Infor Reporting User Guide for the Base Data Store Reports

Release 10.5.x

Important Notices

Trademark Acknowledgements

Publication Information

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Contents

About this guide

This guide describes the Infor Reporting reports and navigation.

Intended audience

This guide is for Infor Reporting users who run reports for the Infor ION Business Vault Base Data Store.

Related documents

You can find these documents in the product documentation section of Infor Xtreme Support portal:

- *Infor Reporting Administration Guide*
- *Infor Reporting Development Guide for Framework Modeling*

Contacting Infor

If you have questions about Infor products, go to the Infor Xtreme Support portal.

If we update this document after the product release, we will post the new version on this website. We recommend that you check this website periodically for updated documentation.

If you have comments about Infor documentation, contact documentation@infor.com.

Infor Reporting overview

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Infor Reporting includes these features:

- Reporting environment that supports your reporting requirements for multiple Infor applications
- Active Directory Federation Services (AD FS) security mode that uses claims issued by AD FS and Infor Federation Services (IFS)
- Active Directory (AD) security mode that uses attributes from AD and IFS through IFS web services
- User interface that includes navigation to view report content
- Integration with Infor Ming.leTM
- Templates that your professional report authors can use to build reports
- Online help and documentation

Infor Reporting Business Vault Operational Reports includes these components:

- Reporting packages, folders, and reports
- Application-specific objects to support Infor Reporting
- Drill back to ERP applications for master data and transactions
- Online help and documentation

Report domains

The Base Data Store Reports are organized by functional area or domain. A separate folder is included for each of these reporting domains:

- A and D (Aerospace and Defense) Manufacturing
- Accounts Payable
- Accounts Receivable
- General Ledger
- Purchasing
- Sales
- Warehousing

You can view, filter, schedule, run, output and e-mail pre-authored reports.

Working with Infor Reporting

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These are instructions for logging into Infor Reporting and working with the reports. You can access recently viewed reports and you can bookmark reports that you access frequently.

Infor Reporting includes summary level and detail level reports. You can run all reports independently or you can run a summary level report and drill through to a detail level report for additional information. You can also drill back to the ERP source application from most reports.

Configuring Internet Explorer

Before you log in to Infor Reporting, you must configure the settings that control your log-in process.

1. Open Internet Explorer.
2. Select **Tools > Internet options.**.
3. Click the **Security** tab.
4. Verify that the Local Intranet zone is selected.
5. Click **Sites**.
6. Click **Advanced**.
7. Verify that your corporate domain is in the list of web sites, for example, **Infor.com**. If you do not know the name of your corporate domain, contact your system administrator.
8. Click **Close**, and then click **OK** to return to the Intranet Options window.
9. On the **Security** tab, click **Custom level**.
10. For the User Authentication Logon settings, verify that the **Automatic logon only in intranet zone** option is selected.
11. Click **OK** to return to the Intranet Options window.
12. On the **Advanced** tab in the Settings window, scroll down to the Security section and select **Enable Integrated Windows Authentication**.
13. Save your changes.
14. Close Internet Explorer.

Accessing Infor Reporting

1. Log on to Infor Ming.le.
2. Select the Infor Reporting application from the Infor Ming.le application navigation area.

Accessing reports

1. Select **Infor Reporting > Business Vault** to view the folders that include the reports.
2. Select a folder, such as **Accounts Payable** to view a list of all Accounts Payable reports.
3. Select the **Detail View** or the **List View** icon to change the display of the reports.
4. To access help, click the question mark icon.
5. Select **My Area Options**, the pinwheel icon, to access **My Preferences** and **My Activities and Schedules**.
6. To change the locale for the reports, select **My Preferences**.
7. Select a report, such as **AP Aging Summary**.
8. Specify the prompt values for the report and click **Run**. Prompt selections with a red asterisk are required.
9. To drill through to the detail report, click a Supplier, highlighted in blue and underlined. This launches the AP Aging Details report for AP invoice information for the supplier selected.

   You can drill through to a detail report, if one is available, by selecting a report data element that is blue and underlined.
10. To return to the AP Aging Summary report, click the **Previous Report** icon on the tool bar and select the AP Aging Summary report.
11. Select the drill back icon to the left of the master data ID or transaction ID to drill back to the source ERP application for additional details about the report elements.
12. If the **Currency Type** in the parameter block has a drop down arrow, select a different currency type to view.

    Some reports allow you to switch between currency types on the report page. For example, the AP Corporate Aging report provides a switch between the base currency report page and the reporting currency report page.
13. Select **Keep this version** to save the report or email the report.
14. Select **Add this report** to add the report to My Folders or to bookmark the report.
15. Select the report format icon and specify the report output, such as, HTML, PDF, XML or Excel. This icon is to the left of the **Add this report** option.
16. Select the **Return** icon on the navigation bar to run another report.

3 Aerospace and defense manufacturing reports

These are the reports for A and D (aerospace and defense) manufacturing.

Efficiency Analysis

This report includes a chart and a listing. The chart shows total efficiency across time and the listing includes work center, labor efficiency, machine efficiency, and total efficiency details across selected periods of time. You can run the report by project, work center, operational calendar, year, and period.

Calculation: Efficiency = Forecast Cost Time Hours /Actual Cost Time Hours.

Efficiency Year to Year Comparison

This report includes a chart and a listing. The chart shows total efficiency percent change this year versus last year across work centers and the listing includes work center ID-name, actual hours, forecast hours, current year, last year, and the percent change. You can run the report by project, work center, operational calendar, year, and period.

Exceptions

This report includes five charts and a listing for open production orders with operations over plan. The charts show exception data across work centers for:

- Average days past start date
- Average days past end date
- Labor costs over plan

- Machine costs over plan
- Consumed item quantities over plan

The listing includes work center ID, work center name, output project, status, operation forecast start date, operation actual start date, operation forecast end date, operation actual end date, estimated labor amount, actual labor amount, estimated machine amount, and actual machine amount. You can run the report by project and location.

Hours Worked

This report includes three charts and a listing for hours worked on open production orders for the selected calendar. If a week calendar is selected, the hours worked are the prior week's. If a month calendar is selected, the hours worked are the total month to date.

The charts shows:

- Hours worked by non-work center employees across work centers
- Overtime hours worked across work centers
- Hours worked across production orders

The chart shows total actual rework material cost across time. The listing, which includes work center rework details across the selected periods of time, includes actual end date period year. The listing includes time start date period year, time start date period ID, time start date time, main work center ID, time, work center ID, employee ID, employee home work center ID, time hours, WC employee hours, non-WC employee hours, wage group, overtime flag, overtime hours, regular hours, hours type, production order ID, production order reference operation ID, task, and hours origin. You can run the report by project and location for a specified time.

Over Plan Completed Projects

This report includes five charts and listing for closed production order projects over plan. The charts show exception data across work centers for:

- Average days completed past planned end date
- Reject costs over plan
- Total costs over plan
- Material costs over plan
- Burden costs over plan

The listing includes the details for the 5 charts and includes, order ID, output project, rework flag, status, forecast start date, actual start date, forecast end date, actual end date, estimated total amount, actual total amount, estimated material amount, actual material amount, estimated material quantity (base), actual material quantity (base), estimated material per unit amount, actual material per unit amount, output planned reject quantity (base), output reject quantity (base), estimated burden amount, and actual burden amount. You can run the report by project and location.

Productivity Analysis

This report includes a chart and listing. The chart shows total productivity across time and the listing includes work center, labor productivity, machine productivity, and total productivity details across selected periods of time. You can run the report by project, work center, operational calendar, year, and period.

Calculation: Productivity = Utilization/Efficiency.

Productivity Year to Year Comparison

This report includes a chart and a listing. The chart shows total productivity percent change this year versus last year across work centers and the listing includes work center ID-name, labor productivity, machine productivity, total productivity this year, prior year, and the percent change for selected work centers. You can run the report by project, work center, operational calendar, year, and period.

Rework Details

This report includes a chart and listing for production orders that are designated as rework. The chart shows total actual rework material cost across time and the listing includes work center rework details across the selected periods of time. The report includes actual end date period year, actual end date period ID, work center ID, work center name, order ID, output item ID, output item description, order quantity, actual labor cost time hours, actual machine cost time hours, material cost. You can run the report by project, work center, operational calendar, year, and period.

Utilization Analysis

This report includes a chart and listing. The chart shows total utilization across time and the listing includes work center, labor utilization, machine utilization, and total utilization details across selected periods of time. You can run the report by project, work center, operational calendar, year, and period.

Calculation: Utilization = Actual Cost Time Hours / Forecast Cost Time Hours.

Utilization Year to Year Comparison

This report includes a chart and listing. The chart shows total utilization percent change this year versus last year across work centers and the listing includes work center ID-name, actual hours, forecast hours, total utilization this year, prior year, and the percent change for selected work centers. You can run the report by project, work center, operational calendar, year, and period.

