business) and presented as a table. This table is designed to allow the report viewer to manipulate the data and extract a report.

3.1.1.1 Report Parameters

Parameter	Description
Select Organisation	This will default to the highest level of the buying organisation and will be used to restrict the data extracted. The report requester will be able to select lower level groups within their organisation tree, thus filtering the data extract.
Date Criteria (Fixed Range): <ul style="list-style-type: none"> Start Date End Date 	<p>The <i>Start Date</i> will determine the first date to be used for data extraction (e.g. 'From').</p> <p>The <i>End Date</i> will determine the last date to be used for data extraction (e.g. 'To')</p> <p>If a fixed date range is used, both the Start and End Dates must be provided.</p> <p>Note that <i>either</i> a fixed date range <i>or</i> date interval must be selected.</p>
Date Criteria (Interval): <ul style="list-style-type: none"> Number of Days to Extract Extract Up to and Including 	<p>The <i>Number of Days to Extract</i> will define how many days are to be included in the report based on any end date provided. If no end date is provided, the number of days will be up to and including the previous day (e.g. 30 will extract data for the previous 30 days).</p> <p><i>Extract Up to and Including</i>, will define the date up to which the number of days to extract will be based. The date selected will be the end point for extraction for the <i>Number of Days to Extract</i>. The default is blank, meaning the previous day.</p> <p>The date range that these two parameters create will be used to select data based on the <u>purchase order date</u>. Scheduling the report at a regular interval will create a basis for effective periodic reporting (e.g. daily or weekly).</p>

	Note that <i>either</i> a fixed date range <i>or</i> date interval must be selected.
Order Issued Status	The default is "Issued", but the user may enter "In Edit", "In Approval", "Withdrawn", or "All" (Withdrawn refers to requisitions that were not issued after being submitted and were returned to the requisitioner).
Order Status	"All" is the default and the user is presented with a list of order statuses used in PECOS.
Order Receipt Status	"All" is the default and the user is presented with a list of receipt statuses used in PECOS.
Order Invoice Status	"All" is the default and the user is presented with a list of invoice statuses used in PECOS.

3.1.1.2 Report Columns

Column Heading	Derivation
Requisition No	The Identifier that the system assigns to make each requisition unique.
Requisition Type	Requisition, Public Template or Private Template.
Grouping Name	If the value is > 0 it is an identifier of a template from which the order has been generated.
Requisition Created	The date when the requisition was first saved to the system.
Requisition Submitted	When the requisition was last submitted for approval.
Original PO Number	The internal number identifier that the system assigns to the first version of the order which can be used to group all versions of an order.
PO No	The Identifier that the system assigns to make each order unique within your organisation. Subsequent version adds a numeric suffix to the original order number.
Version	This is the sequence number of the version of an order.
Order Line Count	The number of order lines in the order.
PO Date	The date on which the Purchase Order (version) was issued. If the order is still a request awaiting approval then the date will be the date of submission for approval; or if not submitted, then this will be the date the requisition was created.
PO Superseded Date	If the version has been superseded by a subsequent version then this is the date of its approval.
Required Date	When the order items are requested for delivery.
Supplier ID	The internal identifier that make the supplier unique.
Supplier Type	The system classifies suppliers with respect to the source of their items used in the ordering process. (Catalogue, Non-Catalogue, External Marketplace, Locally defined, Catalogue and Non-Catalogue, External Market and Non Catalogue.)
Supplier	The name of the supplying organisation.
Source	The system can load orders / requisitions either online or through a background process when they have been created elsewhere.
Requisitioner Name	The name of the user who raised the requisition / order.
Delivery Name	The name of the user to whom the goods or services were delivered.
Requisitioner ID	The login id of the person who raised the requisition / order.
Buy-For Id	The login id of the user for whom the requisitioner has raised the order.
Currency	The ISO currency code in which the order is raised.
Net Price	The value of all the item lines excluding the tax elements.
Estimated Delivery	The amount of estimate delivery charges that apply to the order.
Estimated Tax	The potential value of the tax that the supplier may invoice the buying organisation in relation to the order items.
Estimated Gross	The sum of the net price, estimated delivery and tax for the order.
Net Price Commitment (Order)	The difference between the net price of this version and the net price of the previous version. If there is no previous version then this is assumed to be 0 and the commitment is the full net price.

