



Procurement and Payables

Oracle Procurement Step-by-Step Guide

Procure-to-Pay Reporting

March 25, 2021

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Overview of Procure-to-Pay Reports

UC Merced Buyers will use these steps to extract data purchasing data.

There are two main methods to extract purchasing data from Oracle Procurement:

- Export to Excel functionality when available
- Oracle Transactional Business Intelligence (OTBI) reports

Export to Excel function is available generally in Search Result screens in Oracle Cloud.

This function is available in the Action menu or using the  icon on multiple screens, including lines of a purchasing document.

Using this function, all data on the screen, are exported to Excel.

Search options are available to select data required for reporting to be displayed on the Procurement.

OTBI reports are available only for authorized users in the Report and Analytics function of the Tools menu.

Standard Oracle reports and customized reports built for UC Merced are available in OTBI for authorized users who can run them and export them to Excel any time.


Each report has a launching method assigned to them and they may be different.

OTBI also allows authorized users to modify existing reports, adapting them to evolving need for data, as well as to create new reports.

As all OTBI reports can be extracted to Excel, further filtering and Excel formulas can be used for further data analysis and/or reporting.

Extract data from Procure-to-Pay Search Results

Follow the instruction below to open any Search workbench to extract data from any Procurement document using Search Results.

Use the Task pane on the right of the screen of the Work Area , to select the type of Procure-to-Pay Document for which a reporting is required as shown below by an example of the Procurement work area:



Available documents depend on the access authorization provided to each user. The Payable work area provides access to Invoices and Payments.



Follow steps below to search and extract data to Excel.

1) Select the Order information you want to extract

This option is only available for relevant document types (orders and agreements when the agreement type is Blanket Purchase Agreement)

2) Select Search Method “Basic” or “Advanced” search method depending on the criteria to be used

- Advanced method makes available more choices and additional criteria
- When Advanced Method is selected, use Add Fields button to add additional search criteria
- Use the operator list of any search field to refine search criteria based on the selected operator


- 3) Use Keyword, when available, to search based on a partial information in any of the following fields of the document (depending on the document type):
 - Sold-to Legal Entity – Always UC Campus at UC Merced
 - Document Number
 - Document Description – Free text field in documents allowing to provide information making the document identifiable based on its content
 - Line Description
 - Supplier
- 4) Use Save to save the search criteria
 - a. Click Save to open save options
 - b. Provide the name of the search, and
 - Select “Set as Default” if the criteria have to be available as soon as the task is selected
 - Select Run Automatically to run the search as soon as the task is selected, without need to enter the criteria again
- 5) Use Manage Watchlist to add the search the criteria and the query to the watchlist available from the home page
 - a. Click on Watchlist
 - b. Check the checkbox to add the query to the watchlist of the category of the document type
 - c. When connecting to Oracle Cloud, select the Watchlist Icon  on the top right corner of the Home Page
 - d. Select the query in the list to access directly to the search
- 6) Use the Query by Example feature to provide more detailed criteria and further filter search results if necessary
 - a. Select the “Query by Example” option in View menu on the top of the Search Results or Click on the Query by Example icon 
 - b. Enter the additional criteria above all the columns where needed and hit the “enter” on the keyboard
 - c. The Requisition will not be able to be found after the delete action is completed

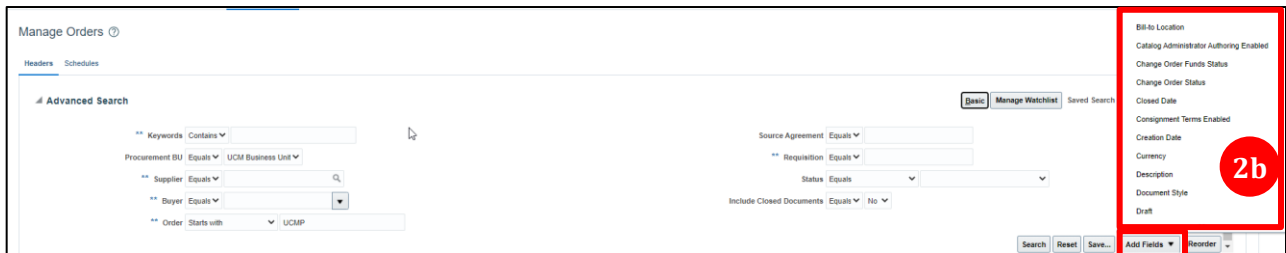
7) Use the “Columns” option of the View menu to select which columns to display on the screen and to export to Excel

