

University of Reading Supplier Request Reports

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Version Control

Version	Date	Description	Author
1.0	24/06/2017	Supplier Request Form Reports	Keren Bass
1.1	12/05/21	Change estimated annual spend to £1000	Rekha Mistry

Overview

This document lists out the non-system standard reports that are available in this area.

Details of how to run reports and their common features are held in the RU_REP_CM01 Common Reporting Actions.

Certain reports may be available in multiple menus to support different users. The reports that will be visible will be dependent on the role(s) you have been given.

Reports Menu - Global Reports

The global reports menu is subdivided into different report groups, for example P2P Enquiries, Research etc. The reports located on these menus are typically browser-based reports. The browser reports will also be available in the same menu location if access to the desktop client has been granted.

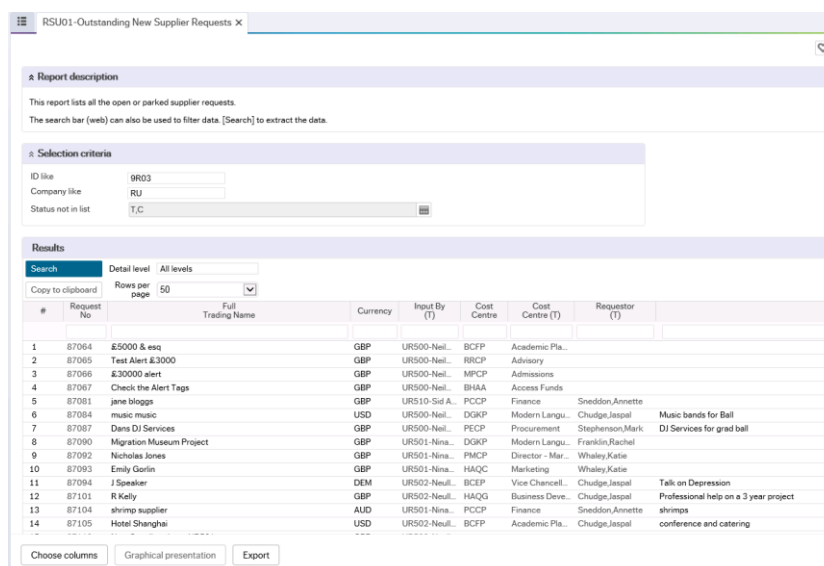
RSU01-Outstanding New Supplier Requests

Reports > P2P Enquiries > RSU01-Outstanding New Supplier Requests

Description

This report lists all the open or parked supplier requests. The search bar or filter line can also be used to filter data. Enter the code or description of what you are looking for, then [Search] to extract the data.

Part details can be used as a search criterion in many fields, by using the * key. For example, *Jane* in the full trading name field will extract all those requests that have Jane in the title.



Search Criteria

Field	Description
Status	Defaults to exclude T (terminated) or C (closed) requests. This cannot be changed.

RSU02-Named Suppliers and Estimated Spend

Reports > P2P Enquiries > RSU02-Named Suppliers and Estimated Spend

Description

This report lists all the suppliers in the supplier group named together with their estimated annual spend. The core general address details are also displayed.

Selection criteria can be entered, or the search bar (web) can also be used to filter data. [Search] to extract the data.

RSU02-Named Suppliers and Estimated Spend

⚡ **Report description**

This report lists all the suppliers in the supplier group named together with their estimated annual spend. The core general address details are also displayed. The search bar (web) can also be used to filter data. [Search] to extract the data.

⚡ **Selection criteria**

Estimated Annual Spend less than or equal to

Address type like

Supplier group like

Results

#	Supplier ID	Name	Estimated Annual Spend	Address	Post Code	Place	Country	Address type (T)

Search Criteria

Field	Description
Estimated Annual Spend	Defaults to £1000 or below. This can be changed at run time.
Address Type	Defaults to 1, the general address record. All suppliers should have a minimum of 1 general address record. This cannot be changed.
Supplier Group	Defaults to the named supplier group. This cannot be changed.

RSU03-Installation Supplier Requests

Reports > P2P Enquiries > RSU03-Installation Supplier Requests

Description

This report lists all requests that are labelled as requiring installation. Selection criteria can be entered, or the search bar (web) can also be used to filter data. [Search] to extract the data.

RSU03-Installation Supplier Requests x

This report lists all requests that are labelled as requiring installation.
The search bar (web) can also be used to filter data. [Search] to extract the data.

