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**Introduction**

**Purpose of this reference guide:**
To provide the user with information on data contained within the *AP Purchase Order* subject area, including key definitions and descriptions of facts and dimensions.

**General Overview:**
**What does the AP Purchase Order subject area include?**
The AP Purchase Order subject area contains Purchase Orders (PO) and Blanket Orders (BO) of all statuses (open, closed, etc.) fed into fame and loaded into UDW+. For example, when a user creates a PO in the NYU eReq / iBuy system, certain data elements, such as chartfield information associated with the PO, are fed to fame.

**What does it NOT include?**
When POs are entered into the NYU eReq / iBuy system, they are not necessarily fed to fame in real-time. The PO data in UDW+ also only reflects the current change order recorded in eReq. To view change order history, please access eReq directly.

**Why would you use this subject area for Ad Hoc Analysis?**
In general, Ad Hoc Analysis should be used whenever the Dashboards or Standard Reports do not meet your analytical and reporting needs. For example, *D.01 Financial Operations Dashboard* allows you to track activity through the Accounts Payable pipeline: (Purchase Order-->Invoice-->Voucher-->Payment). Each of these are components of the AP process.

Producing an Ad Hoc Analyses in the AP Purchase Order subject area allow you to pivot on, graph, and format granular data related to POs and BOs. For example, if in August, you wanted to pull all open POs that have outstanding encumbrances greater than 90% of the amount the PO was opened for, you can create an analysis to capture this information using this subject area.
Key Fact or Measurement Definitions

PO Distribution Line Amount: This fact amount is associated with a specific chartfield combination: (BU→Fund→Org→Program→Project→Account). It represents the *amount expected to be charged to a specific chartfield for an open PO.*

For example, if a PO is opened in eReq for $500 with $250 to be charged to Fund 10 – Unrestricted, Department 43455 - General Expenses, Account 65182 – Dinner & Meeting (chartfield 10-43455-65182), the *PO Distribution Line Amount* will show $250 if you select 10-43455-65182 as part of your criteria and display it in the results section. Once the PO is opened, $250 is encumbered on chartfield 10-43455-65182.

**THE PO DISTRIBUTION LINE AMOUNT IS THE MOST IMPORTANT AND MOST REFERENCED TERM THROUGHOUT THIS GUIDE. IT IS BEST TO RE-READ IT AND ENSURE IT IS WELL UNDERSTOOD BEFORE MOVING ON.**

PO Open Balance Amount: For each *PO Distribution Line*, this field reflects the *amount that remains encumbered and not yet expensed.* It reflects the encumbered amount as of the last refresh of the University Data Warehouse+; to see encumbrance balances as of a particular historical fiscal year and accounting period, run the Purchase Order Detail Report. For closed POs, this amount will be zero. For POs where the amount invoiced was greater than the amount of the *PO distribution line*, the amount will be zero.
**PO Total Invoiced and Unpaid Amount:** For each *PO Distribution Line*, this field reflects the *amount for which an invoice has been received in Accounts Payable, a voucher has been recorded in fame, but where payment has NOT yet been dispersed to the vendor.*

For example, assume you have a PO open with Furniture Bob’s for $250 on chartfield 10-43455-64215 and rent a desk that costs $50. Furniture Bob’s sends an invoice for $50 and this is submitted to AP who then issues a voucher. This voucher represents an agreement by NYU to pay $50 to Furniture Bob’s and is thus expensed in the general ledger along with a corresponding de-encumbrance of ($50). Even though the $50 has been expensed, it will take up to 15 days before a check is actually sent to Furniture Bob’s. In this period of several days before the check is cut, $50 will show up on the *PO Total Invoiced and Unpaid Amount* for chartfield 10-43455-64215.

**PO Total Paid Amount:** For each PO Distribution Line, this field reflects the *amount for which an invoice has been received in Accounts Payable, a voucher has been recorded in fame, AND where payment has been dispersed to the vendor.*

**PO Total Posted Amount:** For each *PO Distribution Line*, this field reflects the *amount for which an invoice has been received in Accounts Payable and a voucher has been recorded in fame.*

For example, assume you have a PO open with Furniture Bob’s for $250 on chartfield 10-43455-64215 and rent a desk that costs $50. Furniture Bob’s sends an invoice for $50 and this is submitted to AP who then issues a voucher. This voucher represents an agreement by NYU to pay $50 to Furniture Bob’s and is thus expensed in the general ledger regardless of whether a check has been cut yet. This expense is described as the *PO Total Posted Amount* because the expense has *posted* to the ledger.