Est Delivery Commitment	The difference between the estimated delivery charge of this version and the estimated delivery charge of the previous version. If there is no previous version then this is assumed to be 0 and the commitment is the full delivery charge.
Est Tax Commitment	The difference between the estimated tax of this version and the estimated tax of the previous version. If there is no previous version then this is assumed to be 0 and the commitment is the full estimated tax.
Est. Gross Commitment	The sum of the commitments of net price, estimated delivery and tax for the order.
Requisition Status	Requisition request status.
Order Issued Status	The Orders can be: "In Edit": either not yet submitted or return to the approver; "In Approval": submitted for approval but not yet turned into an order or returned to the requisitioner; "Issued": this version has been committed. "Withdrawn": a version that having been returned to the requisitioner is cancelled.
Order Status	A status that reflects the processing of the order: "Order is Open" "Order Transmitted to Supplier" "Order Superseded by PO Change" "Order Closed in AP" "Order Manually Closed"
Receipt Status	Indicating the receipting status of the line: No Items Received; Partially Received; All Items Fully Received; Over Received.
Invoice Status	Indicating the invoicing status of the line: "No invoices received" "Fully invoiced - one or more invoices are mismatched" "One or more invoices are mismatched" "Pending initial match" "The order has been fully invoiced" "The order has been partially invoiced"
Total Invoices Received	The number of invoices received against this order version.
Invoiced Net Price	The total of the item values invoiced against this order version.
Invoiced Delivery	The total of any delivery charges invoiced against this order version.
Invoice Tax	The total of any tax invoiced against this order version.
Invoice Gross Price	The sum of invoiced values against this version of the order. This can include credit note values.
No of Invoices Paid	The number of invoices received against this order version.
Invoiced Net Price Paid	The total of the item value invoiced against this order version and settled.
Invoiced Delivery Paid	The total of any delivery charges invoiced against this order version and settled.
Invoiced Tax Paid	The total of any tax invoiced against this order version and settled.
Invoiced Gross Paid	The sum of invoiced values against the version of the order and settled. This can include credit note values.
Owning Org ID	The internal identifier of the owning organisational group within the buying organisation tree that owns the order. This identifier will allow the renaming of organisational nodes.
Owning Organisation	The name of the organisational group within the buying organisation tree that owns the order.
Full Parentage	The full path of the organisation tree of the organisational group. This is done by concatenating the identifiers of the parents of the owning group together, allowing the filtering / grouping of data into higher levels within the organisation.
Payment Type	This indicates how the order is to be settled (invoice, purchase card or other configured means).

3.1.2 Order Line Extract

A transactional extract of **order lines records**. Report dimensions are the buying organisation, person responsible for the order, commodity, category and suppliers.

The data is intended to be extracted at regular intervals (scheduled by the business) and presented as a table. This table is designed to allow the report viewer to manipulate the data and extract a report.

3.1.2.1 Report Parameters

Parameter	Description
Select Organisation	This will default to the highest level of the buying organisation and will be used to restrict the data extracted. The report requester will be able to select lower level groups within their organisation tree, thus filtering the data extract.
Date Criteria (Fixed Range): <ul style="list-style-type: none"> Start Date End Date 	The <i>Start Date</i> will determine the first date to be used for data extraction (e.g. 'From'). The <i>End Date</i> will determine the last date to be used for data extraction (e.g. 'To') If a fixed date range is used, both the Start and End Dates must be provided. Note that <i>either</i> a fixed date range <i>or</i> date interval must be selected.
Date Criteria (Interval): <ul style="list-style-type: none"> Number of Days to Extract Extract Up to and Including 	The <i>Number of Days to Extract</i> will define how many days are to be included in the report based on any end date provided. If no end date is provided, the number of days will be up to and including the previous day (e.g. 30 will extract data for the previous 30 days). <i>Extract Up to and Including</i> , will define the date up to which the number of days to extract will be based. The date selected will be the end point for extraction for the <i>Number of Days to Extract</i> . The default is blank, meaning the previous day. The date range that these two parameters create will be used to select data based on the purchase order date . Scheduling the report at a regular interval will create a basis for effective periodic reporting (e.g. daily or weekly). Note that <i>either</i> a fixed date range <i>or</i> date interval must be selected.
Order Issued Status	The default is "Issued", but the user may enter "In Edit", "In Approval", "Withdrawn" or "All" (Withdrawn refers to requisitions that were not issued after being submitted and returned to the requisitioner).
Order Status	"All" is the default and the user is presented with a list of order statuses used in PECOS.
Order Receipt Status	"All" is the default and the user is presented with a list of receipt statuses used in PECOS.

3.1.2.2 Report Columns

Column Heading	Derivation
Requisition No	The Identifier that the system assigns to make each requisition unique.
Requisition Type	Requisition, Public Template or Private Template.
Grouping Name	If the value is > 0 it is an identifier of a template from which the order has been generated.
Original PO Number	The Internal number identifier that the system assigns to the first version of the order which can be used to group all versions of an order.
PO No	The identifier that the system assigns to make each order unique within your organisation. Subsequent version adds a numeric suffix to the original order number.
Version	This is the sequence number of the version of an order.
Line No	The line number of the item in the order.
PO Date	The date on which the purchase order (version) has been issued. If the order is still a request awaiting approval then the date will be the date of submission for approval; if not submitted, then this will be the date the requisition was created.
Manufacturer	Name of the manufacturer of the item, this may be blank.
Mfr No	Manufacturers identifier for the item. This may be blank.
Item No	The suppliers Identifier for the Item.
Description	A description of the Item / service being ordered.
Item Classification	The commodity / service category applied to the Item. This is usually based on the UNSPSC taxonomy.
Item Type	Indicating if the item is a Catalogue or a Non-Catalogue (free text) purchase.
Supplier ID	The internal identifier that makes the supplier unique.