Accounts Payable reports

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This table shows the drill-through capability of the Accounts Payable reports:

Summary report	Drill-through detail	Drill-through detail
AP Corporate Aging Summary	AP Aging Summary	AP Aging Details
AP Corporate Cash Requirements	Cash Requirements	Supplier Cash Requirements
AP Corporate Discount Analysis	AP Discount Analysis by Company	Supplier Discount Details
Late Supplier Payments	n/a	n/a
Open Payables Register	n/a	n/a
Payable Transaction Status by Supplier	n/a	n/a
Payable Transactions by Supplier	n/a	n/a
Suppliers with Credit Balances Summary	Suppliers with Credit Balances Details	

AP Aging Details

This report lists all open or partial paid payable amounts by supplier for cash flow analysis. The report includes payable date, payable discount date, payable due date, payable ID, payable amount, discount allowed amount, paid amount, discounts and adjustments, open amount, and open amounts by aging categories. The aging categories are current, 0 - 30 days, 31 - 60 days, 61 - 90 days, 91 - 120 days, and 121+ days. You can run the report by company, supplier, aging method, payable status, and currency type. The currency type is transaction currency or base currency.

This report includes a filter to display all payables with a status of approved, unapproved, open, partial paid, vouchered, disputed, or on hold.

AP Aging Summary

This report lists the total open or partial paid payable amount by supplier for cash flow analysis. The report includes supplier ID, supplier name, payable amount, open amount, paid amount, discounts and adjustments, % unpaid, and open amounts by aging categories. The aging categories are current, 0 - 30 days, 31 - 60 days, 61 - 90 days, 91 - 120 days, and 121+ days. You can run the report by company, supplier, aging method, and payable status.

This report includes a filter to display all payables with a status of approved, unapproved, open, partial paid, vouchered, disputed, or on hold.

Select the supplier ID to drill through to the AP Aging Detail report.

Calculation: % Unpaid = Open Amount/Payable Amount.

AP Corporate Aging Summary

This report provides a summary of open or partial paid payable amounts by company. The report includes company ID - name, payable amount, paid amount, discounts and adjustments, open amount, open amounts by aging category, and % unpaid. The aging categories are current, 0 - 30 days, 31 - 60 days, 61 - 90 days, 91 - 120 days, and 121+ days. You can run the report by company, aging method, payable status, and currency type. The currency type is reporting currency or base currency.

The information is displayed in 2 bar graphs that illustrate open amount (reporting) by company and % unpaid by company followed by a summary listing of payable amounts by company.

On the base currency page of the report, select the company ID-name to drill through to the AP Aging Summary report.

Calculation: % Unpaid = Open Amount/Payable Amount.

AP Corporate Cash Requirements

This report provides summary payable amounts by company for cash flow analysis. The report includes company ID - name, payable amount, paid amount, discount taken amount, discount not taken amount, open amount, remaining discount allowed amount, and the net payable amount. The report includes a bar graph that illustrates net payable amount (report) by company. You can run the report by company, planned payment date based on due date or discount due date, payable status, and currency type. The currency type is reporting currency or base currency.

This report uses a filter to include all payables on the report with a status of approved, open, partial paid, vouchered, disputed, or on hold.

On the base currency page of the report, select the company ID - name and drill through to the Cash Requirements report for more detailed information.

Calculations:

- Remaining Discount Allowed Amount = Discount Allowed Amount - Discount Taken Amount and the payable status is approved, open, partial paid, vouchered, disputed, or hold and the discount allowed is greater than the discount taken amount.
- Net Payable Amount = Open Amount - Remaining Discount Allowed Amount

AP Corporate Discount Analysis

This report compares the discount allowed amount, late discount taken amount, discount taken amount, extra discount taken amount, and discount lost amount among various companies or accounting entities. This allows you to compare companies with different base currencies. You can run the report by company, payable date range, and currency type. The currency type is the reporting currency or the base currency. A bar graph compares the amounts on the report currency page of the report.

This report uses the Completed Payables Filter. This filter includes all payables with a status of applied, closed, paid, void, or canceled.

On the base currency page of the report, select the company ID to drill through to the Discount Analysis by Company report.

AP Discount Analysis by Company

This report lists payable discount amounts by supplier. The report includes supplied ID, supplier name, payable amount (base), discount allowed amount (base), discount taken amount (base), extra discount taken amount (base), late discount taken amount (base), and discount lost amount (base). You can run the report by company, supplier, and payable date range.

This report uses the Completed Payables Filter. This filter includes all payables with a status of applied, closed, paid, void, or canceled.

Select the supplier ID to drill through to the Supplier Discount Details report.

Cash Requirements

This report lists total cash requirements by supplier within a company, for a planned payment date, based on payable due date, or a discount due date. The report includes the supplier ID, supplier name, payable amount, paid amount, discount taken amount, open amount, remaining discount allowed, discount not taken, and net payable amount. The report is grouped by company ID-name, base currency, supplier ID, and supplier name.

This report uses a filter to include all payables with a status of approved, open, partial paid, vouchered, disputed, and on hold.

Select the supplier ID to drill through to the Supplier Cash Requirements report.

Calculations:

- Remaining Discount = Discount Allowed Amount - Discount taken Amount and the payable status is approved, open, partial paid, vouchered, disputed, or hold and the discount allowed is greater than the discount taken amount
- Net Payable Amount = Open Amount - Remaining Discount Allowed Amount

Late Supplier Payments

This report lists payable details for late payments by supplier within a company. The report includes supplier ID, supplier name, invoice date, invoice due date, paid date, discount date, payable type, payable amount, discount taken amount, discount lost amount, paid amount, currency code, and days late. You can run the report by company, supplier, payable type, payable date range, and currency type. The currency type is transaction currency or base currency.

The report includes the Paid Status Filter.

Open Payables Register

The Open Payables Register report lists unpaid or partial paid payables by supplier. The report also shows discounts taken and partial payments previously applied to outstanding payables. The report includes the supplier ID, supplier name, payable date, payable discount date, payable ID, payable type, payable amount, discount taken amount, net amount, paid amount, remaining amount and currency code. You can run the report by company, supplier, payable date range, payable type, and currency type. The currency type is the transaction currency or the base currency. The report is grouped by company ID-name, supplier ID, and supplier name.

This report uses the Active Payable Filter. This filter includes payables with a status of approved, open, partial paid, vouchered, disputed, or on-hold.

Calculations:

- Net Amount = Payable Amount - Discount Taken Amount
- Remaining Amount = Net Amount - Paid Amount

Payable Transaction Status by Supplier

This report shows summary transaction amounts by invoice status for a supplier. The report includes supplier ID, supplier name, unapproved amount, approved amount, held amount, vouchered amount, prepaid amount, partial paid amount, paid amount, payable amount, and currency code. You can run the report by company, supplier, and currency type. The currency type is transaction currency or base currency.

Payable Transactions by Supplier

This report lists all current and prior invoices by supplier, within a company, for a specified payable date range. The report includes supplier ID, supplier name, payable ID, payable type, status, payable date, payable due date, payable discount date, term ID, payable amount, discount taken amount, paid amount, open amount, and currency code. The report is grouped by company ID-name, supplier ID, and supplier name. You can run the report by company, supplier, payable date range, and currency type. The currency type is transaction currency or base currency.

Supplier Cash Requirements

This report shows the total cash requirements for a supplier in both the base and transaction currency. You can run the report by company, planned payment date, supplier, payable status and a planned payment based on due date or discount due date. The report includes payable ID, status, payable date, payable due date, payable discount date, open amount (base), discount not taken amount (base), remaining discount allowed amount (base), net payable amount (base), net payable amount, and currency code.

The report uses a filter designed to display all payables with a status of open, partial paid, vouchered, dispute, hold, or approved.

Supplier Discount Details

This report shows detail payable discount amounts for a supplier by payable ID. The report includes payable ID, payable date, payable discount date, payable amount, discount allowed amount, discount taken amount, extra discount taken amount, late discount taken amount, discount lost amount, and currency code. You can run the report by company, supplier, payable date range, and currency type. The currency type is transaction currency or base currency.

This report uses the Completed Payables Filter. This filter includes all payables with a status of applied, closed, paid, void, or canceled.

Suppliers with Credit Balances Details

This report is a listing of payable detail information by supplier for those vendors with a credit balance. The report includes supplier ID, supplier name, payable ID, payable date, payable due date, payable type, payable amount, discount taken amount, paid amount, and open amount. You can run the report by company, supplier, payable date range, and currency type. The currency type is transaction currency or base currency.

Suppliers with Credit Balances Summary

The report is a listing of suppliers with a credit balance in the open amount (base). The report includes supplier ID, supplier name, payable amount (base), discount taken amount (base), paid amount (base), and open amount (base). You can run the report by company and payable date.

Select the supplier ID to drill through to the Suppliers with Credit Balances Detail report.

Accounts Receivable reports

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This table shows the drill-through capability of the Accounts Receivable reports:

Summary report	Drill-through detail	Drill-through detail
AR Corporate Aging Summary	AR Aging Summary	AR Aging Details
AR Corporate Discount Analysis	AR Discount Analysis by Company	Customer Discount Details
AR Disputed Invoices	n/a	n/a
Credit Memo Summary	Credit Memo Details	n/a
Open Receivables Summary	Open Receivables Details	n/a
Receivable Transactions by Customer	n/a	n/a

AR Aging Details

This report is a listing of all open and partial paid AR transactions for a customer organized by aging category for cash flow analysis. The report includes receivable ID, receivable date, due date, discount date, receivable amount, discount allowed amount, received amount, discounts and adjustments, open amount, and open amounts by aging category. The aging categories are Current, 0 - 30 days, 31 - 60 days, 61 - 90 days, 91 - 120 days and 121+ days. The customer receivables are in ascending order by receivable ID. You can run the report by company, aging method, customer, and currency type. The currency type is transaction currency or base currency.