Selection criteria

ID like

Company like

Request No greater than or equal to

Installation Work Req'd like

Cost Centre like

Status like

Results

Search Detail level

Copy to clipboard Rows per page

#	Request No	Full Trading Name	Installation Work Req'd	Input By (T)	Cost Centre	Cost Centre (T)	Requestor (T)	
1	87214	Greens	Y	Mrs W White	DADP	Fine Art (Pre 2012)		
2	87216	Fred Smith & Sons	Y	G Gallei	EACP	Economics	Razzu,Giovanni	Support for the new system that had just i
3	87217	Fred Smith & Sons	Y	Mr B Black	GDDP	Meteorology	Feltham,Danny	Support for the new system that has just t
4	87219	Fred Smith & Sons	Y	UR501-Nina...	DACP	Film Theatre and Television	Gibbs,John	Support for the new system which has jus
5	87220	Fred Smith & Sons	Y	F Faraday	DFEP	ISLI	Richards,Ros	Support for the new system that has just t
6	87221	Fred Smith & Sons	Y	Mrs P Peacock	GDDP	Meteorology		Support for the new system that has just t
7	87225	Fred Smith & Sons	Y	Prof P Plum	EAEP	Real Estate & Planning	Hughes,Catherine	Support for the new system that has just t
8	87226	Fred Smith & Sons	Y	V Voltaire	GBCP	Construction Management	Green,Stuart	Support for the new system that has just t
9	87227	Fred Smith & Sons	Y	A Einstein	EAEP	Real Estate & Planning	Hughes,Catherine	Support for the new system that has just t
10	87228	Fred Smith & Sons	Y	M Munroe	BHAA	Access Funds	A MCCARTHY	Support of new system
11	87241	Fred Smith and Sons	Y	F Faraday	RFCP	Reading International Office	Kerry France	Support for the new system that has just t
12	87242	Fred Smith & sons	Y	Mr S Schrod...	GBCP	Construction Management	Green,Stuart	support for new system implemented
13	87243	Fred Smith and Sons	Y	M Newton	BPCP	Finance	Trubill,Dan	Support for the new system that has just t

Search Criteria

Field	Description
Request No	Enter the request number. The default is all requests.
Cost Centre	Enter the cost centre code. The default is all cost centres.
Status	Enter the status of the request. The default is all requests.
Installation Work Req'd	The installation required flag is defaulted to Y. This cannot be changed.

RSU04-Named Suppliers and Estimated Spend

Reports > P2P Enquiries > RSU04-Named Suppliers and Estimated Spend

Description

This report lists selected suppliers, supplier group and estimated spend value, together with their tax details. The core general address details are also displayed.

Selection criteria can be entered, or the search bar (web) can also be used to filter data. [Search] to extract the data.

RSU04-Suppliers, VAT Notes and Estimated Spend

⚡ Report description

This report lists selected suppliers, supplier group and estimated spend value, together with their tax details. The core general address details are also displayed. The search bar (web) can also be used to filter data. [Search] to extract the data.

⚡ Selection criteria

Supplier ID between ... and ...

Supplier group like ...

Estimated Annual Spend less than or equal to

Address type like

Results

Search

#	Supplier ID	Name	Supplier group	Currency	Estimated Annual Spend	VAT registration number	Address	Post Code	Place	Country	Address type (T)

Search Criteria

Field	Description
Supplier ID	Enter the Supplier ID range. The default is all suppliers
Supplier Group	Defaults to the named supplier group. This can be changed at run time. Use the lookup to select a different supplier group.
Estimated Annual Spend	This defaults to £1000 or below. This can be changed at run time.
Address Type	Defaults to 1, the general address record. All suppliers should have a minimum of 1 general address record. This cannot be changed.

RSU05-Supplier Request Form Status

Reports > P2P Enquiries > RSU05-Supplier Request Form Status

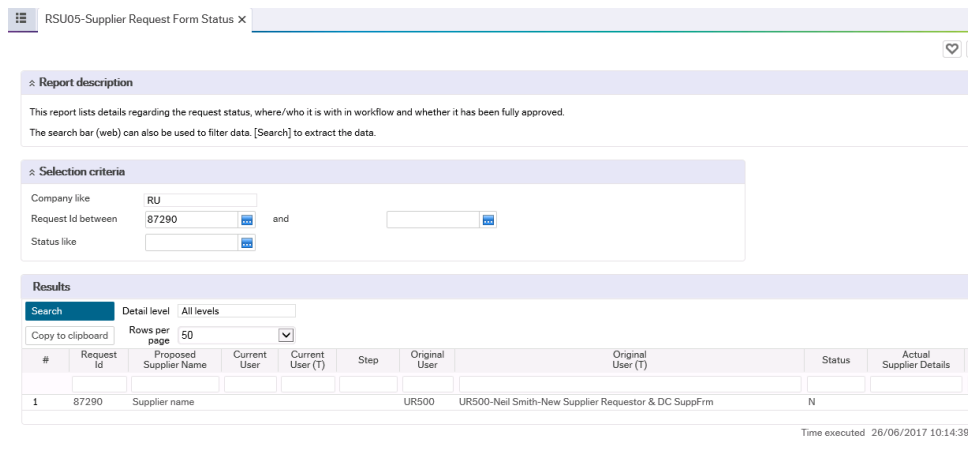
Description

This report lists details regarding the request status, where/who it is with in workflow and whether it has been fully approved.

The number of rows displayed for the request will depend on how many people are within the role for that step in the workflow. For example, there may be three rows if the step is connected to the tax team, whereas there will be a single row if the request has been directed to the originator.