Supplier Type	The system classifies suppliers with respect to the source of their items used in the ordering process. (Catalogue, Non-Catalogue, External marketplace, Locally defined, Catalogue and Non-Catalogue, External Marketplace and Non Catalogue)
Supplier	The name of the supplying organisation.
Source	The system can load orders / requisitions either online or through a background process when they have been created elsewhere.
Requisitioner Name	The name of the user who raised the requisition / order.
Delivery Name	The name of the user to whom the goods or services were delivered.
Requisitioner ID	The login id of the person who raised the requisition / order.
Buy-For ID	The login id of the user for whom the requisitioner has raised the order.
Currency	The ISO currency Code in which the order is raised.
Qty	The number of units of the line item ordered.
UoM	The unit of measure code that the item is ordered in. Usually a subset of the ISO standard for measure. E.g. 'EA' for each or 'KG' for Kilogram.
Item Price	The price per unit for the ordered item.
Net Price	The item price multiplied by the item quantity.
Tax Code	The taxation code applied to the line. This can be empty for customers that do not implement taxation features.
Est Tax	The projected estimated value of any tax anticipated on the Invoice. This may vary from that which the supplier calculates.
Est Gross	The sum of the net price and the estimated tax.
Net Commitment	The difference between the net price of this item line version and the net price of the previous item line version. If there is no previous version then this is assumed to be 0 and the commitment is the full net price.
Est Tax Commitment	The difference between the estimated tax of this line item version and the estimated tax of the previous line item version. If there is no previous version then this is assumed to be 0 and the commitment is the full estimated tax.
Ext Gross Commitment	The sum of the commitments of Net Price and Estimated Tax for the order line item.
Order Issued Status	The Orders can be: "In Edit": either not yet submitted or return to the approver; "In Approval": submitted for approval but not yet turned into an order or returned to the requisitioner; "Issued": this version has been committed; "Withdrawn": a version that having been returned to the requisitioner is cancelled.
Order Status	A status that reflects the processing of the order: "Order is Open" "Order Transmitted to Supplier" "Order Superseded by PO Change" "Order Closed in AP" "Order Manually Closed"
Receipt Status	Indicating the receipting status of the line: No Items Received; Partially Received; All Items Fully Received; Over Received.
Invoice Status	Indicating the invoicing status of the line: "No invoices received" "Fully invoiced - one or more invoices are mismatched" "One or more invoices are mismatched" "Pending initial match" "The order has been fully invoiced" "The order has been partially invoiced"
Settlement Type	Indicating the settlement basis as either Amount Based (amt) or Quantity Based (qty)

Received Qty	Were the receipt is to be recorded in the units ordered this is the quantity of receipts for this line item.
Returned Qty	Were the receipt is to be recorded in the units ordered this is the quantity of returns for this line item.
Received Amount	Were the receipt is to be recorded against the value ordered this is the value of receipts for this line item.
Returned Amount	Were the receipt is to be recorded against the value ordered this is the value of returns for this line item.
Invoices Lines Received	The number of invoice lines that refer to this order version line item.
Invoices Lines Settled	The number of settled invoice lines that refer to this order version line item. The Invoice can represent both a debit or credit (credit note).
Invoiced Net Price	The total of the invoice item value (excluding tax) for all the invoice lines that refer to the order version item. The PO number is the same.
Invoice Tax	The total of the invoice item tax value that applies to all the invoice lines that refer to the order version item. The PO number is the same
Invoice Gross Price	The sum of the invoiced net price and the invoiced tax.
Owning Org ID	The internal identifier of the owning organisational group within the buying organisation tree that owns the order. This identifier will allow the renaming of organisational nodes.
Owning Organisation	The name of the organisational group within the buying organisation tree that owns the order.
Full parentage	The full path of the organisation tree of the organisational group. This is done by concatenating the identifiers of the parents of the owning group together, allowing the filtering / grouping of data into higher levels within the organisation.
Contract ID	The contract number for the item.
Control Regulation	A field to define if this item is a controlled substance or requires regulatory control (for example under UK COSHH legislation).
GHS Hazard Warning	The hazardous warning code conforming to the United Nations Globally Harmonized System of Classification and Labelling of Chemicals.
GTIN	The Global Trade Identification Number or any other ancillary product number or sku code for this item.
Lead Time	The lead time for delivery in days.
Long Description	The long description for the item.
Hazard Code	A hazard class which may be any regionally defined hazardous and dangerous item classification or identification (e.g. the United Nations regulation of Transportation of Dangerous Goods (TDG)).
UOM Quantity	The Unit of Measure Quantity (also known as the 'Unit of Purchase') to define the quantity of one unit of measure when the unit of measure is not 'Each' and is able to be quantified.
UOM Quantity Unit	The Unit of Measure Quantity Unit (also known as the 'Unit of Purchase Unit') to define the unit of one unit of measure quantity when a unit of measure quantity is defined.

3.1.3 Order Line with Financial Tracking Codes Extract

A transactional extract of **order lines** including full **financial tracking code** detail. Report dimensions are the organisation, requisitioner and supplier. Each line can be split and therefore can appear more than once.

The versions also deal with the variance of committed order values between the versions of the same order by posting reversals when the order is superseded.