- a. Click on “Columns”
- b. Select Show All to display all the columns or select the name of the column to display or hide

Note: The system keeps in memory the selection until it is modified again

8) Use the Export Excel function to export data to Excel

- a. Select the “Export to Excel” option in Action menu or click on the Export to Excel icon 
- b. Click on the link to the export file link in the bottom left corner to open or save the extraction to the computer



Manage Orders ☺ Done

Headers Schedules

Advanced Search

Keywords Contains []

Procurement BU Equals UCM Business Unit

Supplier Equals []

Buyer Equals []

Order Starts with UCMP

Source Agreement Equals []

Requisition Equals []

Status Equals []

Include Closed Documents Equals No

Search Reset Save... Add Fields Reorder

2c

Manage Orders ☺

Headers Schedules

Advanced Search

Keywords Contains []

Procurement BU Equals UCM Business Unit

Supplier Equals []

Buyer Equals []

Order Starts with UCMP

Greater than

Less than or equal to

Greater than or equal to

Between

Not between

Contains

Does not contain

Is blank

Is not blank

Order Operator

Manage Orders ☺ Done

Headers Schedules

Advanced Search

Keywords Contains Fisher

Procurement BU Equals UCM Business Unit

Supplier Equals []

Buyer Equals []

Order Starts with UCMP

Source Agreement Equals []

Requisition Equals []

Status Equals []

Include Closed Documents Equals No

Search Reset Save... Add Fields Reorder

3

Manage Orders ☺ Done

Headers Schedules

Advanced Search

Keywords Contains Fisher

Procurement BU Equals UCM Business Unit

Supplier Equals []

Buyer Equals []

Order Starts with UCMP

Source Agreement Equals []

Requisition Equals []

Status Equals []

Include Closed Documents Equals No

Search Reset Save... Add Fields Reorder

4a

Create Saved Search x

* Name

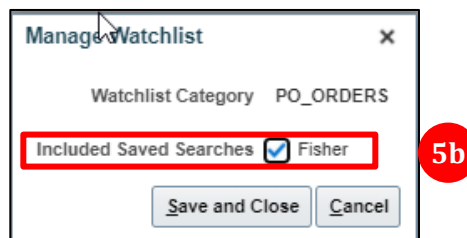
Fisher

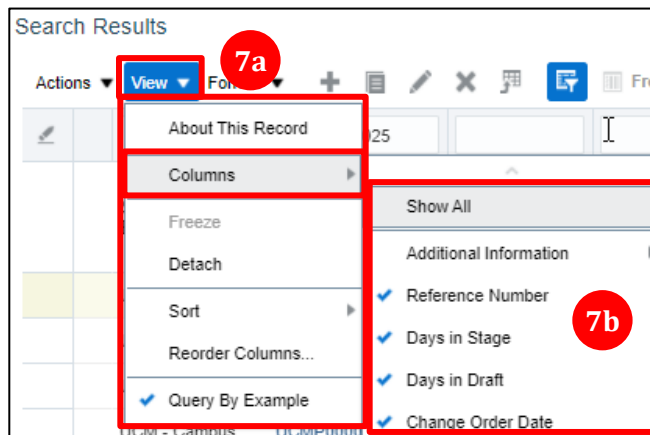
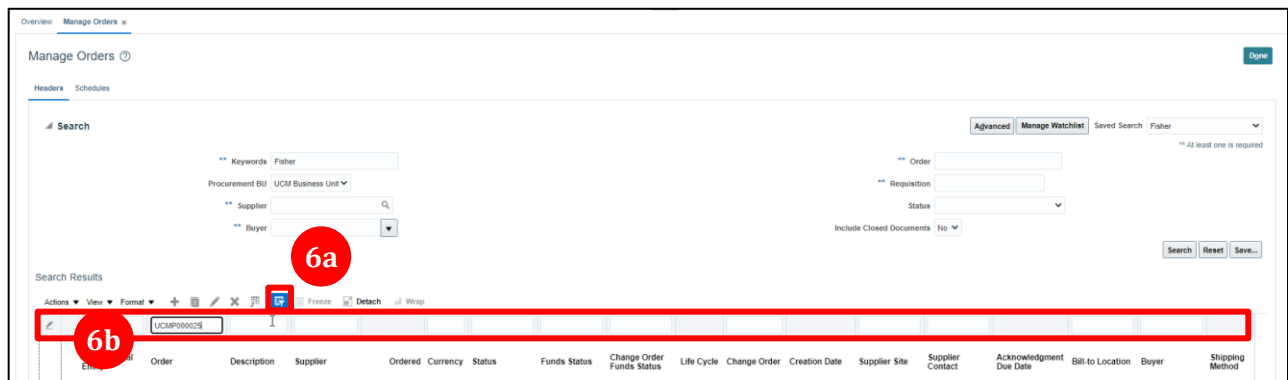
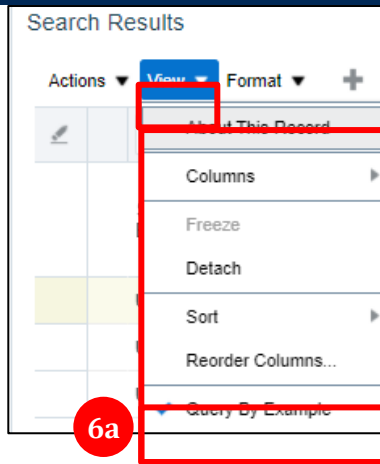
Set as Default