This report uses the Active Receivable Filter. This filter includes all receivables with a status of open, partial paid, unapplied cash, or dispute.

AR Aging Summary

This report is a summary of all open and partial paid AR transactions by customer organized by aging category for cash flow analysis. The report includes customer ID, customer name, receivable amount, discounts and adjustments, received amount, open amount, % unpaid, and open amounts by aging category. The aging categories are Current, 0 - 30 days, 31 - 60 days, 61 - 90 days, 91 - 120 days and 121+ Days. You can run the report by aging method, company, and customer. The report is grouped by company ID-name and base currency.

This report uses the Active Receivable Filter. This filter includes all receivables with a status of open, partial paid, unapplied cash, or dispute.

Select the Customer ID to drill through to the AR Aging Detail report.

Calculation: % Unpaid = Open Amount/Receivable Amount.

AR Corporate Aging Summary

This report provides a summary of open receivable amounts by company by aging category. The report includes company ID - name, receivable amount, discounts and adjustments, received amount, open amount, open amounts by aging category, and % unpaid. The aging categories are current, 0 - 30 days, 31 - 60 days, 61 - 90 days, 91 - 120 days, and 121+ days. You can run the report by company, aging method, and currency type. The currency type is base currency or reporting currency.

The reporting currency page includes two bar graphs. The graphs that illustrate open amounts by company and % unpaid by company. This information is followed by a summary listing of total receivable amounts by company.

This report uses the Active Receivable filter.

On the base currency page, select the company ID - name to drill through to the AR Aging Summary report.

Calculation: % Unpaid = Open Amount/Receivable Amount.

AR Corporate Discount Analysis

This report shows the discount allowed amount, discount taken amount, extra discount taken, late discount taken amount, and discount not taken amount of various companies or accounting entities. You can run the report by company, receivable date range, and currency type. The currency type is reporting currency or base currency.

This report uses the Completed Receivable Filter. This filter includes all receivables with a status of applied, paid, void, or write-off. It also uses the Receivable Invoice filter, which includes receivables with a receivable style category type of invoice or receivable style of invoice, progress billing, or contract.

From the base currency page of the report, select the company ID in the list report to drill through to the AR Discount Analysis by Company report.

AR Discount Analysis by Company

This report lists receivable discount amounts by company. The report includes customer ID, customer name, receivable amount (base), discount allowed amount (base), discount taken amount (base), extra discount taken amount (base), late discount taken amount (base), and discount not taken amount (base). You can run the report by company, customer and receivable date range.

This report uses the Completed Receivable Filter. This filter includes all receivables with a status of applied, paid, void, or write-off. It also uses the Receivable Invoice filter, which includes receivables with a receivable style category type of invoice or receivable style of invoice, progress billing, or contract.

Select the customer ID to drill through to the Customer Discount Details report.

AR Disputed Invoices

This report is a listing of disputed invoices by customer within a company. The report includes customer ID, customer name, receivable ID, receivable date, due date, receivable type, disputed reason, receivable amount, received amount, current amount, past due amount. You can run the report by company, customer, receivable type, receivable date range, due date range and currency type. The currency type is transaction currency or base currency.

This report uses a filter to include receivables with an invoice type of invoice, debit memo, miscellaneous, progress billing, and contract.

Credit Memo Details

This report lists all open credit memo transactions by customer. This report includes customer ID-name, receivable ID, receivable type, receivable date, receivable description, invoice ID, status, status date, unapplied credit memo amount in the base currency, unapplied credit memo amount in the transaction currency, and currency code. The receivables are listed in ascending order by receivable ID. You can run the report by company and customer. The report is grouped by company, customer ID, customer name, and receivable type.

This report uses the Active Receivable Filter. This filter includes all receivables with a status of open, partial paid, unapplied cash, or dispute.

Calculation: Unapplied Credit Memo Amount = Credit Memo Amount that has a status of open, unapplied cash, partial paid or dispute.

Credit Memo Summary

This report shows all open credit memo amounts summarized by customer. The report includes customer ID, customer name, credit memo count, open amount (base), unapplied credit memo amount (base), and net receivable amount (base). You can run the report by company and customer. The report is grouped by company ID-name and base currency.

This report uses the Active Receivable Filter. This filter includes all receivables with a status of open, partial paid, unapplied cash, or dispute.

Select the Customer ID to drill through to the Credit Memo Detail report.

Calculations:

- Unapplied Credit Memo Amount = Credit Memo Amount that has a status of open, unapplied cash, partial paid or disputed
- Net Receivable Amount = Open Amount - Unapplied Credit Memo Amount

Customer Discount Details

This report lists receivable discount amounts for a customer by receivable ID. The report is sectioned by customer, and includes receivable ID, receivable date, discount date, receivable amount, discount allowed amount, discount taken amount, extra discount taken amount, late discount taken amount, discount not taken amount, and currency code. You can run the report by company, customer, receivable date range, and currency type. The currency type is transaction currency or base currency.

This report uses the Completed Receivable Filter. This filter includes all receivables with a status of applied, paid, void, or write-off. It also uses the Receivable Invoice filter, which includes receivables with a receivable style category type of invoice or receivable style of invoice, progress billing, or contract.

Open Receivables Details

This report is a listing of all open AR transactions by customer. This report includes receivable ID, receivable date, due date, discount date, receivable type, status, receivable amount, discount allowed amount, received amount, current amount, and past due amount. Customer receivables are listed in ascending order by receivable date order. You can run the report based on company, receivable type, customer and currency type. The currency type is transaction currency or base currency. The report is grouped by customer ID-name, receivable ID, and currency type.

This report uses the Active Receivable Filter. This filter includes all receivables with a status of open, partial paid, unapplied cash, or dispute.

Calculations:

- Current Amount = All active receivables with an invoice due date greater than or equal to the current date.
- Past Due Amount = All active receivables with an invoice due date less than the current date.

Open Receivables Summary

This report is a summary of all current and past due AR transactions by customer. This report includes customer ID, customer name, receivable count, % late, open amount, current amount and past due amount. You can run the report based on company, customer and receivable type. The report is grouped by company ID-name and base currency.

This report uses the Active Receivable Filter. This filter includes all receivables with a status of open, partial paid, unapplied cash, or dispute.

Select the Customer ID to drill through to the AR Open Receivables Detail report.

Calculations:

- Current Amount = open invoice transactions with an invoice due date equal to or greater than the report run date
- Past Due Amount = Open Amount - Current Amount where invoice due date is less than report run date
- Receivable Count is the number of open invoice transactions
- % Late = Past Due Amount / Open Amount

Receivable Transactions by Customer

This report shows current receivable information by transaction status in the base currency. The report includes customer ID, customer name, receivable amount, open amount, unapplied cash amount, partial paid amount, discount taken amount, received amount, write-off amount, and disputed amount. The report can be run by company, customer, and receivable date range. The report is grouped by company ID-name and base currency.

General Ledger reports

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Each general ledger prompt screen allows you to select the full general ledger account number or the nominal account number to print in the account column of the report. The columns defined as account number in the report descriptions will print the column heading, Full GL account or Nominal account, depending on your selection.

The financial calendar, currency, and accounting chart default from the company selected on the general ledger report prompt pages.

General Ledger reports are available in the base currency or the reporting currency:

Base Currency Reports:

- Actual Period Balances
- Actual Period Balances through the Specified Period
- Actual versus Budget Variance
- Budget Period Balances
- Budget Period Balances through the Specified Period
- Journals by Account Number
- Journals by Posting Date

Reporting Currency Reports:

- Corporate Actual Period Balances
- Corporate Actual Period Balances through the Specified Period
- Corporate Actual versus Budget Variance
- Corporate Budget Period Balances
- Corporate Budget Period Balances through the Specified Period
- Corporate Journals by Account Number
- Corporate Journals by Posting Date

Detail Report: Chart of Accounts Listing

Base Currency reports

This section includes the reports run in the base currency.

Actual Period Balances

This report shows actual account balances for a specified period. The report includes account type, account number, account description, debit amount, credit amount, and the balance amount. You can run the report by company, accounts, year, and period.

This report uses the Accounting Book Type Code filter. This filter includes actual amounts where the accounting book type code is actual.

Actual Period Balances through the Specified Period

This report shows actual account balances through a specified period. The report includes account type, account number, account description, debit amount, credit amount, and the balance amount.

This report uses the Accounting Book Type Code filter. This filter includes actual amounts where the accounting book type code is actual.

Actual versus Budget Variance

This report compares actual account balances to budget balances by account. The report includes account type, account number, account description, actual amount, budget amount, variance amount, and variance percent. You can specify the budget name to be included in the report.

This report uses the Accounting Book Type Code filter. This filter includes actual amounts where the accounting book type code is actual and budget amounts where the accounting book type is budget.