The actual supplier details are displayed when the request has been fully approved and the supplier ledger updated.

Selection criteria can be entered, or the search bar (web) can also be used to filter data. [Search] to extract the data.



Report description
This report lists details regarding the request status, where/who it is with in workflow and whether it has been fully approved. The search bar (web) can also be used to filter data. [Search] to extract the data.

Selection criteria

Company like:

Request Id between: and

Status like:

Results

Search: Detail level: Copy to clipboard: Rows per page:

#	Request Id	Proposed Supplier Name	Current User	Current User (T)	Step	Original User	Original User (T)	Status	Actual Supplier Details
1	87290	Supplier name				UR500	UR500-Neil Smith-New Supplier Requestor & DC SuppFrm	N	

Time executed 26/06/2017 10:14:39

Search Criteria

Field	Description
Request Id	Enter the Supplier Request Id range. The default is all.
Status	This defaults to all. The status can be entered. The status is: N – Open C – Closed D – Draft P – Parked T - Terminated

RSU06-My Supplier Request Form Status

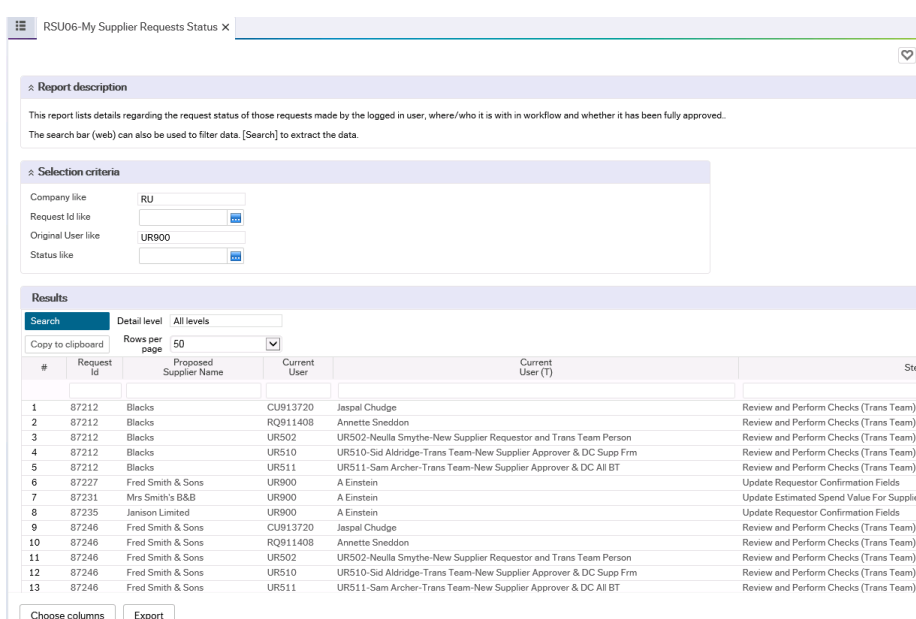
Reports > P2P Enquiries > RSU06-My Supplier Request Form Status

Description

This report lists details regarding the request status of those requests made by the logged in user, where/who it is with in workflow and whether it has been fully approved.

The number of rows displayed for the request will depend on how many people are within the role for that step in the workflow. For example, there may be three rows if the step is connected to the tax team, whereas there will be a single row if the request has been directed to the originator.

Selection criteria can be entered, or the search bar (web) can also be used to filter data. [Search] to extract the data.



Report description
This report lists details regarding the request status of those requests made by the logged in user, where/who it is with in workflow and whether it has been fully approved.
The search bar (web) can also be used to filter data. [Search] to extract the data.

Selection criteria

Company like:

Request Id like:

Original User like:

Status like:

Results

Search: Detail level: Rows per page:

#	Request Id	Proposed Supplier Name	Current User	Current User (T)	Step
1	87212	Blacks	CJ913720	Jaspal Chudge	Review and Perform Checks (Trans Team)
2	87212	Blacks	RQ911408	Annette Sneddon	Review and Perform Checks (Trans Team)
3	87212	Blacks	UR502	UR502-Neulla Smythe-New Supplier Requestor and Trans Team Person	Review and Perform Checks (Trans Team)
4	87212	Blacks	UR510	UR510-Sid Aldridge-Trans Team-New Supplier Approver & DC Supp Firm	Review and Perform Checks (Trans Team)
5	87212	Blacks	UR511	UR511-Sam Archer-Trans Team-New Supplier Approver & DC All BT	Review and Perform Checks (Trans Team)
6	87227	Fred Smith & Sons	UR900	A Einstein	Update Requestor Confirmation Fields
7	87231	Mrs Smith's B&B	UR900	A Einstein	Update Estimated Spend Value For Supplier
8	87235	Janison Limited	UR900	A Einstein	Update Requestor Confirmation Fields
9	87246	Fred Smith & Sons	CJ913720	Jaspal Chudge	Review and Perform Checks (Trans Team)
10	87246	Fred Smith & Sons	RQ911408	Annette Sneddon	Review and Perform Checks (Trans Team)
11	87246	Fred Smith & Sons	UR502	UR502-Neulla Smythe-New Supplier Requestor and Trans Team Person	Review and Perform Checks (Trans Team)
12	87246	Fred Smith & Sons	UR510	UR510-Sid Aldridge-Trans Team-New Supplier Approver & DC Supp Firm	Review and Perform Checks (Trans Team)
13	87246	Fred Smith & Sons	UR511	UR511-Sam Archer-Trans Team-New Supplier Approver & DC All BT	Review and Perform Checks (Trans Team)