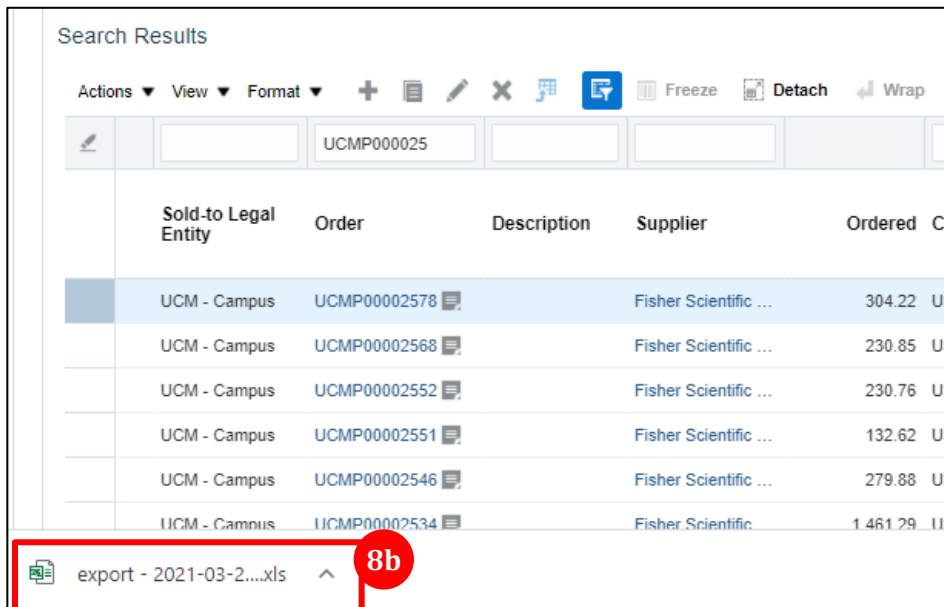
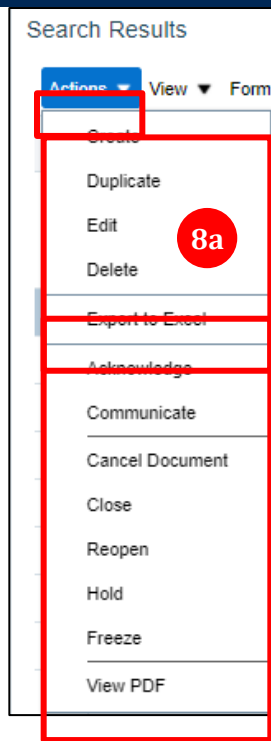
Run Automatically

OK Cancel

4b







Extract Procure-to-Pay data using OTBI

Follow the instruction below to locate, run, and export OTBI reports to Excel.