Calculation: Variance Amount = (Actual Amount- Budget Amount)/abs(Budget Amount).

Budget Period Balances

This report lists budget balances for a specified budget and period. The report includes account type, account number, account description, budget debit amount, budget credit amount and budget amount.

This report uses the Accounting Book Type Code filter. This filter includes budget amounts where the accounting book type code is budget.

Budget Period Balances through the Specified Period

This report lists budget account balances through a specified period for the accounts that are associated with the selected budget. The report groups accounts by account type such as balance sheet and profit and loss. The report includes account type, account number, account description, budget debit amount, budget credit amount, and year-to-date budget amount.

This report uses the Accounting Book Type Code filter. This filter includes budget amounts where the accounting book type code is budget.

Journals by Account Number

This report lists journal details in the base currency by account number for a specified year and period. The report includes account number, account name, posting date, journal ID, journal line, line description, posted-by user name, debit amount, credit amount, and journal amount.

This report uses the Actual Journal Type filter.

Journals by Posting Date

This report includes journals posted in a specific year and period, or for a specified posting date range. The report includes posting date, journal ID, journal line, line description, account number, account name, debit amount, credit amount, and journal amount.

This report uses the Actual Journal Type filter.

Reporting Currency reports

These reports are run in the reporting currency.

Corporate Actual Period Balances

This report provides actual account balances for a specified period. The account balances are shown in the reporting currency. The report includes account type, account number, account description, debit amount, credit amount, and the balance amount. You can run the report by company, accounts, year, and period..

This report uses the Accounting Book Type Code filter. This filter includes actual amounts where the accounting book type code is actual.

Corporate Actual Period Balances through the Specified Period

This report provides actual account balances through a specified period .The account balances are shown in the reporting currency. The report includes account type, account number, account description, debit amount, credit amount, and the balance amount.

This report uses the Accounting Book Type Code filter. This filter includes actual amounts where the accounting book type code is actual.

Corporate Actual versus Budget Variance

This report compares actual account balances to budget balances by account. The account balances and budget balances are shown in the reporting currency. The report includes account type, account number, account description, actual amount, budget amount, variance amount, and variance percent. You can specify the budget name to be included in the report.

This report uses the Accounting Book Type Code filter. This filter includes actual amounts where the accounting book type code is actual and budget amounts where the accounting book type is budget.

Calculation: Variance Amount = (Actual Amount- Budget Amount)/abs(Budget Amount).

Corporate Budget Period Balances

This report lists budget balances for a specified budget and period. The budget balances are shown in the reporting currency. The report includes account type, account number, account description, budget debit amount, budget credit amount and budget amount.

This report uses the Accounting Book Type Code filter. This filter includes budget amounts where the accounting book type code is budget.

Corporate Budget Period Balances through the Specified Period

This report lists budget account balances through a specified period for the accounts that are associated with the selected budget. The budget balances are shown in the reporting currency. The report groups accounts by account type such as balance sheet and profit and loss. The report includes account type, account number, account description, budget debit amount, budget credit amount, and year-to-date budget amount.

This report uses the Accounting Book Type Code filter. This filter includes budget amounts where the accounting book type code is budget.

Corporate Journals by Account Number

This report lists journal details in your reporting currency by account number for a specified year and period. The report includes account number, account name, posting date, journal ID, journal line, line description, posted-by user name, debit amount, credit amount, and journal amount.

This report uses the Actual Journal Type filter.

Corporate Journals by Posting Date

This report includes journals posted in a specific year and period, or for a specified posting date range. The amounts are shown in the reporting currency. The report includes posting date, journal ID, journal line, line description, account number, account name, debit amount, credit amount, and journal amount.

This report uses the Actual Journal Type filter.

Chart of Accounts Listing

This report is a listing of General Ledger accounts by company. The report includes account number, account description, parent account, account type, debit credit flag, account currency, and last modification date. The first two statistical values for each account are also listed. You can run the report by accounting chart.

Purchasing reports

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This table shows the drill-through capability of the Purchasing reports:

Summary report	Drill-through detail
ASN Expected Deliveries	n/a
ASN Late Deliveries	n/a
ASN Purchase Order Discrepancies	n/a
Contract Listing	Contract Purchase Order Details
Late Delivery Analysis	n/a
Open Purchase Order Quantities by Item	n/a
Open Purchase Order Quantities by Order	n/a
Open RFQs	n/a
Past Due Purchase Orders	n/a
Purchase Order INR RNI Listing	Purchase Order Delivery Details
	Purchase Order Invoice Details
Purchase Order Transactions by Supplier	Purchase Order Transactions by Supplier - Active PO Details Purchase Order Transactions by Supplier - All PO Details Purchase Order Transactions by Supplier - Awaiting Approval PO Details Purchase Order Transactions by Supplier - Completed PO Details Purchase Order Transactions by Supplier - Unconfirmed PO Details
Purchase Order Transactions by Supplier - Active PO Details	Purchase Order Transactions by Supplier - PO Line Details

Summary report	Drill-through detail
Purchase Order Transactions by Supplier - All PO Details	Purchase Order Transactions by Supplier - PO Line Details
Purchase Order Transactions by Supplier - Awaiting Approval PO Details	Purchase Order Transactions by Supplier - PO Line Details
Purchase Order Transactions by Supplier - Completed PO Details	Purchase Order Transactions by Supplier - PO Line Details
Purchase Order Transactions by Supplier - Unconfirmed PO Details	Purchase Order Transactions by Supplier - PO Line Details
Rejected Requisitions	n/a
Requisitions with Action Required	n/a

ASN Expected Deliveries

This report checks for shipments that have yet to be delivered for each ASN sent to you by your supplier. The report lists all Active ASNs that fall within a specific scheduled delivery date range or that have a scheduled delivery date entered on the prompt page. The report includes delivery location, ASN scheduled delivery date, ship-from party ID, ship-from party name, ship date, ASN ID, ASN line, item ID, item name, ASN ship quantity line, and UOM. You can run the report by company, ship-from party ID, ASN scheduled delivery date, expected delivery date, and delivery location.

This report uses the Active ASN filter. This filter includes all ASN's with a status of open or on-hold.

ASN Late Deliveries

This report checks for shipments that have yet to be delivered for each Advance Shipment Notice (ASN) sent to you by your supplier. The report lists all Active ASNs with a Scheduled Delivery Date less than the current date. The report includes ASN ID, ship-from party ID, ship-from party name, ship date, ASN scheduled delivery date, ASN line, item ID, item name, ASN ship quantity line, UOM, and days late. You can run the report by company, delivery location, ship-from party, and ASN.

This report uses the Active ASNs Filter. This filter includes all ASNs with a status of open or on-hold.

Calculation: Days Late = Current Date - ASN Scheduled Delivery Date.

ASN Purchase Order Discrepancies

This report lists all ASNs (Advanced Shipment Notice) sent to you by your supplier with shipment quantities that do not match the PO Order Quantities. Information is listed by ASN scheduled delivery date. The report includes ship-from party ID, ship-from party name, order ID, ASN ID, ASN scheduled delivery date, ASN line, order line, item ID, item name, ASN ship quantity line, order quantity, UOM, and variance. You can run the report by company, ship-from party, buyer, and ASN scheduled delivery date range.

This report includes the Active ASNs Filter. This filter includes all ASNs with a status of open or on-hold.

Calculation: Variance column = ASN Line Ship Qty - Order Qty.

Contract Listing

This report is a list of contracts for a company. The report includes contract ID, buyer ID, buyer name, supplier ID, supplier name, contract status, contract line, item ID, item description, contract start date, contract expiry date, days to expiry date, contract quantity, order quantity, contract to order quantity variance, UOM, contract amount, order extended amount, contract to order amount variance. You can run the report for draft, open, and closed contracts. You can run the report for a specific supplier and for days to contract expiration. You can optionally run the report by contract order variance amount.

Select the Contract ID to drill through to the Contract Purchase Order Details report.

Calculations:

- Days to Expiry Date = Contract Expiry date - the Current Date
- Contract to Order Amount Variance = Extended Order Amount - Contract Amount
- Contract to Order Quantity Variance = Order Quantity - Contract Quantity

Contract Purchase Order Details

This report is a list of all purchase order details for a contract. For each contract ID, the report provides, contract schedule line, item ID, item description, contract amount, order ID, order line, required delivery date, order quantity, delivered quantity, open quantity, quantity unit of measure, and extended amount (base). You can use the report to compare total contract amounts to the purchase order amounts.

Late Deliveries Analysis

This report is a detail list of all purchase orders delivered late within the delivery date range entered on the prompt page. To be considered late, the delivery date of an item must be greater than the required delivery date on the purchase order line. The report lists purchase orders by supplier in descending order by the required delivery date. The report includes supplier ID, supplier name, item ID, item description, PO ID, PO line, receipt ID, receipt line, required delivery date line, delivery date, received date, order quantity, received quantity, UOM, and days late. You can run the report by company, delivery location, item, supplier, purchase order, and delivery date range.

This report uses the Received Items Status Filter. This includes receipt items with a status of received.

Calculation: Days late = Actual Receive Delivery Date - Purchase Order Line Required Delivery Date.