The data is intended to be extracted at regular intervals (scheduled by the business) and presented as a table. This table is designed to allow the report viewer to manipulate the data and extract a report.

3.1.3.1 Report Parameters

Parameter	Description
Select Organisation	This will default to the highest level of the buying organisation and will be used to restrict the data extracted. The report requester will be able to select lower level groups within their organisation tree, thus filtering the data extract.
Date Criteria (Fixed Range): <ul style="list-style-type: none"> Start Date End Date 	The <i>Start Date</i> will determine the first date to be used for data extraction (e.g. 'From'). The <i>End Date</i> will determine the last date to be used for data extraction (e.g. 'To') If a fixed date range is used, both the Start and End Dates must be provided. Note that <i>either</i> a fixed date range <i>or</i> date interval must be selected.
Date Criteria (Interval): <ul style="list-style-type: none"> Number of Days to Extract Extract Up to and Including 	The <i>Number of Days to Extract</i> will define how many days are to be included in the report based on any end date provided. If no end date is provided, the number of days will be up to and including the previous day (e.g. 30 will extract data for the previous 30 days). <i>Extract Up to and Including</i> , will define the date up to which the number of days to extract will be based. The date selected will be the end point for extraction for the <i>Number of Days to Extract</i> . The default is blank, meaning the previous day. The date range that these two parameters create will be used to select data based on the <u>purchase order date</u> . Scheduling the report at a regular interval will create a basis for effective periodic reporting (e.g. daily or weekly). Note that <i>either</i> a fixed date range <i>or</i> date interval must be selected.
Budget or Account Code Filter: <ul style="list-style-type: none"> Choose Column to Search On Enter String to Search For 	Select to refine the report by an account code value used within the budget code or financial tracking code combination. <i>Choose Column</i> values: <ul style="list-style-type: none"> None = The report is not refined by any account code value used Budget Ref = The report data is to include only lines that contain the specified financial tracking code string as a Budget Code. An account code value must be entered in the <i>Enter String to Search For</i> field. Account Code = The report data is to include only lines that contain the specified financial tracking code string as an Account Code. An account code value must be entered in the <i>Enter String to Search For</i> field. <i>Enter String</i> specifies a part or complete combination of the account code value to be used to refine the report when <i>Budget Ref</i> or <i>Account Code</i> is selected.
Order Issued Status	The default is "Issued", but the user may enter "In Edit", "In Approval", "Withdrawn" or "All" (Withdrawn refers to requisitions that were not issued after being submitted and returned to the requisitioner).
Order Status	"All" is the default and the user is presented with a list of order statuses used in PECOS.
Order Receipt Status	"All" is the default and the user is presented with a list of receipt statuses used in PECOS.

3.1.3.2 Report Columns

Column Heading	Derivation
Requisition No	The Identifier that the system assigns to make each requisition unique.
Requisition Type	Requisition, Public Template or Private Template.
Grouping Name	If the value is > 0 it is an identifier of a template from which the order has been generated.
Original PO Number	The Internal number identifier that the system assigns to the first version of the order which can be used to group all versions of an order.
PO No	The identifier that the system assigns to make each order unique within your organisation. Subsequent version adds a numeric suffix to the original order number.
Version	This is the sequence number of the version of an order.

Posting Type	When an order version is Approved the values are the positive for all the lines unless this is the last version when all the live lines are by default cancelled. The previous version is "superseded" and the values on the line relate to the live lines being withdrawn.
Line No	The line number of the item in the order.
PO Date	The date on which the purchase order (version) was issued. If the order is still a request awaiting approval then the date will be the date of submission for approval; or if not submitted, then this will be the date the requisition was created.
Required Date	When the order items are requested for delivery.
Item No	The suppliers identifier for the Item.
Description	A description of the Item / service being ordered.
Item Classification	The commodity / service category applied to the Item. This is usually based on the UNSPSC taxonomy.
Non-Cat Item	Indicating if the item is a Catalogue or Non-Catalogue purchase.
Supplier ID	The internal identifier that make the supplier unique.
Supplier	The name of the supplying organisation.
Source	The system can load orders / requisitions either online or through a background process when they have been created elsewhere.
Requisitioner Name	The name of the user who raised the requisition / order.
Delivery Name	The name of the user to whom the goods or services were delivered.
Requisitioner ID	The login n id of the person who raised the requisition / order.
Buy-For ID	The login id of the user for whom the requisitioner has raised the order.
Currency	The ISO currency Code in which the order is raised.
Qty	The number of units of the line item ordered.
Item Price	The price per unit for the ordered item.
Net Price	The item price multiplied by the item quantity.
Net Act Code Commitment	The value to be posted against the account code. (Net price x line% split for the code). The value will be positive when the status is approved however if superseded (or cancelled) the postings will be reversals (i.e. negative) of the original amounts. This is because the version will appear twice: the second being the negative values.
Order Issued Status	The Orders can be: "In Edit": either not yet submitted or return to the approver; "In Approval": submitted for approval but not yet turned into an order or returned to the requisitioner; "Issued": this version has been committed; "Withdrawn": a version that having been returned to the requisitioner is cancelled.
Order Status	A status that reflects the processing of the order: "Order is Open" "Order Transmitted to Supplier" "Order Superseded by PO Change" "Order Closed in AP" "Order Manually Closed"
Receipt Status	Indicating the receipting status of the line: No Items Received; Partially Received; All Items Fully Received; Over Received.
Received Qty	Were the receipt is to be recorded in the units ordered this is the quantity of receipts for this line item.
Returned Qty	Were the receipt is to be recorded in the units ordered this is the quantity of returns for this line item.
Received Amount	Were the receipt is to be recorded against the value ordered this is the value of receipts for this line item.
Returned Amount	Were the receipt is to be recorded against the value ordered this is the value of returns for this line item.
UOM	The unit of measure code that the item is ordered in. Usually a subset of the ISO standard for measure. E.g. 'EA' for each or 'KG' for Kilogram.