Navigation: Home Page or Navigator > Tools > Reports and Analytics

Select Shared Folders by clicking on the double arrow, or use the Browse Catalogs button on the top right of the Reports and Analytics screen



Campus wide reports can be located by navigating to:


- Home Page or Navigator > Tools > Reports and Analytics > “Browse Catalog” > Shared Folders > Custom > Campus > Purchasing

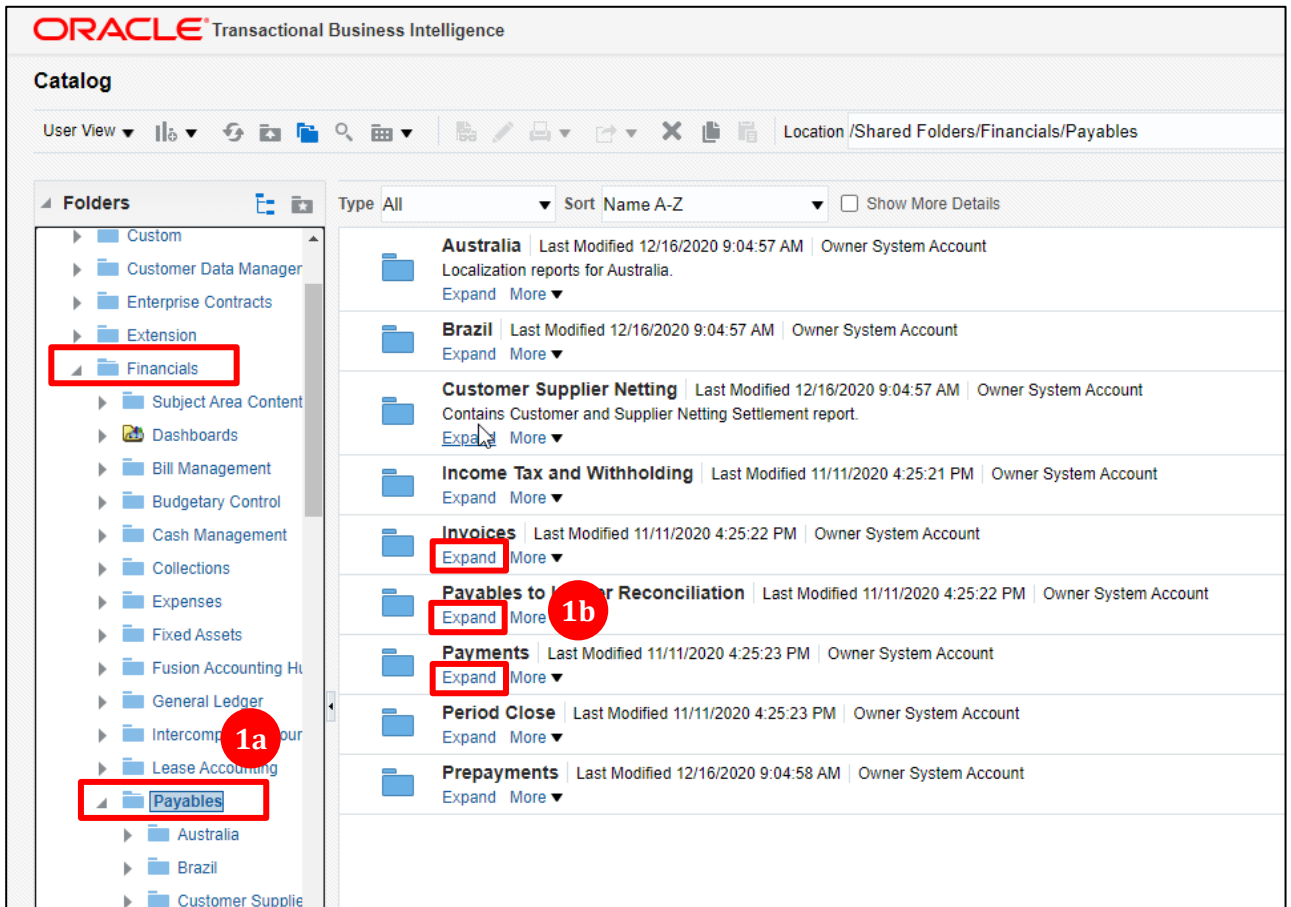
These different methods provide access in different way to reports. The Shared Reports access provides a direct access to reports, while the catalog browser provides access to folders, sub-folders and finally to reports. Standard reports can be launched in multiple ways. They can be launched immediately, or they can be scheduled.