Open Purchase Order Quantities by Item

This report provides all active purchase order quantity details related to a particular item. The report includes item ID-name, ship-to location, required delivery date, order ID, order line, order quantity, UOM, order quantity (base), delivered quantity (base), back order quantity (base), open quantity (base), and quantity UOM (base).

The Open Purchase Order Quantities by Item filter includes purchase orders that have an open quantity greater that zero and have a status of open or partially received.

Open Purchase Order Quantities by Order

This report is a listing of all open purchase order quantity details. The report includes required delivery date, order ID, order line, item ID, item name, ship-to location name, order quantity, order quantity UOM, order quantity (base), delivered quantity (base), back order quantity(base), open quantity (base), and quantity UOM (base).

The Open Purchase Order Quantities by Order filter includes purchase orders that have an open quantity greater than zero and have a status of open or partially received.

Open RFQs

This report is a listing of active requests for quotes ordered by the bidding expiration date. The report includes bidding expiry date, RFQ ID, RFQ date, supplier ID, supplier name, RFQ line, status, item ID, item name, RFQ quantity, UOM, and required delivery date.

The Active Requisition Filter includes requisitions with a status of open or approved.

Past Due Purchase Orders

This report is a list of purchase orders with a required delivery date in the past and a purchase order line status of open or partially received. The report includes item ID-name, ship-to location name, required delivery date, order ID, order line, order quantity, delivered quantity, back order quantity, open quantity, quantity UOM, production order, ID, and sales order ID. The report is sectioned by buyer and supplier.

This report uses the Active Purchase Orders filter.

Purchase Order Delivery Details

This report lists receipt information by item and delivery location. The report includes item ID, item name, item description, PO ID, PO line, order quantity (base),delivery date, receipt ID, receipt line, bill of lading, packing slip, packing slip quantity UOM, received quantity, UOM, packing slip quantity (base),received quantity (base), and UOM (base). You can run the report by delivery location, item, and purchase order ID and line.

Purchase Order INR RNI Listing

This report lists these purchase orders sorted by supplier:

- Invoiced and not received
- Received and not invoiced
- Ordered and not invoiced

The report includes supplier name, PO line status, buyer ID, buyer name, ship-to location, required delivery date, order type, order ID, order line, item ID, item description, order quantity, delivered quantity, invoice quantity, quantity UOM, order extended amount, delivered order extended amount, invoice extended amount, remaining amount to be invoiced, and invoice to delivered variance amount.

On the base currency page of the report, you can select these drill through options:

- Select the invoice extended amount to drill through to the Purchase Order Invoice Details report.
- Select the delivered extended amount to drill through to the Purchase Order Delivery Details report.

Calculations:

- Remaining Amount to be Invoiced = PO Extended Amount - Supplier Invoice Extended Amount

- Delivered Extended Amount = (PO Line Extended Amount/PO Line Order Quantity) x Delivered P.O. Line Quantity
- Invoiced to Delivered Variance Amount = Extended Invoice Amount - the Delivered Extended Amount

Purchase Order Invoice Details

This report lists invoiced purchase orders by supplier. The report includes PO ID, PO line, item ID, item description, invoice date, invoice type, invoice ID, invoice line, invoice quantity, UOM, invoice extended amount (trans currency), currency code, invoice quantity (base), UOM (base), invoice extended amount (base), and currency code (base). You can run the report by company, supplier, purchase order ID, and purchase order line.

Purchase Order Transactions by Supplier

This report is a summary of purchase order amounts for each supplier within a company. The report includes supplier ID, supplier name, POs awaiting approval, unconfirmed POs, active POs, completed POs, and all PO extended amounts (base).

These drill through options are available in this report:

- Select the active POs to drill through to the Purchase Order Transactions by Supplier - Active PO Details.
- Select the POs awaiting approval to drill through to the Purchase Order Transactions by Supplier - Awaiting Approval PO Details.
- Select the all POs extended amount (base) to drill through to the Purchase Order Transactions by Supplier - All PO Details.
- Select the completed POs to drill through to the Purchase Order Transactions by Supplier - Completed PO Details.
- Select the unconfirmed POs to drill through to the Purchase Order Transactions by Supplier - Unconfirmed PO Details.

Purchase Order Transactions by Supplier - Active PO Details

This report is a list of open purchase order details by year and month for a supplier within a company. The report includes document year, document month, PO status, document date, order ID, order type, buyer ID, buyer name, extended amount (base), extended amount, and the transaction currency code.

The Active Purchase Orders filter includes purchase orders with a status of open or partially received.

You can select the order ID to drill through to the Purchase Order Transaction by Supplier - PO Line Details report.

Purchase Order Transactions by Supplier - All PO Details

This report is a list of purchase orders by supplier, regardless of status. The purchase orders are grouped by year and month. The report includes document year, document month, PO status, document date, order ID, order type, buyer ID, buyer name, extended amount (base), extended amount, and transaction currency code.

Select the order ID to drill through to the Purchase Order Transactions by Supplier - PO Line Detail report.

Purchase Order Transactions by Supplier - Awaiting Approval PO Details

This report is a list of detail information for unapproved purchase orders by supplier within a company. The purchase orders are grouped by year and period. The report includes document year, document month, PO status, document date, order ID, order type, buyer ID, buyer name, extended amount (base), extended amount, and transaction currency code.

The Unapproved Purchase Orders filter includes purchase orders with a status of unapproved.

Select the order ID to drill through to the Purchase Order Transactions by Supplier - PO Line Details report.

Purchase Order Transactions by Supplier - Completed PO Details

This report is a list of detail information for completed purchase orders by supplier within a company. The report includes document year, document month, PO status, document date, order ID, order type, buyer name, extended amount (base), extended amount, and transaction currency code.

The Completed Purchase Orders filter includes purchase orders with a status of canceled, closed, invoiced, or received.

Select the order ID to drill through to the Purchase Order Transactions by Supplier - PO Line Details report.

Purchase Order Transactions by Supplier - PO Line Details

This report is a list of detail line information for specific purchase orders by supplier within a company. The report includes required delivery date, item ID, item description, ship-to location, PO line status, production order reference, purchase order line, order quantity, UOM, delivered quantity (base), remaining quantity (base), back order quantity (base), UOM (base), extended amount (base), currency code (base), extended amount, and transaction currency code.

Calculation: Remaining Quantity = PO Line Quantity - Delivered Line Quantity.

Purchase Order Transactions by Supplier - Unconfirmed PO Details

This report is a list of all unconfirmed purchase orders for a supplier within a company. The report is group by year and period. The report includes document year, document month, PO status, document date, order ID, order type, buyer ID, buyer name, and extended amount (base), extended amount, and transaction currency code.

The Unconfirmed Purchase Orders filter includes purchase orders with a status of unconfirmed.

Select the order ID to drill through to the Purchase Order Transactions by Supplier - PO Line Details report.

Rejected Requisitions

This report is a list of rejected and unapproved requisitions by company and requestor. The report includes requestor, rejected date, item description, non-stock item indicator, requisition id, requisition line, requisition date, required delivery date, urgent request flag, preferred supplier, ship-to location, requisition quantity, quantity UOM, requisition quantity (base), UOM (base), and extended amount (base).You can run the report by company, requestor, and rejection date range.

Requisitions with Action Required

This report is a list of requisitions marked as urgent. You can search for requisitions by status code. The report includes item description, non-stock item indicator, required delivery date, requisition id, requisition line, requisition date, status, requestor, urgent request flag, preferred supplier, ship-to location, requisition quantity, quantity UOM, requisition quantity (base), UOM (base), extended amount (base), and currency code (base). You can run the report by company, buyer, required delivery date range, urgent request indicator, and requisition status. The report is sectioned by buyer and grouped by item and requisition id.

Sales and Sales Schedule reports

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Sales reports

This table shows the drill-through capability of the Sales reports:

Summary report	Drill-through detail
Customer Sales Ranking	Completed Sales Orders by Customer
Product Sales Ranking	Completed Sales Orders by Product
YTD Average Order Amount by Customer	Average Order Amount by Customer Details
YTD Average Order Amount by Product	Average Order Amount by Product Details
Customer Open Sales Invoices	n/a
Customer Open Sales Order Quantities	n/a
Customer Open Sales Return Quantities	n/a
Customer Sales Growth Comparison	Completed Sales Orders by Customer
Deals by Deal Amount	Deal Details
Deals by Decision Date	Deal Details
Deals by Probability to Close	Deal Details
Deals by Sales Stage	Deal Details
Invoiced Orders by Customer	Invoiced Orders by Customer Details
Invoiced Orders by Product	Invoiced Orders by Product Details
Open Order Status	n/a
Opportunity Win Percent by Salesperson	Salesperson Opportunity Win/Loss Details
Product Sales Growth Comparison	Completed Sales Orders by Product
Sales Orders by Salesperson	n/a
YTD Opportunity Win/Loss	n/a
Salesperson YTD Comparison	n/a
Top Sales by Salesperson	n/a
Unfulfilled Contracts	Unfulfilled Contract Details

Sales Schedule reports

This table shows the drill-through capability of the Sales Schedule reports.