Owning Org ID	The internal identifier of the owning organisational group within the buying organisation tree that owns the order. This Identifier will allow the renaming of organisational nodes.
Owning Organisation	The name of the organisational group within the buying organisational tree that owns the order.
Full parentage	The full path of the organisation tree of the organisational group. This is done by concatenating the identifiers of the parents of the owning group together, allowing the filtering / grouping of data into higher levels within the organisation.
Method Key	The internal identifier of the account method used to describe the account code segments.
Method	The organisation's description for the account method used to describe the account code segments.
Line %	The proportion of the net price to be posted to the account code.
Account Code	The full account code combination against which the value is posted.
Segment 'n'	The account code <u>value</u> for each segment in the accounting method. Ten segments in total are displayed.
Segment 'n' Description	The account code <u>description</u> for each segment in the accounting method. Ten segments in total are displayed.
Budget Ref	The description or reference used within the business to identify a budget. Note that if the line is not under budgetary control, 'Not Found' will display.
Line Reference	The line reference within the budget. Note that if the line is not under budgetary control, 'Not Found' will display.
Budget Code	The budget account code string used to group the posting. A value is provided for each possible segment. Where a segment is not used 'N/A' will display. Note that if the line is not under budgetary control this field will be blank.
Budget Period End	The date of the end of the budget period to which this applies. Note that if the line is not under budgetary control this field will be blank.
Period Name	The name of the budget period e.g. 'Jan 2013'. Note that if the line is not under budgetary control, 'Not Found' will display.
Contract ID	The contract number for the item.
Control Regulation	A field to define if this item is a controlled substance or requires regulatory control (for example under UK COSHH legislation).
GHS Hazard Warning	The hazardous warning code conforming to the United Nations Globally Harmonized System of Classification and Labelling of Chemicals.
GTIN	The Global Trade Identification Number or any other ancillary product number or sku code for this item.
Lead Time	The lead time for delivery in days.
Long Description	The long description for the item.
Hazard Code	A hazard class which may be any regionally defined hazardous and dangerous item classification or identification (e.g. the United Nations regulation of Transportation of Dangerous Goods (TDG)).
UOM Quantity	The Unit of Measure Quantity (also known as the 'Unit of Purchase') to define the quantity of one unit of measure when the unit of measure is not 'Each' and is able to be quantified.
UOM Quantity Unit	The Unit of Measure Quantity Unit (also known as the 'Unit of Purchase Unit') to define the unit of one unit of measure quantity when a unit of measure quantity is defined.

3.1.4 Receipt Extract

A transactional extract of **receipts and returns** against order lines. Report dimensions are the requisitioner, receiver and supplier.

The data is intended to be extracted at regular intervals (scheduled by the business) and presented as a table. This table is designed to allow the report viewer to manipulate the data and extract a report.

3.1.4.1 Report Parameters

Parameter	Description
Select Organisation	This will default to the highest level of the buying organisation and will be used to restrict the data extracted. The report requester will be able to select lower level groups within their organisation tree, thus filtering the data extract.
Date Criteria (Fixed Range):	The <i>Start Date</i> will determine the first date to be used for data extraction (e.g. 'From'). The <i>End Date</i> will determine the last date to be used for data extraction (e.g. 'To')
<ul style="list-style-type: none"> Start Date End Date 	If a fixed date range is used, both the Start and End Dates must be provided. Note that <i>either</i> a fixed date range <i>or</i> date interval must be selected.
Date Criteria (Interval):	The <i>Number of Days to Extract</i> will define how many days are to be included in the report based on any end date provided. If no end date is provided, the number of days will be up to and including the previous day (e.g. 30 will extract data for the previous 30 days). <i>Extract Up to and Including</i> , will define the date up to which the number of days to extract will be based. The date selected will be the end point for extraction for the <i>Number of Days to Extract</i> . The default is blank, meaning the previous day.
<ul style="list-style-type: none"> Number of Days to Extract Extract Up to and Including 	The date range that these two parameters create will be used to select data based on the <u>purchase order date</u> . Scheduling the report at a regular interval will create a basis for effective periodic reporting (e.g. daily or weekly). Note that <i>either</i> a fixed date range <i>or</i> date interval must be selected.