Run a standard OTBI Report from the Catalog Browser

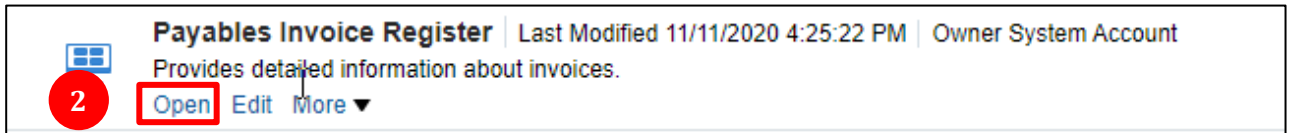
- 1) Use the catalog browser to see the entire folder hierarchy and scroll up and down to identify the functional area where the report to run is located.
 - a. Click on the folder in the folder hierarchy on the left to open subfolders,
 - or
 - b. Use the “Expand” link in the middle of the screen under the folder name to open subfolders.
- 2) Use the Open link to launch the invoice
 - Depending on the type of the report, the access method, and launching criteria, reports and requests can be launched immediately or scheduled.
 - More complex reports fetching data from multiple tables at different data levels (header, line and distribution data in the same report for example), take more time to launch
- 3) Provide Report parameters to filter data in the report

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- 4) Click Apply to launch the report and click
- 5) Use the  icon on the upper right corner of the screen, or use the scrollbar on the right of the screen to scroll down to the bottom of the report and click on the “Export” link
- 6) Click on the selected output format
- 7) Confirm the end of the data export process
- 8) Click on the file link in the bottom right corner to open the exported file



The screenshot shows the Oracle Transactional Business Intelligence (OTBI) Catalog interface. The breadcrumb path is "Location /Shared Folders/Financials/Payables". The left-hand "Folders" pane shows a tree structure with "Financials" and "Payables" highlighted with red boxes. A red circle labeled "1a" is placed over the "Payables" folder. The main content area lists several folders, including "Australia", "Brazil", "Customer Supplier Netting", "Income Tax and Withholding", "Invoices", "Payables to Supplier Reconciliation", "Payments", "Period Close", and "Prepayments". The "Payables to Supplier Reconciliation" folder is highlighted with a red box and a red circle labeled "1b".



This close-up shows the "Payables Invoice Register" report entry. It includes a red circle labeled "2" next to a grid icon, the report title "Payables Invoice Register", the last modified date "11/11/2020 4:25:22 PM", and the owner "Owner System Account". Below the title is the description "Provides detailed information about invoices." and a row of buttons: "Open" (highlighted with a red box), "Edit", and "More" with a dropdown arrow.

ORACLE Transactional Business Intelligence

Payables Invoice Register

* Business Unit: UCM Business Unit | Invoice Group: --Select Value-- | Unvalidated Invoices Only: No

Supplier Type: --Select Value-- | Invoice Type: Standard (3) | Canceled Invoices Only: No

Supplier: --Select Value-- | Invoice Number Between: --Select Value-- | Currency: --Select Value--

Supplier Number: --Select Value-- | Entered Date Between: | Original Amount Between: |

Entered By: --Select Value-- | Accounting Date Between: | Purchase Order Between: --Select Value-- (4)

Apply Reset

No data to display.
Refresh

ORACLE Transactional Business Intelligence

Payables Invoice Register

* Business Unit: UCM Business Unit | Invoice Group: --Select Value-- | Unvalidated Invoices Only: No

Supplier Type: --Select Value-- | Invoice Type: Standard | Canceled Invoices Only: No

Supplier: --Select Value-- | Invoice Number Between: --Select Value-- | Currency: --Select Value--

Supplier Number: --Select Value-- | Entered Date Between: | Original Amount Between: |

Entered By: --Select Value-- | Accounting Date Between: | Purchase Order Between: --Select Value--