Summary report	Drill-through detail
Contract Schedule - Summary	Contract Schedule - Shipment Schedule Details Contract Schedule - Planning Schedule Details Contract Schedule - Shipment Details
Planning Schedule - Summary	Planning Schedule - Details
Planning Schedule - Revisions Comparison	n/a
Shipment Schedule - In-transit Summary	Shipment Schedule - In-transit Shipment Details
Shipment Schedule - Shipping History Summary	Shipment Schedule - Shipping History Details
Shipment Schedule - Raw Material/Fabrication Authorizations	n/a
Shipment Schedule - Consignment Inventory Summary	Shipment Schedule - Consignment Inventory Consumption Details Shipment Schedule - Consignment Inventory Invoice Details Shipment Schedule - Consignment Inventory Shipment Details

Average Order Amount by Customer Details

This report lists the average order amount by customer for a year and the range of months specified, and compares it to the previous year. The report includes customer ID, customer name, order amount (base), number of orders, average order amount (base), each for the current year. It also includes order amount (base), number of orders, average order amount (base) for the previous year and the percentage of change between the 2 years. You can run the report by company, customer, year, and month.

You can run this report directly or drill through to this report from the YTD Average Order Amount by Customer.

Calculation: Average Order Amount = Extended Amount (Base) / Number of Orders.

Average Order Amount by Product Details

This report lists the average order amount by product for a year and range of months specified, and compares it to the previous year. The report includes product, product description, order amount (base), number of order lines, average order amount (base), each for the current year. It also includes order amount (base), number of order lines, average order amount (base) for the previous year and the percentage of change between the 2 years. You can run the report by company, product, year, and month.

You can run this report directly or drill through to this report from the YTD Average Order Amount by Product.

Calculation: Average Order Amount = Extended Amount (Base) / Number of Orders.

Completed Sales Orders by Customer

This report is a listing of all completed sales orders by customer within a company. You can run the report by company, customer, year, range of months and currency type. The currency type is transaction currency or base currency.

The completed sales orders for a customer in the base currency are displayed for the base currency page. The extended amount and transaction currency code for each completed sales order is displayed for the transaction currency page. Sales and sales orders are grouped by transaction currency code for each customer. Each report page includes the customer ID, customer name, order date, order ID, order line, order line status, product ID, and product name.

The report uses the Completed Sales Order Filter.

Completed Sales Orders by Product

This report is a listing of all completed sales orders by product within a company. The report includes product ID, product description, order date, order ID, order line, order line status, customer ID, customer name, and extended amount. You can run the report by company, product, year, range of months, and currency type. The currency type is transaction currency or base currency.

The report uses the Completed Sales Order Filter. This filter includes orders that have a status of closed, shipped, invoiced, or canceled.

Contract Schedule - Planning Schedule Details

The report shows information for the latest revision of a planning schedule associated with a contract. The report includes planning contract ID/Line, the planning contract revision ID, item ID, item description, planning schedule detail line, ship-to ID, ship-to name, requirement frequency, start and end dates for the requirement, and the requirement quantity and UOM. You can run the report by company, customer, item, contract, and contract date range.

Raw material and fabrication schedules are not included on the report.

Contract Schedule - Shipment Schedule Details

This report shows the sales schedule requirement details for the latest revision of a schedule associated with a contract. The report includes shipment contract ID/Line, shipment contract revision ID, item ID, item description, shipment schedule line, ship-to ID, ship-to name, requirement start and end date, requirement quantity, and requirement UOM. You can run the report by company, customer, item, contract, and contract date range.

Raw material and fabrication schedules are not included on the report.

Contract Schedule - Shipment Details

This report lists shipped quantities by contract, item and shipment ID. The report includes contract ID, contract line, item ID, item description, ship date, scheduled delivery date, shipment ID, shipment line, shipped quantity, and shipped quantity UOM. You can run the report by company, customer, item, contract, and contract date range.

Contract Schedule - Summary

This report lists contracts associated with planning schedules and shipment schedules. The report includes contract ID, contract line, contract start date, contract end date, item ID, item description, contract quantity UOM, contract quantity, planned requirement quantity, shipment requirement quantity, and cumulative shipped quantity. You can run the report by company, customer, item, contract, and contract date range.

The report filters out raw material and fabrication planning and shipping schedule lines.

These are the drill through options:

- Select the planned requirement quantity to drill-through to the Contract Schedule - Planning Schedule Details report.
- Select the shipment requirement quantity to drill-through to the Contract Schedule - Shipment Schedule Details report.
- Select the CUM shipped quantity to drill-through to the Contract Schedule - Shipment Details report.

Customer Open Sales Invoices

This report is a list of open sales invoices by customer within a company. The report includes customer ID, customer name, bill-to party ID, bill-to party name, invoice type, invoice date, invoice ID, status, invoice amount and currency type. You can run the report by company, customer, invoice type, and currency type. The currency type is transaction currency or base currency. The base currency page of the report is totaled by customer and company. The transaction currency page is grouped by currency code and bill-to ID for each customer.

The report uses the Active Invoice filter. This filter includes invoices that are open, partial paid, or disputed.

Customer Open Sales Order Quantities

This report is a detail listing of ordered and shipped quantities for a customer within a company. The report includes customer ID, customer name, order date, order ID, order line, order line status, product ID, product name, order quantity (base), shipped quantity (base), and remaining quantity (base).

The report uses the Active Sales Order filter. This includes sales orders with a status of approved, open, on-hold, and partially shipped.

Calculation: Remaining Quantity = Order Quantity (Base) - Shipped Quantity (Base).

Customer Open Sales Return Quantities

This report is a listing of sales return quantities by customer and sales order within a company. The report includes customer ID, customer name, return ID, return line, sales order ID, sales order line, promised return date, product ID, product name, status, return quantity (base), and UOM (base).

The filter on the return line status includes returns with a status of open or partially received.

Customer Sales Growth Comparison

This report is a comparison and ranking of sales growth percentage from one year to another for a customer. The report includes customer ID, customer name, territory, geographic area, customer type, extended amount (base) for the year specified, extended amount (base) for the year prior to the specified year, the percentage of change, and the ranking by percentage. You can run the report by company, year, month, and rankings to display. You can view the information in a chart or hide the chart.

This report uses the Completed Sales Order filter. This filter includes sales orders with a status of closed, shipped, invoiced, or canceled.

You can select the customer ID and drill through to the Completed Sales Orders by Customer report.

Calculation: % Change = (extended amount (base) specified year - extended amount (base) prior year) / the absolute value of the extended amount (base) prior year.

Customer Sales Ranking

This report lists the top ranking customers by sales order for a specified period or range of periods. The report includes the specified year's sales information and ranking that allows you to compare customer sales with the previous year. Additionally, you can hide or display the information in a bar chart. The bar chart displays customers in descending order by extended amount.

The report includes customer ID, customer name, territory, geographic area, customer type, extended amount (base) specified year, rank specified year, extended amount (base) prior year, rank prior year, and percentage of change. You can run the report by company, year, months, and rank.

This report uses the Completed Sales Order filter. This filter includes sales orders with a status of closed, shipped, invoiced, or canceled.

You can select the customer ID and drill through to the Completed Sales Orders by Customer report.

Calculation: % Change = Extended amount (base) specified year - extended amount (base) prior year / the absolute value of the extended amount (base) prior year.

Deal Details

This report lists all active deals for a company. The deals are listed in ascending order by deal ID. The report includes deal ID, deal description, lead source, sales stage, decision date, salesperson ID, salesperson name, deal status, and deal amount. You can run the report by company, decision date range, deal ID, salesperson, product, and currency type. The currency type is transaction currency or base currency.

Deals by Deal Amount

This report lists active deals in descending order by the total deal amount. The report includes deal ID, deal description, deal date, deal status, opportunity source, sales stage, salesperson ID, salesperson name, decision date, probability percent, and total deal amount (base). You can run the report by company, decision date range, deal ID, and salesperson. You can also enter a deal amount and select deals with an amount equal to or greater than, or equal to and less than the amount entered.

This report uses the Active Pipeline filter.

You can select the Deal ID and drill through to the Deal Details report.

Deals by Decision Date

This report lists all active deals in order by the deal decision date. The oldest deals are shown at the top of the list. The report includes decision date, deal ID, deal description, deal date, deal status, opportunity source, sales stage, salesperson ID, salesperson name, probability percent and total deal amount (base). You can run the report by company, decision date range, deal ID, and salesperson.

This report includes the Active Pipeline Filter.

You can select the deal ID and drill through to the Deal Details report.

Deals by Probability to Close

This report is a listing of active deals in descending order by probability percentage. The report includes deal ID, deal description, deal date, deal status, opportunity source, sales stage, salesperson ID, salesperson name, decision date, total deal amount (base), and probability percent. You can run the report by company, decision date range, deal ID, and salesperson. You can also enter a probability percent and select deals with a probability equal to or greater than, or equal to and less than the percent entered.

This report includes the Active Pipeline Filter.

Select the deal ID and drill through to the Deal Details report.

Deals by Sales Stage

This report lists all active deals by sales stage. Stages are listed in alpha-numeric order and all deals within a stage are ordered by deal ID. The report includes sales stage, deal ID, deal date, deal status, opportunity source, salesperson ID, salesperson name, decision date, probability percent, and total deal amount (base). You can run the report by company, decision date range, deal ID, salesperson, and sales stage.