3.1.4.2 Report Columns

Column Heading	Derivation
Requisition No	The Identifier that the system assigns to make each requisition unique.
Requisition Type	Requisition, Public Template or Private Template.
Grouping Name	If the value is > 0 it is an identifier of a template from which the order has been generated.
Original PO Number	The Internal number Identifier that the system assigns to the first version of the order and can be used to group all versions of an order
PO No	The Identifier that the system assigns to make each order unique within your organisation. Subsequent version adds a numeric suffix to the original Order Number.
Version	This is the sequence number of the version of an order.
PO Date	The date on which the Purchase Order (version) was issued. If the order is still a request awaiting approval then the date will be the date of submission for approval; or if not submitted, then this will be the date the requisition was been created.
Required Date	When the order items are requested for delivery.
Line No	The line number of the item in the order.
Movement Date	The date on which the receipt or return happened.
Recorded	The date on which the receipt or return information was entered into PECOS P2P.
Manufacturer	Name of the manufacturer of the item. This may be blank.
Mfr No	Manufacturers identifier for the item. This may be blank.
Item No	The suppliers Identifier for the Item.
Description	A description of the item / service being ordered.
Supplier ID	The internal identifier that make the supplier unique.
Supplier	The name of the supplying organisation.
Receiver ID	The logon identifier of the user recording the receipt.
Receiver Name	The name of the user recording the receipt.
PO Receipt Status	Indicating the receipting status of the order: Partially Received; Fully Received; Over Received.

Line Receipt Status	Indicating the receipt status of the line: "Partially Received"; "Fully Received"; "Over Received".
Requested Qty	The number of units of the line item ordered.
UOM	The unit of measure code that the item is ordered in. Usually a subset of the ISO standard for measure. E.g. 'EA' for each or 'KG' for Kilogram
Item Price	The price per unit for the ordered item.
Net Price	The item price multiplied by the item quantity.
Estimated Tax	The projected estimated value of any tax anticipated on the Invoice. This may vary from that which the supplier calculates.
Estimated Gross	The sum of the net price and the estimated tax.
Direction (Receipt / Return)	The direction of the movement of the goods either a "Receipt" or "Return" to the supplier.
Reference (RMA / DNOTE)	The reference documentation number. The Delivery Note number for a receipt or a Returns Material Authorisation number (RMA) for a return.
Document Quality	This sums up it the whole movement which may encompass multiple items if it is a full, partial or over supply / return.
Movement Quality	A codification explaining if the receipt is full, partial or over supplied.
Qty	The quantity of the item received or returned.
Amount	The value of the receipt or return.
Owning Org ID	The internal identifier of the owning organisational group within the buying organisation tree that owns the order. This identifier will allow the renaming of organisational nodes.
Owning Organisation	The name of the organisational group within the buying organisation tree that owns the order.
Full parentage	The full path of the organisation tree of the organisational group. This is done by concatenating the identifiers of the parents of the owning group together, allowing the filtering / grouping of data into higher levels within the organisation.
Contract ID	The contract number for the item.
Control Regulation	A field to define if this item is a controlled substance or requires regulatory control (for example under UK COSHH legislation).
GHS Hazard Warning	The hazardous warning code conforming to the United Nations Globally Harmonized System of Classification and Labelling of Chemicals.
GTIN	The Global Trade Identification Number or any other ancillary product number or sku code for this item.
Lead Time	The lead time for delivery in days.
Long Description	The long description for the item.
Hazard Code	A hazard class which may be any regionally defined hazardous and dangerous item classification or identification (e.g. the United Nations regulation of Transportation of Dangerous Goods (TDG)).
UOM Quantity	The Unit of Measure Quantity (also known as the 'Unit of Purchase') to define the quantity of one unit of measure when the unit of measure is not 'Each' and is able to be quantified.
UOM Quantity Unit	The Unit of Measure Quantity Unit (also known as the 'Unit of Purchase Unit') to define the unit of one unit of measure quantity when a unit of measure quantity is defined.

3.1.5 Invoice Line with Financial Tracking Codes Extract

A transactional extract of invoice lines with detailed financial tracking codes. Report dimensions are the organisation, requisitioner, supplier, budget and account codes.

The versions also deal with the variance of committed order values between the versions of the same order.

The data is intended to be extracted at regular intervals (scheduled by the business) and presented as a table. This table is designed to allow the report viewer to manipulate the data and extract a report.