Apply Reset

Exclude Distributions

Invoice Currency	Invoice Group	Supplier	Invoice Number	Voucher Number	Invoice Date	Invoice Description	Invoice Type	Payment Status	Original Amount	Line Number	Line Type	Line Amount	Line Description	Purchase Order Number
USD		ABILITY NETWORK INC	2184-0010020		01/22/2021		Standard	Not paid	121.28	1	Item	121.28	ELECTRONIC MEDICAL CLAIMS SUBSCRIPTION JOURNAL	M365PYA15501
									121.28	2	Tax	0.00	UNITED STATES - SALES USE3	
									121.28	3	Tax	0.00	UNITED STATES - SALES USE4	
									121.28	4	Tax	0.00	UNITED STATES - SALES USE5	
									121.28	5	Withholding tax	-0.00		
		ABILITY NETWORK INC Total							121.28			112.79		
		ABM INDUSTRY GROUPS LLC	15931335		02/01/2021		Standard	Not paid	7,621.00	1	Item	7,621.00	UCM SOCCER FIELD MAINTENANCE	M362PYA15202
									7,621.00	2	Tax	0.00	UNITED STATES - SALES USE3	
									7,621.00	3	Tax	0.00	UNITED STATES - SALES USE4	
									7,621.00	4	Tax	0.00	UNITED STATES - SALES USE5	
			15910725		03/01/2021		Standard	Not paid	7,621.00	1	Item	7,621.00	UCM SOCCER FIELD MAINTENANCE	M362PYA15202
									7,621.00	2	Tax	0.00	UNITED STATES - SALES USE3	
									7,621.00	3	Tax	0.00	UNITED STATES - SALES USE4	
									7,621.00	4	Tax	0.00	UNITED STATES - SALES USE5	
			15762357		01/01/2021		Standard	Fully paid	7,621.00	1	Item	7,621.00	UCM SOCCER FIELD MAINTENANCE	M362PYA15202
									7,621.00	2	Tax	0.00	UNITED STATES - SALES USE3	
									7,621.00	3	Tax	0.00	UNITED STATES - SALES USE4	
									7,621.00	4	Tax	0.00	UNITED STATES - SALES USE5	
		ABM INDUSTRY GROUPS LLC Total							22,863.00			22,863.00		
		ABS DIRECT INC	125475		12/21/2020		Standard	Fully paid	6,260.05	1	Item	6,260.05	ABS Direct - Inv# 125475 dated 12/21/2020 - RITM0160885	UCMP00000519

		ABS DIRECT INC Total												
		ACADEMIC AUTHORS INC	2020-007_BAL							10/30/2020	E312PYA095000 - Invoice 2020-007. RITM0160885		Standard	
			2020-007							10/30/2020			Standard	
			2020-007_BAL1							10/30/2020	E312PYA095000 - Invoice 2020-007. RITM0160885		Standard	
		ACADEMIC AUTHORS INC Total												

PDF (6)

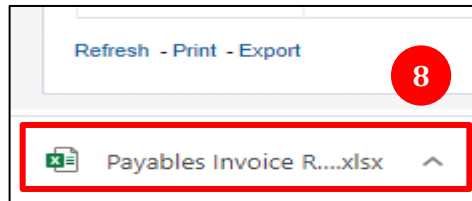
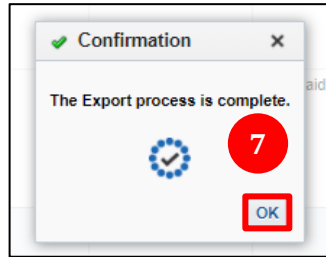
Excel 2007+

Powerpoint 2007+

Web Archive (.mht)

Data

Refresh - Print - Export



Invoice Currency	Invoice Group	Supplier	Invoice Number	Voucher Number	Invoice Date	Invoice Description	Invoice Type	Payment Status	Original Amount	Line Number	Line Type
USD		ABILITY NETWORK INC	21M-0010820		1/22/2021		Standard	Not paid	121.28	1	Item
									121.28	2	Tax
									121.28	3	Tax
									121.28	4	Tax
									121.28	5	Workph
		ABILITY NETWORK INC Total							121.28		
		ABM INDUSTRY GROUPS LLC	15831335		2/1/2021		Standard	Not paid	7,621.00	1	Item
									7,621.00	2	Tax
									7,621.00	3	Tax
									7,621.00	4	Tax
			15910725		3/1/2021		Standard	Not paid	7,621.00	1	Item
									7,621.00	2	Tax
									7,621.00	3	Tax
									7,621.00	4	Tax
			15762357		1/1/2021		Standard	Fully paid	7,621.00	1	Item
									7,621.00	2	Tax
									7,621.00	3	Tax
									7,621.00	4	Tax
		ABM INDUSTRY GROUPS LLC Total							22,863.00		
		ABI DIRECT INC	125475		12/21/2020		Standard	Fully paid	6,260.05	1	Item

