

IES Purchasing: DDP Reports

Purpose

The purpose of this Document is to discuss the DDP specific Reports.

Summary of Order Types

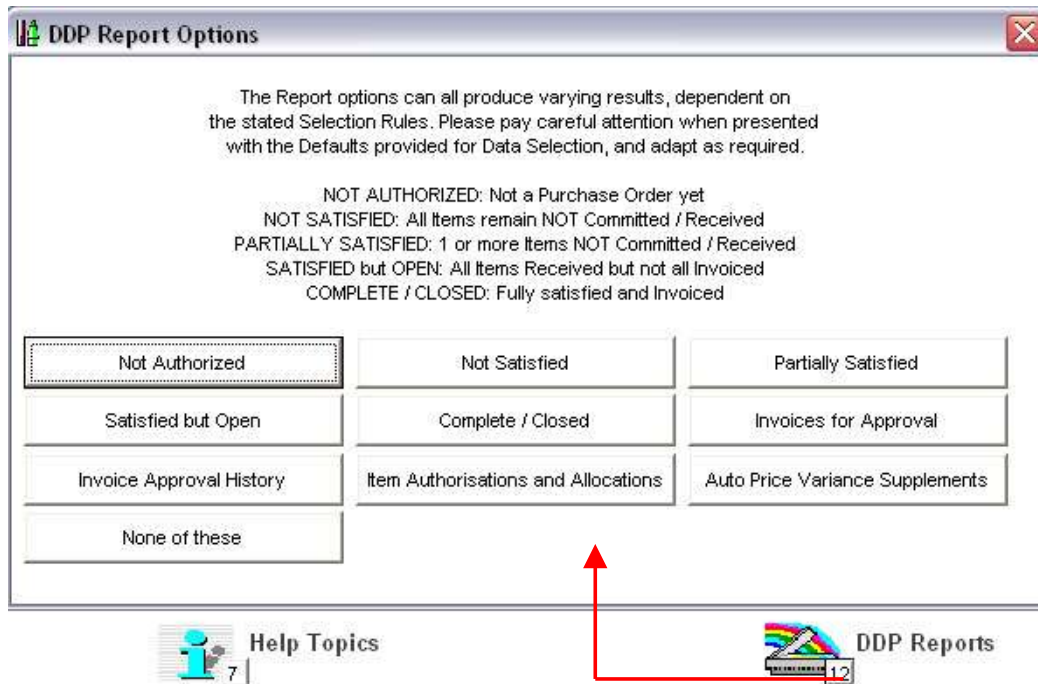
CP = Central Purchasing
ASO = Automated Stock Orders
DDP = Delegated Direct Purchasing
MOD = Manufacture On Demand

Introduction

DDP Orders are Orders like the other Order types, but because DDP is a delegated Ordering system administered by the User Departments rather than the central Purchasing function, there are special Reports to manage DDP Reports.

Where to find the DDP Reports

The DDP Reports are found at '(12) DDP Reports', from the main Purchasing options.



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IES Purchasing: DDP Reports

NOT AUTHORIZED

For a listing of Requisitions not yet authorized as Purchase Orders.

	Selection Tip	My Choice
1	Originator Code = ?	dm
2	Authoriser Code = ?	[]
3	Supplier Account = ?	[]
4	Date Raised >= ?	11/01/2006
5	Date Raised <= ?	11/04/2006
6	Dept >= ?	000
7	Dept <= ?	999

The Report can produce the specific results required, i.e. Originator may be specific or general, likewise for Authoriser and Supplier, and a Date and Department range may be specified to select only the required information.

NOT SATISFIED

For a listing of Orders that are authorized, but nothing has been Received or Invoiced yet.

	Selection Tip	My Choice
1	Originator Code = ?	dm
2	Supplier Account = ?	[]
3	Date Raised >= ?	11/01/2006
4	Date Raised <= ?	11/04/2006
5	Dept >= ?	000
6	Dept <= ?	999


The Report can produce the specific results required, i.e. Originator may be specific or general, likewise for Supplier, and a Date and Department range may be specified to select only the required information.

PARTIALLY SATISFIED

1 or more Items on the Order remain as 'not yet Received' or 'not yet Invoiced'.

	Selection Tip	My Choice
1	Originator Code = ?	dm
2	Supplier Account = ?	[]
3	Date Raised >= ?	11/01/2006
4	Date Raised <= ?	11/04/2006
5	Dept >= ?	000
6	Dept <= ?	999

The Report can produce the specific results required, i.e. Originator may be specific or general, likewise for Supplier, and a Date and Department range may be specified to select only the required information.

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SATISFIED BUT OPEN

All Items have been Received but not all Items have been Invoiced.

	Selection Tip	My Choice
1	Originator Code = ?	dm
2	Supplier Account = ?	[]
3	Date Raised >= ?	11/01/2006
4	Date Raised <= ?	11/04/2006
5	Dept >= ?	000
6	Dept <= ?	999

The Report can produce the specific results required, i.e. Originator may be specific or general, likewise for Supplier, and a Date and Department range may be specified to select only the required information.

COMPLETE / CLOSED

Fully satisfied and Invoiced.


	Selection Tip	My Choice
1	Originator Code = ?	dm
2	Supplier Account = ?	[]
3	Date Raised >= ?	11/01/2006
4	Date Raised <= ?	11/04/2006
5	Dept >= ?	000
6	Dept <= ?	999

The Report can produce the specific results required, i.e. Originator may be specific or general, likewise for Supplier, and a Date and Department range may be specified to select only the required information.

INVOICES FOR APPROVAL

This Report will list Invoices received, but awaiting approval by the appropriate Authorisers, and is used to expedite Invoice processing.

	Selection Tip	My Choice
1	Supplier Account = ?	[]
2	Authoriser Code = ?	[]
3	Creditors Clerk Code = ?	[]

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INVOICE APPROVAL HISTORY

This Report is used to evaluate Invoice Approval history, and includes the number of days it took to have each listed Invoice approved.

	Selection Tip	My Choice
1	Period >= ?	[]
2	Period <= ?	[]
3	Approved By Code = ?	[]
4	Creditors Clerk Code = ?	[]

ITEM AUTHORIZATIONS AND ALLOCATIONS

This Report can be produced by Supplier or generally, and reveals selected Order Items, their Approval and where they are charged to (DDP Orders include only Direct Items, i.e. not Stock, and all of these Items have to be costed somewhere - the Report is useful for evaluating and controlling this aspect).

Order Authorizations ✖

choose "SUPPLIER SPECIFIC" for a Profile of Authorizations on a particular Supplier

choose "STANDARD" for all other variations

Standard Report

Supplier Specific

Quit

	Selection Tip	My Choice
1	Auth Date From ?	03/04/2006
2	Auth Date To ?	10/04/2006
3	Dept >= ?	000
4	Dept <= ?	999
5	Authoriser Code = ?	[]
6	Originator Code = ?	[]

AUTO PRICE VARIANCE SUPPLEMENTS

The DDP Order system includes automated processing of Price Variance Supplements (when the Invoice has a different price to what the Item was ordered at), and although this is strictly controlled according to an Authorization Profile per User, it is useful to Report on these Transactions to see which Orders and / or Suppliers attract such Variances, and the cost implications thereof.


	Selection Tip	My Choice
1	Period Number = ?	[]
2	Supplier Code = ?	[]
3	Authoriser Code = ?	[]

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The Report can select Transactions according to Period, Supplier and Authoriser.

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