3.1.5.1 Report Parameters

Parameter	Description
Organisation	This will default to the highest level of the buying organisation and will be used to restrict the data extracted. The report requester will be able to select a lower level group within their organisation tree and thus filtering the order data extract.
Date Criteria (Fixed Range):	The <i>Start Date</i> will determine the first date to be used for data extraction (e.g. 'From'). The <i>End Date</i> will determine the last date to be used for data extraction (e.g. 'To')
<ul style="list-style-type: none"> Start Date End Date 	If a fixed date range is used, both the Start and End Dates must be provided. Note that <i>either</i> a fixed date range <i>or</i> date interval must be selected.
Date Criteria (Interval):	The <i>Number of Days to Extract</i> will define how many days are to be included in the report based on any end date provided. If no end date is provided, the number of days will be up to and including the previous day (e.g. 30 will extract data for the previous 30 days). <i>Extract Up to and Including</i> , will define the date up to which the number of days to extract will be based. The date selected will be the end point for extraction for the <i>Number of Days to Extract</i> . The default is blank, meaning the previous day.
<ul style="list-style-type: none"> Number of Days to Extract Extract Up to and Including 	The date range that these two parameters create will be used to select data based on the <u>purchase order date</u> . Scheduling the report at a regular interval will create a basis for effective periodic reporting (e.g. daily or weekly). Note that <i>either</i> a fixed date range <i>or</i> date interval must be selected.
Invoice Status	Select from a list of available invoice statuses. "All" is the default.
Budget or Account Code Filter:	Select to refine the report by an account code value used within the budget code or financial tracking code combination.
<ul style="list-style-type: none"> Choose Column to Search On Enter String to Search For 	<i>Choose Column</i> values: <ul style="list-style-type: none"> None = The report is not refined by any account code value used Budget Ref = The report data is to include only lines that contain the specified financial tracking code string as a Budget Code. An account code value must be entered in the <i>Enter String to Search For</i> field. Account Code = The report data is to include only lines that contain the specified financial tracking code string as an Account Code. An account code value must be entered in the <i>Enter String to Search For</i> field. <i>Enter String</i> specifies a part or complete combination of the account code value to be used to refine the report when <i>Budget Ref</i> or <i>Account Code</i> is selected.

3.1.5.2 Report Columns

Column Heading	Derivation
Requisition No	The identifier that the system assigns to make each requisition unique.
Requisition Type	Requisition, Public Template or Private Template.
Grouping Name	If the value is > 0 it is an identifier of a template from which the order has been generated.
Original PO Number	The Internal number Identifier that the system assigns to the first version of the order and can be used to group all versions of an order.
PO No	The Identifier that the system assigns to make each order unique within your organisation. Subsequent version adds a numeric suffix to the original order number.
Version	This is the sequence number of the version of an order .
Line No	The line number will be that of the item number. However as some charges are accounted for at invoice rather than line level, a value of 0 is used to show tax or delivery amounts.
Invoice Status	The status of the invoice from receipt to the matching and settlement.
Invoice Type	The Invoice can be either a "Debit" or "Credit".
Settlement Status	Invoice log settlement indicator.
Settlement Type	The invoice is settled either on the amount or on the basis of the quantity.

Invoice No	The invoice number from the supplier.
Invoice Line	The line number will be that of the item number. However as some charges are accounted for at invoice rather than line level a value of 0 is used to show tax or delivery amounts.
Invoice Line type	The enumeration that indicates if the amount is against a "Line Item", "Invoice Tax", or "Invoice delivery".
Currency	The ISO currency code in which the Invoice is raised.
Invoiced Qty	The quantity of the item that is invoiced.
UOM	The unit of measure code that the item is Invoiced in. Usually a subset of the ISO standard for measure. E.g. 'EA' for each or 'KG' for Kilogram.
Unit Price	The price of each item.
Invoiced Net Price	The invoiced qty multiplied by the unit price.
Invoice Tax	Any invoice tax amount.
Tax Code	The tax type for which the tax applies.
Invoice Gross Price	The invoice net price + the invoice tax.
Invoice Received	The date the invoiced was received.
Invoice Date	The date of issue of the invoice.
Invoice Processed Date	The date the invoice was last processed in the system. The status indicates if this is matching, approving, paying or rejection.
Item No	The SKU (item number) from the invoiced item.
Description	Any description of the invoiced item.
Source	The manner in which the invoice was received: either manually entered or from another system.
Invoice loaded by ID	The user id of the user who was responsible for the loading of the invoice data.
Invoice Loaded by Name	The name of the user who loaded the invoice.
Supplier ID	The unique internal identifier of the supplier.
Supplier	The name of the supplying organisation.
Order Qty	The number of units of the line item ordered.
Ordered UOM	The unit of measure code that the item is ordered in. Usually a subset of the ISO standard for measure. E.g. 'EA' for each or 'KG' for Kilogram.
Item Price	The price per unit for the ordered item.
Ordered Net Price	The item price multiplied by the item quantity.
Order Est Tax	The taxation code applied to the line. This can be empty for customers that do not implement taxation features.
Order Est Gross	The projected estimated value of any tax anticipated on the Invoice. This may vary from that which the supplier calculates.
Owning Org ID	The internal identifier of the owning organisational group within the buying organisation tree that owns the order. This identifier will allow the renaming of organisational nodes.
Owning Organisation	The name of the organisational group within the buying organisation tree that owns the order.
Full parentage	The full path of the organisation tree of the organisational group. This is done by concatenating the identifiers of the parents of the owning group together, allowing the filtering / grouping of data into higher levels within the organisation.
Method Key	The internal identifier of the account method used to describe the account code segments.
Method	The organisation's title for the account method used to describe the account code segments.
Line %	The proportion of the net price to be posted to the account code.
Account Code	The full account code combination against which the value is posted.
Segment 'n'	The account code <u>value</u> for each segment in the accounting method. Ten segments in total are displayed.
Segment 'n' Description	The account code <u>description</u> for each segment in the accounting method. Ten segments in total are displayed.
Budget Ref	The short identifier used with the business to identify a budget.
Line Reference	The line reference within the budget.