Schedule a standard OTBI Report from the Catalog Browser

Standard OTBI Requests can be scheduled to run later, or frequently, and to be sent to an email address

- 1) Select the report and use the Schedule link when available to launch the invoice
 - Depending on the type of the report, the access method, and launching criteria, reports and requests can be launched immediately or scheduled.
 - More complex reports fetching data from multiple tables at different data levels (header, line and distribution data in the same report for example), take more time to launch
- 2) Provide Report parameters to filter data in the report
- 3) Select the Schedule tab to provide schedule parameters
- 4) Click Submit to launch the report and click OK to acknowledge that the report was submitted
- 5) Navigate to Tools > Scheduled Processes to search for the report
- 6) Click on Republish and select the output format
- 7) Once the system completes report processing, click on the link to open the output file in the bottom left corner of the screen
- 8) The report opens and is ready for use in the selected application



i This process will be queued up for submission at position 1

Process Options **Basic** **Submit** **Cancel**

Name Payables Invoice Register Print output **v**

Description Provides detailed information about invoices. Notify me when this process ends

Schedule As soon as possible Submission Notes

Advanced Options

Parameters Schedule Output Notification **2**

* Business Unit UCM Business Unit **v**

Supplier Name **v**

Invoice Type Standard **v**

Invoice Group **v**

Entered By **v**

From Entered Date mm/dd/yyyy

To Entered Date mm/dd/yyyy

Accounting Period Mar-2021 **v**

* Canceled Invoices Only No **v**

* Unvalidated Invoices Only No **v**

This process will be queued up for submission at position 1

Process Options **Basic** **Submit** **Cancel**

Name Payables Invoice Register Print output Notify me when this process ends

Description Provides detailed information about invoices.