This report uses the Active Pipeline Filter.

Select the deal ID and drill through to the Deal Details report.

Invoiced Orders by Customer

This report is a list of summarized invoiced order amounts by year and period for a customer within a company. The report provides cost and margin information at the customer level. The report includes customer ID, customer name, order year, order month, order amount (base), invoice amount (base), cost amount (base), and margin (base).

Pro forma invoices are excluded.

You can select the customer ID to drill through to the Invoiced Orders by Customer Details report for additional information.

Calculation: Margin = Invoice Amount - Cost Amount.

Invoiced Orders by Customer Details

This report is a detail list of currently invoiced orders by customer within a company. The report provides cost and margin information at the order and line level. The report includes order year, order month, order date, invoice date, invoice ID, invoice line, sales order ID, order line, invoice amount (base), order amount (base), cost amount (base), and margin (base).

Pro forma invoices are excluded.

Calculation: Margin = Extended Amount Line - Cost Amount.

Invoiced Orders by Product

This report is a list of invoiced order amounts by customer by year and period for a product within a company. The report includes cost and margin information. The report includes product ID, product name, order year, order month, order amount (base), invoice amount (base), cost amount (base), and margin (base). You can run the report by company, product, and order date.

Pro forma invoices are excluded.

You can select the product ID to drill through to the Invoiced Orders by Product Details report.

Calculation: Margin = Invoice Amount - Cost Amount.

Invoiced Orders by Product Details

This report is a list of invoiced order amounts by customer by year and period for a product within a company. The report provides cost and margin information. The report includes product ID, product description, order year, order month, order date, invoice ID, invoice line, invoice date, sales order ID, order line, order amount (base), invoice amount (base), cost amount (base), and margin (base). You can run the report by company, product, and order date.

Pro forma invoices are excluded.

You can run this report directly or drill through to this report from the Invoiced Orders by Product report.

Calculation: Margin = Invoice Amount - Cost Amount.

Open Order Status

This report is a listing of open sales orders by customer to identify potential problems in order fulfillment. The report summarizes at the customer and order level. The report includes customer ID, customer name, order ID, order line, order line status, order date, promised delivery date, cancel delivery-by date, product ID, product name, order quantity, open quantity, UOM, and open amount. You can run the report by company, customer, and currency type. The currency type is transaction currency or base currency.

The filter on the order line status includes orders with a status of open, hold, partially shipped, or approved.

Calculations:

- Open Quantity = Ordered Line Quantity - Shipped Line Quantity
- Open Amount = (Sales Order Line Amount/Sales Order Line Quantity) x (Sales Order Line Quantity - Sales Order Line Shipped Quantity)

Opportunity Win Percent by Salesperson

This report lists a percentage of wins by salesperson. The report includes salesperson ID, salesperson name, decision year, decision month, opportunities, opportunity amount (base), total wins, win amount (base), and win percent. You can run the report by company, salesperson, and opportunity date range.

The Lost and Won Status filters are used to calculate the total opportunities for a customer. The Won Status filter is used to calculate Total Wins.

Calculations:

- Win Percent = Win Amount (Base) / Opportunity Amount (base) x 100
- Total Wins = the count of all opportunities for a salesperson with a status of won.
- Opportunities = the total count of all opportunities for a salesperson

Select the Salesperson ID to drill through to the Salesperson Opportunity Win/Loss Details report.

Planning Schedule - Summary

The report and graph include planning schedule item requirements by period. The report includes item ID-Name and requirement quantity by period. You can run the report by company, product line, item group, item, and requirement date range.

The report filters for the latest planning schedule lines and does not include raw material and fabrication planning details.

Select the Item ID-Name from the list report to drill-through to the Planning Schedule - Details report.

Planning Schedule - Details

This report lists the latest requirement quantities by item, contract, contract line, and planning contract revision ID for a planning schedule detail line. This report includes item ID, item description, planning contract ID/Line, planning contract revision ID, customer ID, customer name, ship-to ID, ship-to name, requirement frequency, such as weekly requirement or monthly requirement, planning schedule detail line, requirement start and end dates, requirement quantity, and UOM. You can run the report by company, item, customer, contract, and requirement date range.

This report does not include raw material and fabrication schedule line details.

Planning Schedule - Revisions Comparison

This report allows you to analyze changes in contract item requirement quantities. The report includes the planning schedule information and is intended to compare the user selected planning revisions. This report includes the planning contract ID/line, item ID, item description, customer ID, customer name, ship-to ID, ship-to name, planning contract revision ID, requirement frequency, planning schedule detail line, requirement start and end dates for each schedule line, requirement quantity, and UOM. The graph illustrates the quantities planned for each item and planning schedule revision ID. You can run the report by company, product line, item group, item, contract, previous requirement, and requirement date range.

This report does not include raw material and fabrication forecast details.

Product Sales Growth Comparison

This report provides a comparison and ranking of product sales growth percentage from one year to another. The report includes product ID, product description, product line, product class, extended amount (base) for the specified year, extended amount (base) for the prior year, the percentage of change, and the ranking by percentage. You can run the report by company, year, range of months, and rankings to display. You can view the information in a chart or hide the chart.

This report uses the Completed Sales Order filter.

Select product ID to drill through to the Completed Sales Orders by Product report.

Calculation: % Change = (extended amount (base) current year - extended amount (base) prior year) / the absolute value of the extended amount (base) prior year.

Product Sales Ranking

This report lists the top ranking products by company for a specified period. Additionally, you can hide or display the information in a chart. This report includes product ID, product description, product line, product class, extended amount (base) and rank for the current year, extended amount (base) and rank for the prior year, and the percentage of change. The report can be run by company, year, and month. You can optionally enter a rank and only products with a rank less than or equal to the rank entered will be included on the report.

This report uses the Completed Sales Order filter.

Select product to drill through to the Completed Sales Orders report.

Calculation: % Change = (extended amount (base) specified year - extended amount (base) prior year) / the absolute value of the extended amount (base) prior year.

Sales Orders by Salesperson

This report is a listing of sales by salesperson for an overview of salesperson performance. The sales are listed by order date. The report includes salesperson ID, salesperson name, customer ID, customer name, order date, order ID, order line, order line status, product ID, product description, and either extended amount (base) or extended amount. You can run the report by company, salesperson, order date range, and currency type. The currency type is transaction currency or base currency.

Sales on the base currency page are listed for each salesperson by order date. The transaction currency page provides the extended amount and transaction currency code for each order. Orders are grouped by transaction currency code for each salesperson.

Salesperson Opportunity Win/Loss Details

This report is a listing of all won and lost deals by company and salesperson. The report includes salesperson ID, customer ID-name, status, opportunity ID, decision date, days for decision, lost amount (base), and won amount (base). You can run the report by company, salesperson, and opportunity date range.

The Lost and Won Status filter are used to calculate the total opportunities for a customer. The Won Status filter is used to calculate Total Wins.

Calculation: Days for Decision = the number of days between the decision date and the document date.

Salesperson YTD Comparison

This report lists the YTD sales by salesperson for a three-year period. The year specified on the prompt page is the current year in the report. When the sales for the current year are more than 50 percent lower than the previous year's sales, the sales for the salesperson are highlighted in red. When the sales for the current year are 50 percent higher than the previous year's sales, the sales for the salesperson are highlighted in green. When the sales for the current year are 25 to 50 percent lower than the previous year's sales, the sales for the salesperson are highlighted in yellow. The report includes salesperson ID, salesperson name, extended amount (base) 2 years prior, extended amount (base) prior year, and extended amount (base) current year. You can run the report by company, year, and salesperson.

The report uses the Completed Sales Order filter.

Shipment Schedule - Consignment Inventory Consumption Details

The report is a list consumption details for consignment items. The report includes customer ID-name, ship-to ID, ship-to name, warehouse ID, contract ID, contract line, item ID, item description, consumption date, consumed quantity, UOM, consumed quantity (base) and UOM(base). The consumed quantities are reported directly from the inventory consumption line table. You can run the report by company, customer, ship-to, warehouse, contract, and contract date range.

The quantities that are shown reflect life-to-date quantities and are not impacted by any reset processing in the ERP application.

Shipment Schedule - Consignment Inventory Summary

This report is a list of consigned inventory by contract. The report includes the customer ID-name, ship-to ID, ship-to name, warehouse ID, contract ID, item ID, item description, contract expiration date, last ship date, last consumed date, shipped-to-date quantity, consumed quantity, invoice quantity, and UOM. The shipped-to-date quantity is the shipment schedule cumulative shipped value for a consignment item. You can run the report by company, customer, ship-to, warehouse, contract, and contract date range.

This report is filtered to display consigned inventory only.

These are the drill through options:

- Select the invoice quantity and drill through to the Shipment Schedule - Consignment Inventory Invoice Details report.
- Select the consumed quantity and drill through to the Shipment Schedule - Consignment Inventory Consumption Details report.
- Select the shipped-to-date quantity and drill through to the Shipment Schedule - Consignment Inventory Shipment Details report.

Note: The quantities that are shown reflect life-to-date quantities and are not impacted by reset processing in the ERP application.