Choose columns: Export:

Search Criteria

Field	Description
Request Id	Enter the Supplier Request Id range. The default is all.
Status	This defaults to all. The status can be entered. The status is: N – Open C – Closed D – Draft P – Parked T - Terminated
Original User	Defaults to the logged in user. This cannot be altered.

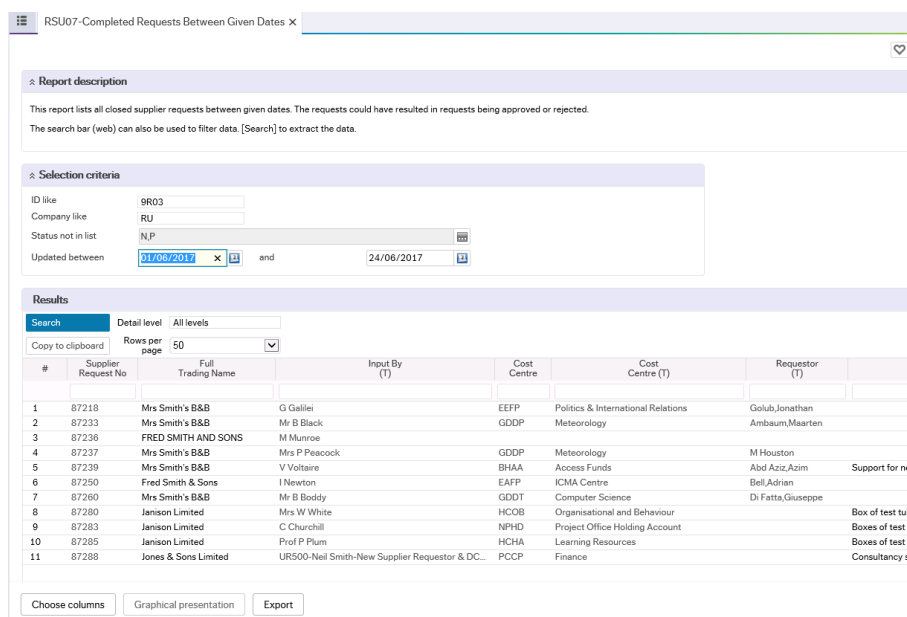
RSU07-Completed Requests Between Given Dates

Reports > P2P Enquiries > RSU07-Completed Requests Between Given Dates

Description

This report lists all closed supplier requests between given dates. The closures could have resulted in requests being approved or rejected.

Selection criteria can be entered, or the search bar (web) can also be used to filter data. [Search] to extract the data.



Report description
This report lists all closed supplier requests between given dates. The requests could have resulted in requests being approved or rejected. The search bar (web) can also be used to filter data. [Search] to extract the data.

Selection criteria
ID like: 9R03
Company like: RU
Status not in list: N.P.
Updated between: 01/06/2017 and 24/06/2017

Results
Search: [Search] Detail level: All levels
Copy to clipboard Rows per page: 50

#	Supplier Request No	Full Trading Name	Input By (T)	Cost Centre	Cost Centre (T)	Requestor (T)
1	87218	Mrs Smith's B&B	G Galiei	EEFP	Politics & International Relations	Golub,Jonathan
2	87233	Mrs Smith's B&B	Mr B Black	GDDP	Meteorology	Ambaum,Maarten
3	87236	FRED SMITH AND SONS	M Munroe			
4	87237	Mrs Smith's B&B	Mrs P Peacock	GDDP	Meteorology	M Houston
5	87239	Mrs Smith's B&B	V Voltaire	BHAA	Access Funds	Abd Aziz,Azim
6	87250	Fred Smith & Sons	I Newton	EAFP	ICMA Centre	Bell,Adrian
7	87260	Mrs Smith's B&B	Mr B Boddy	GDDT	Computer Science	Di Fatta,Giuseppe
8	87280	Janison Limited	Mrs W White	HCOB	Organisational and Behaviour	Box of test tu
9	87283	Janison Limited	C Churchill	NPHD	Project Office Holding Account	Boxes of test
10	87285	Janison Limited	Prof P Plum	HCHA	Learning Resources	Boxes of test
11	87288	Jones & Sons Limited	UR500-Neil Smith-New Supplier Requestor & DC...	PCCP	Finance	Consultancy :

Choose columns Graphical presentation Export

Search Criteria

Field	Description
Updated	Enter updated date range. This defaults to all dates.
Status	This defaults to exclude open and parked items.