**How these facts are related to each other:**

\[
\text{PO Total Paid Amount} + \text{PO Total Invoiced and Unpaid Amount} = \text{PO Total Posted Amount}
\]

\[
\text{PO Distribution Line Amount} - \text{PO Total Posted Amount} = \text{PO Open Balance Amount}
\]

*In general, PO Open Balance Amount = Encumbrance Amount*
**Key Attribute or Dimension (non-measurement) Definitions**

The **PO Document Detail** folder contains many of the attributes or dimensions unique to POs.

**Budget Date:** This date is associated with each *PO Distribution line* and determines which fiscal year or accounting period the expense is encumbered in. It also can represent when the PO was opened, when a change request was made, or the date associated with an itemized good or service on a PO schedule.

**PO Line Number:** For each purchase order, *PO lines* are created to itemize goods or services to be purchased.

**PO Distribution Line Number:** For each PO line, a *PO distribution line number* is created for each unique chartfield against which a *PO line amount* will be charged. This number provides the user with an idea of how many chartfield combinations can receive charges against a given PO.
**PO Id:** This is the alphanumeric combination assigned to a PO by the eReq system when a PO is opened.

**Prefix Meanings:**

<table>
<thead>
<tr>
<th>1st Alpha</th>
<th>2nd Alpha</th>
</tr>
</thead>
<tbody>
<tr>
<td>B – Blanket Order</td>
<td>W – Washington Square Business Unit</td>
</tr>
<tr>
<td>K – Contract Order</td>
<td>A – Abu Dhabi Business Unit</td>
</tr>
<tr>
<td>E – I-Buy Order</td>
<td></td>
</tr>
<tr>
<td>U – Sub Contract Order</td>
<td></td>
</tr>
<tr>
<td>L – Low Dollar Order</td>
<td></td>
</tr>
<tr>
<td>C – Capital Order</td>
<td></td>
</tr>
<tr>
<td>P – Purchase Order</td>
<td></td>
</tr>
</tbody>
</table>

**Budget Line Status Description:** Identifies the status of budget checking for each *PO Distribution Line*. Statuses include:

- **Not Budget Checked (N)** - These *PO Distribution lines* have yet to pass budget check and will not be encumbered in the GL.
- **Valid Budget Check (V)** – The majority of all *PO Distribution lines* are Valid Budget Check and encumbrances will be reflected in the GL and all standard reports.
- **Error in Budget Check (E)** – These *PO Distribution lines* are failing budget check and will not be encumbered in the GL.
- **Warning in Budget Check (W)** – This status is rarely used and *PO Distribution lines* are encumbered in the GL.

**Buyer:** Contains the NYU netid of the user who entered the Purchase Order.

**Line Description:** For each *PO line*, this provides a description of items or services to be purchased.

**Qty:** For each *PO line*, this provides the number of units to be purchased.

**Source System:** This identifies the system in which the original purchase order was created, usually a feeder system into the accounts payable module of fame. ‘ERQ’ represents the eReq system, while ‘PPO’ represents all purchase orders created outside of eReq.

**Purchase Order Status Description:** Identifies the status of the overall purchase order. Common statuses include Open (O), Dispatched (D), Completed (C), and Canceled (X).
Encumbrance Detail: This folder includes the Transaction Date, Transaction Id, and Transaction Line Number pertaining to PO encumbrance transactions.

Vendor Detail: This folder includes attributes associated with each vendor and entered for a PO. These include Vendor descriptions, Vendor address, Business contact number, Vendor Tax Id number, and Vendor contact info.
**Key Considerations**

**Business Unit GL vs. Business Unit PO:**
The *Business Unit GL* reflects the BU against which a *PO Distribution Line* has been charged. The *Business Unit PO* reflects the BU used to record the overall purchase order. This is most important when examining data for Global Sites. For example, a user can create a PO and assign it to the Washington Square (WSQ01) BU. Within this PO, the user can charge a specific product or service to a chartfield in the Abu Dhabi (ADH01) BU. In this instance, the *Business Unit GL* would reflect ADH01, while the *Business Unit PO* would reflect WSQ01.

*All chartfield security in the subject area utilizes the Business Unit GL. For example, users with only WSQ01 access will not see PO Distribution Lines distributed to ADH01, even if the Business Unit PO is WSQ01.*

**Inception to Date (ITD) vs. Year to Date (YTD) POs:**

Purchase Orders for ITD funds span multiple fiscal years (i.e. POs opened for grant projects). Use the *Budget Period* attribute to identify ITD POs; they will have a Budget Period of ALLP.