Shipment Schedule - Consignment Inventory Shipment Details

This report contains shipment details for consigned inventory items. The report includes customer ID-name, ship-to ID, ship-to name, warehouse ID, contract ID, contract line, item ID, item description, ship date, shipment line, shipment schedule ID, shipment schedule line, shipped quantity, shipped quantity UOM, shipped quantity (base) and UOM (base). The shipped quantities are reported directly from the shipment line table. You can run the report by company, customer, ship-to, warehouse, contract, and contract date range.

This report is filtered to display consigned inventory only.

Note: The quantities that are shown reflect life-to-date quantities and are not impacted by reset processing in the ERP application.

Shipment Schedule - Consignment Inventory Invoice Details

This report contains invoice details for consigned inventory items. The report includes customer ID-name, base currency, ship-to ID, ship-to name, contract ID, contract line, invoice ID, invoice date, invoice line, bill of lading ID, item ID, item description, invoice quantity, invoice quantity UOM, UOM (base), and extended amount line (base). Only invoice quantities for consumed items are displayed. You can run the report by company, customer, ship-to, contract and contract date range.

This report is filtered to display consigned inventory only.

Note: The quantities that are shown reflect life-to-date quantities and are not impacted by reset processing in the ERP application.

Shipment Schedule - In-transit Shipment Details

This report includes shipment activity by ship-to ID, ship-to name, item ID, item description, ship date, shipment ID, warehouse ID-name, carrier name, bill of lading ID, special logistic item reference, Inco terms, transportation method, shipment line, shipment schedule ID, shipped quantity, and UOM. This report lists shipped quantities in transaction unit of measure by company and ship-to. Values are ordered by ship date and shipment ID with the most recent shipments appearing at the top of the report. You can run the report by company, ship-to, item, contract, contract line, shipment schedule, and shipment date range.

The report filters for shipped activity.

Shipment Schedule - In-transit Summary

This report provides a summary of shipped and in-transit goods by company, contract, and item. The cumulative shipment schedule numbers on the report are shipped and received quantities. The difference between the shipped quantity and the received quantity is the in-transit quantity. The report includes shipment contract ID/Line, item ID, item description, ship-to ID, ship-to name, shipment contract revision ID, cumulative shipped quantity, cumulative received quantity, and in-transit quantity. All quantities are shown in the transaction unit of measure. You can run the report by company, ship-to, and contract.

Raw material and fabrication schedules are not included on the report. Additionally, the report excludes contracts with in-transit quantities equal to or less than zero.

You can select the shipment schedule ID and drill through to the Shipment Schedule - In-transit Shipment Details report.

Calculation: In-Transit Quantity = CUM Ship Qty - CUM Received Qty.

Shipment Schedule- Shipping History Summary

This report is a summary of shipped and received goods by company, contract, and item. The report includes shipment contract ID/Line, item ID, item description, ship-to ID, ship-to name, shipment contract revision ID, cumulative shipped quantity, cumulative received quantity, and in-transit quantity. All quantities are shown in the transaction unit of measure. You can run the report by company, ship-to, and contract.

Raw material and fabrication schedules are not included on the report.

Select the shipment schedule ID and drill through to the Shipment Schedule - Shipping History Details report.

Calculation: In-Transit Quantity= CUM Ship Qty - CUM Received Qty

Shipment Schedule - Shipping History Details

This report shows shipped quantities in transaction unit of measure by company and ship-to. This report includes shipment history details by ship-to ID, ship-to name, item ID, item description, ship date, shipment ID, warehouse ID-name, carrier name, bill of lading ID, special logistic item reference, Inco terms, transportation method, shipment line, shipment schedule ID, shipped quantity, and UOM. Values are ordered by ship date and shipment ID in ascending order. You can run the report by company, ship-to, item, contract, contract line, shipment schedule, and shipment date range.

The report filters for shipped activity.

Shipment Schedule - Raw Material/Fabrication Authorizations

This report shows the shipment schedule quantities for an item by requirement line type, customer, and contract. The report includes item ID, item description, requirement line type (raw material or fabrication), customer ID, customer name, shipment contract ID/Line, shipment contract revision ID, shipment schedule line, requirement start date and end date, requirement schedule quantity, and UOM. You can run the report by company, item, customer, and contract.

The report includes a filter that displays shipment schedules with a line type of raw material or fabrication.

Top Sales by Salesperson

This report shows the top selling salespeople by company and rank. You can specify the rank of 1 through n to display a specific number of salespeople. This report is run for orders created within the specified year and range of months. The report contains a bar chart and a list report.

- The bar chart contains sales order extended amounts by salesperson for the specified year and the previous year.
- The list report contains salesperson ID, salesperson name, extended amount (base) specified year, rank specified year, extended amount (base) prior year, rank prior year, and the percentage of change.

You can run the report by company, year, month range, and rank. Optionally, you can hide the bar chart.

This report uses the Completed Sales Order filter.

Calculation: % Change = (extended amount(base) specified year - extended amount (base) prior year) / the absolute value of the extended amount (base) prior year.

Unfulfilled Contracts

This report shows all contracts that remain unfulfilled. Data is displayed in descending order by the days to contract expiration. The report includes days to contract expiration, contract end date, contract id, contract line, customer id, customer name, contract quantity, UOM, contract quantity (base), unfulfilled quantity (base), contract amount (base), unfulfilled amount (base), and % unfulfilled. You can run the report by company, customer, days to contract expiration, and contract end date.

This report uses the Open Contract Line Status filter.

Select the contract id and drill through to the Unfulfilled Contract Details report.

Calculations:

- % Unfulfilled = Unfulfilled Quantity / Contract Quantity
- Unfulfilled Quantity = Contract Line Quantity - Order Line Quantity
- Unfulfilled Amount = Contract Line Amount - Order Line Extended Amount

Unfulfilled Contract Details

This report shows contract details for all contracts with unfulfilled orders. The report includes customer ID, customer name, contract ID, contract line, contract line end date, order date, ship date, product id, product description, contract line quantity (base), UOM (base), contract line amount (base), order line amount (base), and unfulfilled amount(base). You can run the report by company, customer, contract and contract end date.

The report uses the Contract Open Line Status filter.

Calculation: Unfulfilled Amount(Base) = Contract Line Amount(Base) - Total(Sales Order Extended Line Amount(Base)).

YTD Average Order Amount by Customer

This report shows the average order amount by customer. Additionally, you can hide or display the information in a bar chart. The report includes customer ID, customer name, territory, geographic area, order amount (base), number of orders, and average order amount (base). You can run the report by company, year, and month. You can also specify the number of customers to rank. If you specify a value in the Number of Customers to Rank, that is the number of customers that will display starting with the highest average order amount.

You can drill through to the Average Order Amount by Customer Details report.

Calculation: Average Order Amount = Extended Amount (Base) / Number of Orders.

YTD Average Order Amount by Product

This report lists the average order amount by product. Additionally, you can hide or display the information in a bar chart. The report includes product ID, product description, product class, product group, order amount (base), number of orders, and average order amount (base). You can run the report by company, year, and month. You can also specify the number of products to rank. If you specify a value in the Number of Products to Rank, that is the number of products that is displayed starting with the highest average order amount.

Select the Average Order Amount to drill through to the Average Order Amount by Product Details report.

Calculation: Average Order Amount = Extended Amount (Base) / Number of Orders.

YTD Opportunity Win/Loss Report

This report shows year to date wins and losses by salesperson. The report includes salesperson ID, salesperson name, MTD won, MTD lost, YTD won, YTD lost, YTD win percentage. You can run the report by company, year, month, and salesperson.

Calculation: YTD Win % = YTD Won amount / (YTD Won Amount + YTD Lost Amount).

Warehousing reports

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These are the warehousing reports.

Flow Volume by Warehouse

This report shows the previous day's shipment and receipt activity as a chart and list. The listing includes warehouse ID, warehouse name, item ID, status, activity date, UOM (base), shipped quantity (base), and received quantity (base). You can run the report by warehouse.

Inventory Days Supply

This report contains two charts and a list.

- One chart shows the days supply by warehouse.
- The other chart shows the inventory balance by warehouse.
- The list shows warehouse detail information by item.

The list includes ship-from ID, ship-from name, product ID, order quantity, order quantity UOM (base), on-hand quantity (base), and days supply. You can run the report by warehouse.

Calculation: Days Supply = Current on hand quantity / (year's sales order quantity divided by 365).

Receipt History by Warehouse

This report shows two charts and a list that shows the ASN details for the previous day. One chart shows the closed ASN details and the other chart shows open ASN details. The list includes warehouse ID, warehouse name, ASN ID, status, scheduled delivery date, Item NID, ship quantity (base), UOM (base), ASN reference ID, received warehouse ID, received date, receipt ID, received Item NID, received UOM (base), received quantity, and quantity variance. You can run the report by warehouse.

Shipment Order Status by Warehouse

This report shows the shipment activity for the previous day as a chart and list. It shows shipments scheduled for that day and categorizes them into shipped or not shipped. The report includes warehouse ID, warehouse name, shipped per schedule flag, status, scheduled ship date, shipment ID, shipment line, item ID, UOM (base), shipped quantity (base), shipped quantity schedule, not shipped quantity, and shipped on schedule as a percent of total shipped. You can run the report by warehouse.