Budget Code	The budget account code string used to group the posting.
Budget Period End	The date of the end of the budget period to which this applies.
Period Name	The name of the budget period e.g. 'Jan 2013'.
Contract ID	The contract number for the item.
Control Regulation	A field to define if this item is a controlled substance or requires regulatory control (for example under UK COSHH legislation).
GHS Hazard Warning	The hazardous warning code conforming to the United Nations Globally Harmonized System of Classification and Labelling of Chemicals.
GTIN	The Global Trade Identification Number or any other ancillary product number or sku code for this item.
Lead Time	The lead time for delivery in days.
Long Description	The long description for the item.
Hazard Code	A hazard class which may be any regionally defined hazardous and dangerous item classification or identification (e.g. the United Nations regulation of Transportation of Dangerous Goods (TDG)).
UOM Quantity	The Unit of Measure Quantity (also known as the 'Unit of Purchase') to define the quantity of one unit of measure when the unit of measure is not 'Each' and is able to be quantified.
UOM Quantity Unit	The Unit of Measure Quantity Unit (also known as the 'Unit of Purchase Unit') to define the unit of one unit of measure quantity when a unit of measure quantity is defined.

3.2 Administration Extracts

3.2.1 Suppliers

An extract of all supplier profile administration data. Please refer to the administration manual for a detailed description of report output fields.

3.2.1.1 Report Parameters

Parameter	Description
Organisation	This will default to the highest level of the buying organisation and will be used to restrict the data extracted. The report requester will be able to select a lower level group within their organisation tree and thus filter the data extracted.
Active or InActive	Select from a list box: 'All' (default): this will include all active and inactive suppliers; 'Active': this will include only active suppliers; 'Inactive': this will include only inactive suppliers.
Enter Supplier Name Starts With	This is an optional field. Enter a value to refine the suppliers contained in the report. This value is not case sensitive.

3.2.2 User Group Assignments

An extract of user's business rule group and approval rule group assignments. One report row will contain one business rule group assignment. All rows will include the user's approval rule group assignment.

3.2.2.1 Report Parameters

Parameter	Description
Organisation	This will default to the highest level of the buying organisation and will be used to restrict the data extracted. The report requester will be able to select a lower level group within their organisation tree and thus filter the data extracted.
Active or InActive	Select from a list box: 'All' (default): this will include all active and inactive users; 'Active': this will include only active users; 'Inactive': this will include only inactive users.
Enter User Name that Starts With	This is an optional field. Enter a value to refine the users contained in the report. This value is not case sensitive.

3.2.2.2 Report Columns

Column Heading	Derivation
User Name	The user's name derived from the user profile.
User ID	The user's unique login id derived from the user profile.
Active Flag	The value will be either: 'Y' = Yes (this user is active) 'N' = No (this user is inactive)
Full Parentage	The full path of the organisation tree of the organisational group. This is done by concatenating the identifiers of the parents of the owning group together, allowing the filtering / grouping of data into higher levels within the organisation.
Owning Organisation Key	The internal identifier of the owning organisational group within the buying organisation tree that owns the user record.
Owning Organisation Name	The name of the organisation within the buying organisation tree that owns the user record.
Selected Business Rule Groups: Key	The unique internal identifier (Key) for the business rule group. This will be repeated if the user has more than one business rule group assigned to them: each separate business rule group will appear on a separate row.
Selected Business Rule Groups: Name	The name of the business rule group listed. This will be repeated if the user has more than one business rule group assigned to them: each separate business rule group will appear on a separate row.
Default Business Rule Group	'Y' = This business rule group is set as the users default group. A user will have only one such group defined. 'N' = This business rule group is not set as the users default group.

Default Account Code	This is the default account code combination that is assigned as the default code within the selected business rule group (and therefore assigned to the user).
Default Tax Treatment	This is the default tax treatment that is assigned as the default within the selected business rule group (and therefore assigned to the user).
Selected Approval Rule Groups: Key	The unique internal identifier (Key) for the approval rule group assigned to the user. This will be repeated for all rows (if the user has more than one business rule group assigned to them) but the value will be the same.
Selected Approval Rule Groups: Name	The name of the approval rule group assigned to the user. This will be repeated for all rows (if the user has more than one business rule group assigned to them) but the value will be the same.

3.2.3 Users

An extract of all user profile administration data. Please refer to the administration manual for a detailed description of report output fields.

3.2.3.1 Report Parameters

Parameter	Description
Organisation	This will default to the highest level of the buying organisation and will be used to restrict the data extracted. The report requester will be able to select a lower level group within their organisation tree and thus filter the data extract.
Active or InActive	Select from a list box: 'All' (default): this will include all active and inactive users; 'Active': this will include only active users; 'Inactive': this will include only inactive users.
Enter User Name that Starts With	This is an optional field. Enter a value to refine the users contained in the report. This value is not case sensitive.