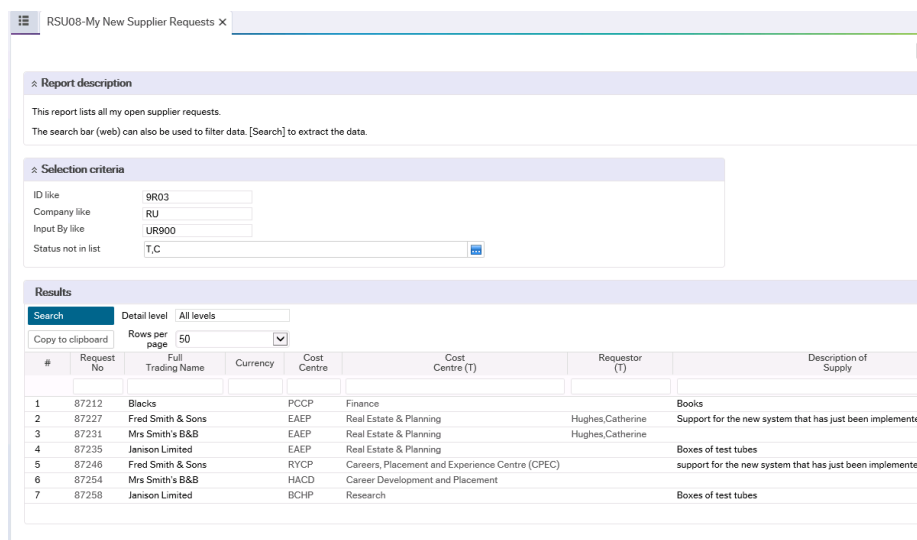
RSU08-My New Supplier Requests

Reports > P2P Enquiries > RSU08-My New Supplier Requests

Description

This report lists all my open supplier requests.

The search bar (web) can also be used to filter data. [Search] to extract the data.



Report description
This report lists all my open supplier requests.
The search bar (web) can also be used to filter data. [Search] to extract the data.

Selection criteria

ID like: 9R03
 Company like: RU
 Input By like: UR900
 Status not in list: T,C

Results

Search: Detail level: All levels
 Copy to clipboard: Rows per page: 50

#	Request No	Full Trading Name	Currency	Cost Centre	Cost Centre (T)	Requestor (T)	Description of Supply
1	87212	Blacks		PCCP	Finance		Books
2	87227	Fred Smith & Sons		EAEP	Real Estate & Planning	Hughes,Catherine	Support for the new system that has just been implemented
3	87231	Mrs Smith's B&B		EAEP	Real Estate & Planning	Hughes,Catherine	
4	87235	Janison Limited		EAEP	Real Estate & Planning		Boxes of test tubes
5	87246	Fred Smith & Sons		RYCP	Careers, Placement and Experience Centre (CPEC)		support for the new system that has just been implemented
6	87254	Mrs Smith's B&B		HACD	Career Development and Placement		
7	87258	Janison Limited		BCHP	Research		Boxes of test tubes

Search Criteria

Field	Description
Input by	This defaults to the logged in user. This cannot be changed.
Status	This defaults to open/draft requests. This can be changed.

RSU09-Suppliers by Commodity Code

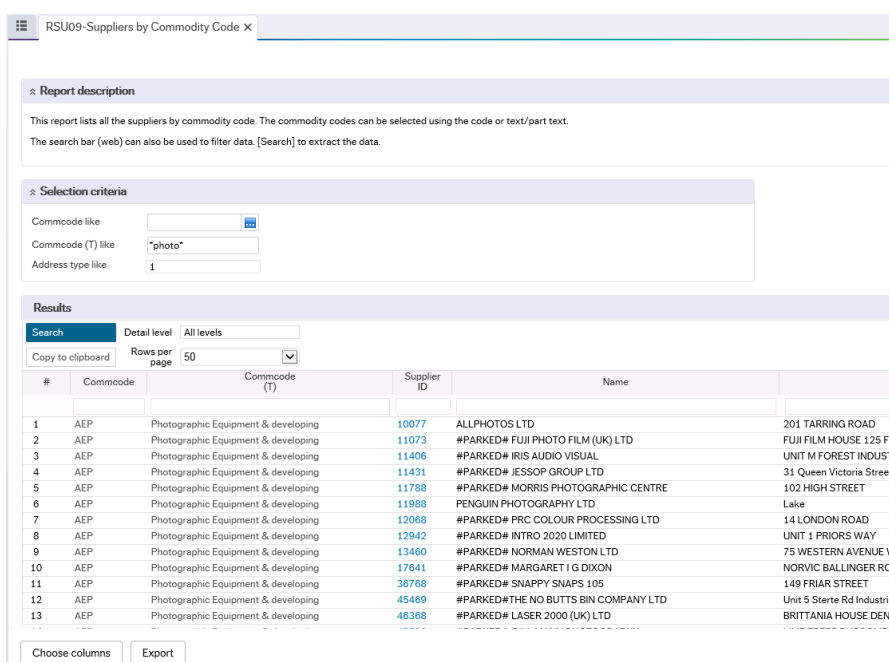
Reports > P2P Enquiries > RSU09-Suppliers by Commodity Code

Description

This report lists all the suppliers by commodity code. The commodity codes can be selected using the code or text/part text.