Schedule Using a schedule Submission Notes

Advanced Options

Parameters **Schedule** Output Notification

Run As soon as possible Using a schedule

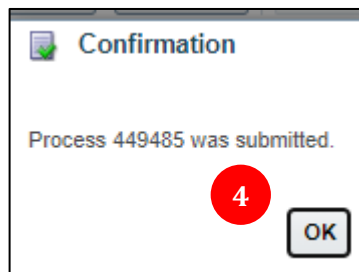
Frequency Daily

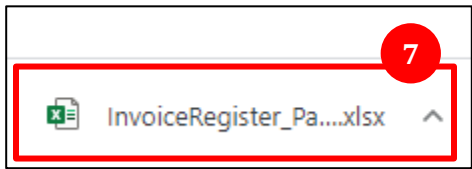
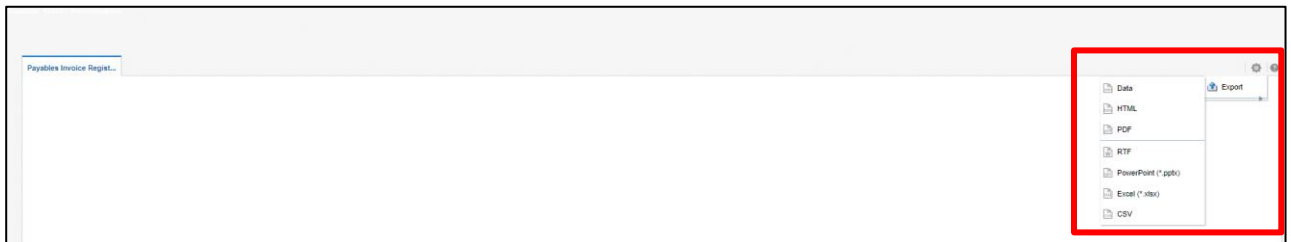
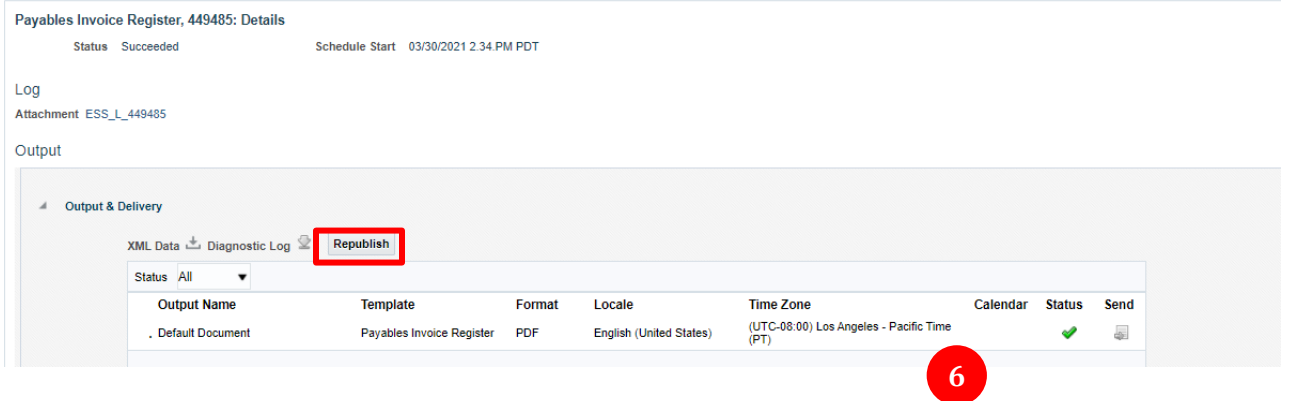
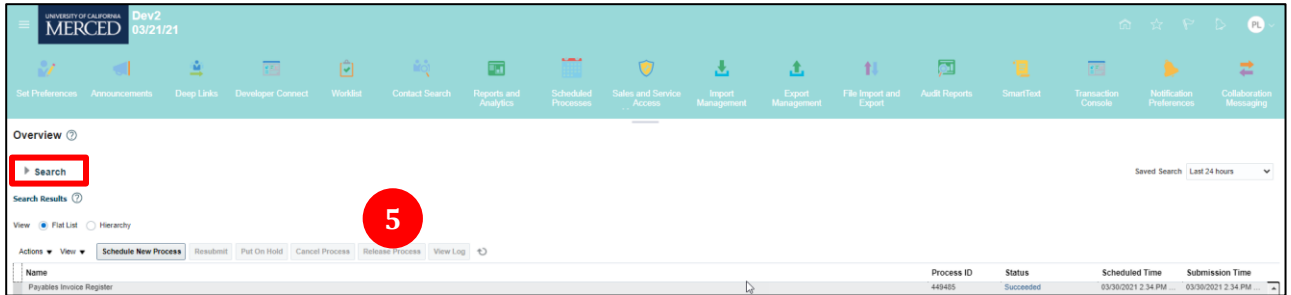
Days Between Runs 1

* Start Date 01/04/2021 2:36 PM (UTC-08:00) Los Angeles - Pacific Time (PT)

* End Date 03/30/2023 2:36 PM (UTC-08:00) Los Angeles - Pacific Time (PT)

Manage Times





File Home Insert Draw Page Layout Formulas Data Review View Help Acrobat Search

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

A1

B C E F G H I J K L M O P Q R S T U V X Y

1 **ORACLE** **Payables Invoice Register** Report Date 03/30/2021 9:40 PM
 2 UCM Primary Ledger Page 1 of 1

3

4

5 Currency USD

6

7 Invoice Group

8

9

10 Supplier Name ABM INDUSTRY GROUPS LLC Invoice Type Standard Amount Remaining 7,621.00

11

12 Invoice Number 15910725 Invoice Date 03/01/2021 Original Amount 7,621.00

13

14 Description

15

16 Line Number 1

17

18 Line Type Item

19

20 Line Amount 7,621.00

21

22 Line Description UCM SOCCER FIELD MAINTENANCE

23

Distribution	Distribution Type	Account	Amount	Accounting Date	Income Tax Type	Accounted
1	Item	1011-14600-M362000-532300-	7,621.00	03/01/2021		Processed

24

25

26

27 Line Number 2

28

29 Line Type Tax

30

31 Line Amount 0.00

32

33 Line Description UNITED STATES - SALES USE3

34

Distribution	Distribution Type	Account	Amount	Accounting Date	Income Tax Type	Accounted
1	Nonrecoverable tax	1011-14600-M362000-532300-	0.00	03/01/2021		Processed

35

36

37

38 Line Number 3

39

40 Line Type Tax