For YTD POs, it is possible to recycle the same PO Id across multiple fiscal years. Be sure to limit by Fiscal Year or Budget Period to account for these anomalies.

**Account Tree Name:**

YOU SHOULD ALWAYS LIMIT BY ACCOUNT TREE NAME.
Tracing POs back to Budget Detail:

Budget Detail (report and subject area) includes PO transactions recorded in the GL (Commitment control module of fame). There are no journal id identifiers for PO encumbrances.

As there are no PO line and distribution line details in Budget Detail, be mindful of chartfield distributions to filter/group data. The AP Purchase Order subject area provides a snapshot of distribution line amounts and balances as of the last UDW+ load; the Budget Detail subject area provides a record of PO activity grouped by PO Id, chartfield, and FY/Accounting Period.

If you filter by PO, the Actuals in Budget Detail will not match the Total Posted/Paid Amount in AP Purchase Order. You should instead filter by chartfield in Budget Detail, as the PO ID will have a dash “-“ as the PO ID.

When an expense is vouchered, Budget Detail does not attach it to a PO. Essentially, vouchers don’t attach to a PO ID. Instead, they are represented by a dash “-“.

Example: A PO is opened for $290 in chartfield 10-43455-65182 on 1/10/2013 with PO ID KW507644. A $203 purchase is made against the PO. The payment is vouchered and paid for.

<table>
<thead>
<tr>
<th>PO ID</th>
<th>Actual USD</th>
<th>Encumbrance USD</th>
<th>PO ID</th>
<th>PO Total Posted Amt</th>
<th>PO Open Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>KW507644</td>
<td>$0</td>
<td>$87</td>
<td>KW507644</td>
<td>$203</td>
<td>$87</td>
</tr>
<tr>
<td></td>
<td>$203</td>
<td>$0</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Finding Encumbrance/De-encumbrance Details:

Use eReq (or other Purchasing source system) to review change order details over time. Use the AP Voucher subject area to see individual encumbrance release transactions.
FIN 855: Common Ad Hoc Reports - AP Purchase Order

Query

<table>
<thead>
<tr>
<th>PO Id</th>
<th>Vendor</th>
<th>PO Date</th>
<th>Budget Date</th>
<th>Fund</th>
<th>Org</th>
<th>Program</th>
<th>Project</th>
<th>Account</th>
<th>Source System</th>
<th>Line Description</th>
<th>QN</th>
<th>PO Distribution Line Number</th>
<th>PO Line Number</th>
<th>Buyer</th>
<th>PO Distribution Line Status Description</th>
<th>Purchase Order Status Description</th>
<th>Budget Line Status Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PA492996</td>
<td>CUNY</td>
<td>12/17/2012</td>
<td>12/17/2012</td>
<td>77 - CUNY</td>
<td>71300 - Library Administration</td>
<td>AP</td>
<td>PO</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1</td>
<td>1</td>
<td>YC25</td>
<td>Closed</td>
<td>Complete</td>
<td>Valid Budget Check</td>
<td></td>
</tr>
<tr>
<td>PW492996 Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Fiscal Year**

<table>
<thead>
<tr>
<th>Year</th>
<th>PO Distribution Line Amount USD</th>
<th>PO Total Paid Amount USD</th>
<th>% of PO Paid</th>
<th>PO Total Unpaid Amount USD</th>
<th>PO Total Open Amount USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>4,200.00</td>
<td>4,200.00</td>
<td>100%</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>2014</td>
<td>4,200.00</td>
<td>4,200.00</td>
<td>100%</td>
<td>0</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Filters:**

- Account Tree Name is equal to / is in WSQBC
- PO Id is equal to / is in PW492996

**Calculations:**

\[
\text{% of PO Paid} = \left(\frac{\text{Paid Amount}}{\text{Total PO Amount}}\right) \times 100
\]

\[
\text{% of PO that is Open} = \left(\frac{\text{Open Balance Amount}}{\text{Total PO Amount}}\right) \times 100
\]
FIN 855: Common Ad Hoc Reports- AP Purchase Order

**Authorized Analyses- DSG**

- Visit Catalog → Shared Folders → School and Administrative Folders → Authorized Analyses- DSG → Financial Reporting → Common Reports/ Templates for useful ad hoc reports and templates.
- Choose More → Copy.

- Then go to My Folders and either Right-Click and choose Paste or choose the Paste icon in the Catalog header.
- Remember to change the filters on the report to suit your needs.