Part details can be used as a search criterion in many fields, by using the * key. For example, *photo* in the Commmcode (T) field will extract all those requests that have photo in the description.

Selection criteria can be entered, or the search bar (web) can also be used to filter data. [Search] to extract the data.



Report description

This report lists all the suppliers by commodity code. The commodity codes can be selected using the code or text/part text. The search bar (web) can also be used to filter data. [Search] to extract the data.

Selection criteria

Commmcode like:

Commmcode (T) like:

Address type like:

Results

Search: Detail level:

Copy to clipboard: Rows per page:

#	Commmcode	Commmcode (T)	Supplier ID	Name	
1	AEP	Photographic Equipment & developing	10077	ALLPHOTOS LTD	201 TARRING ROAD
2	AEP	Photographic Equipment & developing	11073	#PARKED# FUJI PHOTO FILM (UK) LTD	FUJI FILM HOUSE 125 FIN
3	AEP	Photographic Equipment & developing	11406	#PARKED# IRIS AUDIO VISUAL	UNIT M FOREST INDUSTR
4	AEP	Photographic Equipment & developing	11431	#PARKED# JESSOP GROUP LTD	31 Queen Victoria Street
5	AEP	Photographic Equipment & developing	11788	#PARKED# MORRIS PHOTOGRAPHIC CENTRE	102 HIGH STREET
6	AEP	Photographic Equipment & developing	11988	PENGUIN PHOTOGRAPHY LTD	Lake
7	AEP	Photographic Equipment & developing	12068	#PARKED# PRC COLOUR PROCESSING LTD	14 LONDON ROAD
8	AEP	Photographic Equipment & developing	12942	#PARKED# INTRO 2020 LIMITED	UNIT 1 PRIORS WAY
9	AEP	Photographic Equipment & developing	13460	#PARKED# NORMAN WESTON LTD	75 WESTERN AVENUE WC
10	AEP	Photographic Equipment & developing	17641	#PARKED# MARGARET I G DIXON	NORVIC BALLINGER ROAI
11	AEP	Photographic Equipment & developing	36768	#PARKED# SNAPPY SNAPS 105	149 FRIAR STREET
12	AEP	Photographic Equipment & developing	45469	#PARKED#THE NO BUTTS BIN COMPANY LTD	Unit 5 Sterte Rd Industrial I
13	AEP	Photographic Equipment & developing	46368	#PARKED# LASER 2000 (UK) LTD	BRITANNIA HOUSE DENFC

Choose columns | Export

Search Criteria

Field	Description
Commmcode	The commodity code can be entered. This defaults to all commodity codes.
Commmcode (T)	The commodity code description can be entered. * can be used to mask characters.
Address Type	Defaults to 1, the general address record. All suppliers should have a minimum of 1 general address record. This cannot be changed.

RSU10- IA-Completed Supplier Requests

Reports > P2P Enquiries > RSU10-IA-Completed Supplier Requests

Description

This report lists details of fully approved supplier requests. Notifications are sent to people based on additions to this list.

Selection criteria can be entered, or the search bar (web) can also be used to filter data. [Search] to extract the data.

RSU10-IA-Completed Supplier Requests x

Report description

This report lists details regarding the request status, where/who it is with in workflow and whether it has been fully approved.
The search bar (web) can also be used to filter data. [Search] to extract the data.

Selection criteria

Results

Detail level

Copy to clipboard
Rows per page

#	Request Id	Original User	Original User (T)	Status	Actual Supplier Details	Actual Supplier Details (T)
1	87009	UR500	UR500-Neil Smith-New Supplier Requestor & DC SuppFrm	C	87009	Fred Place
2	87010	UR500	UR500-Neil Smith-New Supplier Requestor & DC SuppFrm	C	87010	Test Load Reins
3	87011	UR500	UR500-Neil Smith-New Supplier Requestor & DC SuppFrm	C	87011	Test Supplier
4	87014	UR500	UR500-Neil Smith-New Supplier Requestor & DC SuppFrm	C	87014	George
5	87015	UR500	UR500-Neil Smith-New Supplier Requestor & DC SuppFrm	C	87015	June
6	87016	UR500	UR500-Neil Smith-New Supplier Requestor & DC SuppFrm	C	87016	James
7	87017	UR500	UR500-Neil Smith-New Supplier Requestor & DC SuppFrm	C	87017	Jenny
8	87018	UR500	UR500-Neil Smith-New Supplier Requestor & DC SuppFrm	C	87018	Test Relations1
9	87019	UR500	UR500-Neil Smith-New Supplier Requestor & DC SuppFrm	C	87019	New SUpplier reln test 2
10	87020	UR500	UR500-Neil Smith-New Supplier Requestor & DC SuppFrm	C	87020	Supplier 1
11	87021	UR500	UR500-Neil Smith-New Supplier Requestor & DC SuppFrm	C	87021	SUpplier 3
12	87022	UR500	UR500-Neil Smith-New Supplier Requestor & DC SuppFrm	C	87022	Supplier 4 - 3 attachments
13	87023	UR500	UR500-Neil Smith-New Supplier Requestor & DC SuppFrm	C	87023	Test Commcode1
14	87024	UR500	UR500-Neil Smith-New Supplier Requestor & DC SuppFrm	C	87024	rer2
15	87025	UR500	UR500-Neil Smith-New Supplier Requestor & DC SuppFrm	C	87025	Test System 4
16	87026	UR500	UR500-Neil Smith-New Supplier Requestor & DC SuppFrm	C	87026	test proc override
17	87027	UR500	UR500-Neil Smith-New Supplier Requestor & DC SuppFrm	C	87027	Fred's Gaff
18	87028	UR500	UR500-Neil Smith-New Supplier Requestor & DC SuppFrm	C	87028	Toms Place
19	87029	UR500	UR500-Neil Smith-New Supplier Requestor & DC SuppFrm	C	87029	Smiths & Co

Choose columns
Export

Search Criteria

Field	Description
Actual Supplier Details	Field is required to be populated. This cannot be changed.
Status	Closed, i.e., completed requests. This cannot be changed.

Appendix - Browser Reports – Common Features

There are several common features of browser reports. These are listed below:

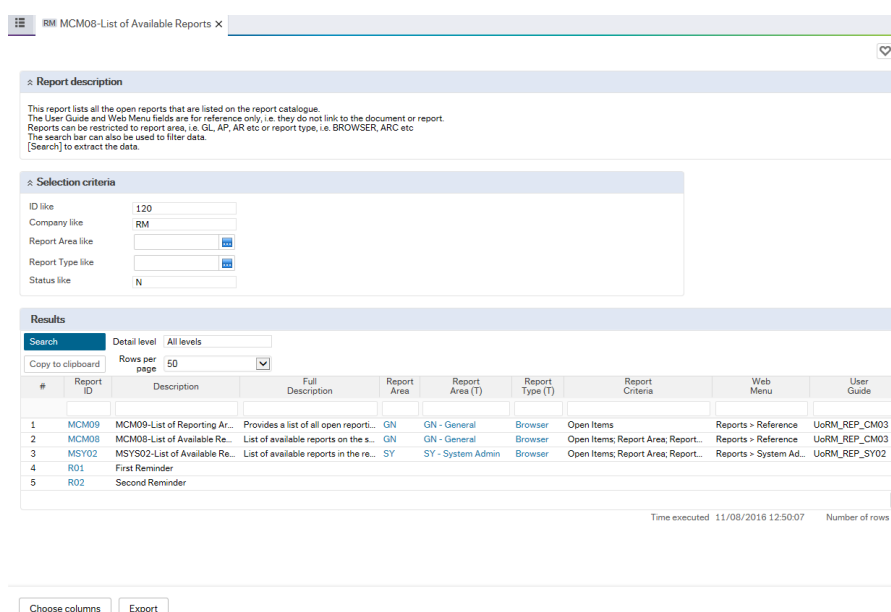
Search Criteria

Browser reports will have search criteria.

Some search criteria may be fixed. These will be displayed, but the user will not be able to edit them.

Other search criteria will be variable, i.e., the user will be allowed to select a subset from the report. If no subset is selected everything will be extracted from the database for that search criteria. For example, search criteria could be for period, date range, account etc.

An example of search criteria in a report is below.



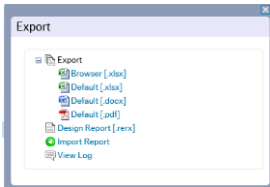
The screenshot shows a browser report titled "RM MCM08-List of Available Reports". It includes a "Report description" section, a "Selection criteria" section with input fields for ID like (120), Company like (RM), Report Area like, Report Type like, and Status like (N). Below is a "Results" section with a table of reports and a "Choose columns" button.

#	Report ID	Description	Full Description	Report Area	Report Area (T)	Report Type (T)	Report Criteria	Web Menu	User Guide
1	MCM09	MCM09-List of Reporting Ar...	Provides a list of all open report...	GN	GN - General	Browser	Open Items	Reports > Reference	UoRM_REP_CM03
2	MCM08	MCM08-List of Available Re...	List of available reports on the s...	GN	GN - General	Browser	Open Items; Report Area; Report...	Reports > Reference	UoRM_REP_CM03
3	MSY02	MSY02-List of Available Re...	List of available reports in the re...	SY	SY - System Admin	Browser	Open Items; Report Area; Report...	Reports > System Ad...	UoRM_REP_SY02
4	R01	First Reminder							
5	R02	Second Reminder							

Actions

The following actions are available for browser reports.

Action	Description
Search	[Search] extracts the selected data from the database. The selection criteria will determine whether a subset of data is extracted.
Choose columns	[Choose columns] opens a sub screen. The content of the sub screen is dependent on the report definition. In principle each column that is available in the report is shown on the standard report definition. The user is then able to select which of these columns will be displayed in the report by unchecking/checking the box next to the column heading. On returning to the report, the data can be viewed with the selected columns. For an example of this refer to the section on Changing Data on Page

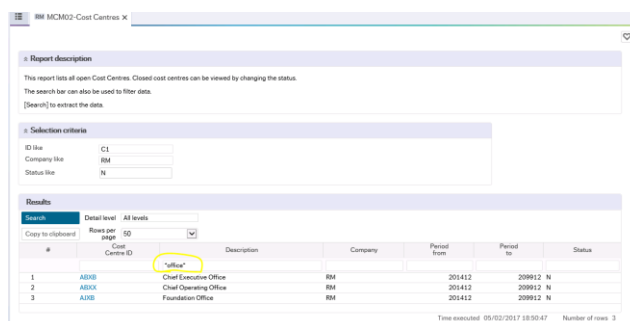
Action	Description
Export	<p>[Export] allows the user to extract the data that is displayed on the screen to another format, for example excel.</p> 

The following actions are available for browser reports from the DESKTOP.

Action	Description
Search	<p>Search using [F7] or [binoculars] on the Tool bar to extract the selected data from the database.</p> <p>The selection criteria will determine whether a subset of data is extracted.</p>
Save	<p>Once the results are showing, the results can be: Highlighted, then [Edit] [Copy] then pasted into excel.</p> <p>Or [File] [Save as] into an excel file.</p>

Search Bar

At the top of the report, after the selection criteria, there is a search bar, which can be used to filter further on the report. The * can be used to mask characters as illustrated below.



Multiple Pages

Multiple pages of data can be extracted.

The toggle buttons at the bottom of the screen, can be used to move through the pages.



Changing Data on Page

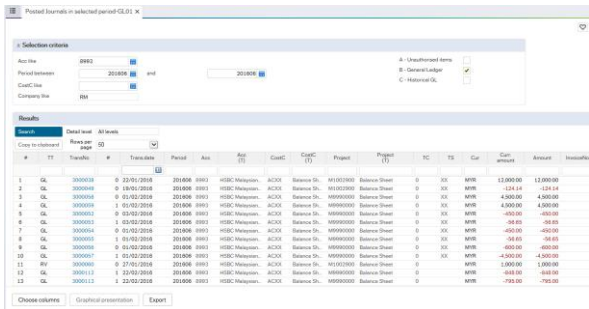
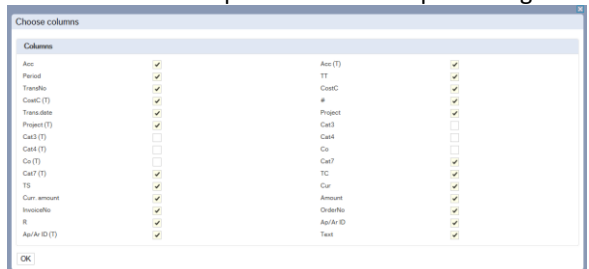
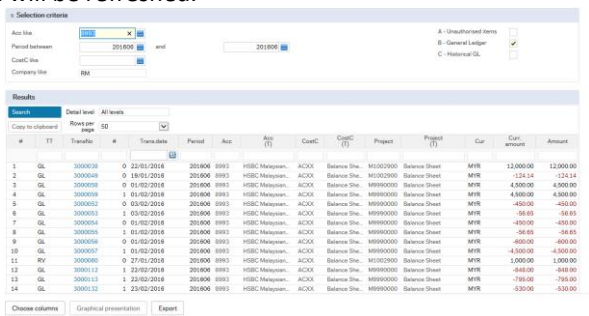
Selecting the [Choose columns] opens a sub screen. The content of the sub screen is dependent on the report definition.

In principle each column that is available in the report is shown on the standard report definition. The user is then able to select which of these columns will be displayed in the report by unchecking/checking the box next to the column heading.

On returning to the report, the data can be viewed with the selected columns.

For example, the original report is as follows:

Steps

Step	Description
Open the report	Open the report. The data can be extracted as below, or you can go straight to the next step. 
Select [Choose Columns]	Select [Choose Columns] and the column screen will be displayed. The data on this screen will be dependent on the report being viewed. 
Select/deselect columns	Uncheck the boxes to the right of each column heading if the heading is no longer required on the report output. Click [OK] to return to the report.
[Search] to refresh the data	The data will be refreshed. 

Moving Columns

Columns can be moved around within a report. To do this, highlight the column heading, and drag it to the new location.