


Process Name: Procure to Pay Panorama Help Guide

STEP	DETAIL
	<p>The Procure to Pay Panorama provides insights to all campus reporting needs related to Requisitions, Purchase Orders, Invoices, and Suppliers. This panorama offers high-level dashboard views and detailed inquiry reports for campus use.</p> <p>For all data definitions please use the P2P Data Glossary.</p>
1	<p><u>Procure to Pay Action Items</u></p> <p><u>Business Scenarios:</u></p> <ul style="list-style-type: none"> • What are the pending requisitions for my organization? • How long have non-paid invoices been aging? • What invoices are currently on hold within Oracle? <p><u>Data Selection & View Options:</u></p> <ul style="list-style-type: none"> • Use these parameters to filter for the data you want to see. These filters can be used in combination or individually to produce desired results. <div data-bbox="264 935 1961 1269" style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>From Date <input type="text" value="07/01/2022"/>  Supplier <input type="text" value="--Select Value--"/> Account <input type="text" value="--Select Value--"/></p> <p>To Date <input type="text" value="08/01/2022"/> Organization <input type="text" value="--Select Value--"/></p> <p>Program <input type="text" value="--Select Value--"/></p> <p>Project <input type="text" value="--Select Value--"/></p> </div>

2	<p><u>Procure to Pay Inquiry</u></p> <p><u>Business Scenarios:</u></p> <ul style="list-style-type: none"> • What purchase order did my requisition create? • How much has been invoiced against my purchase order? <p><u>Data Selection & View Options:</u></p> <ul style="list-style-type: none"> • Use these parameters to filter for the data you want to see. These filters can be used in combination or individually to produce desired results. <div data-bbox="283 511 1948 771" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Requisition Creation From Date</td> <td style="width: 20%;">07/01/2022</td> <td style="width: 20%;"></td> <td style="width: 15%;">Supplier</td> <td style="width: 15%;">--Select Value--</td> <td style="width: 10%;">Account</td> <td style="width: 10%;">--Select Value--</td> </tr> <tr> <td>Requisition Creation To Date</td> <td>08/01/2022</td> <td></td> <td>Requisition</td> <td>--Select Value--</td> <td>Organization</td> <td>--Select Value--</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Purchase Order</td> <td>--Select Value--</td> <td>Program</td> <td>--Select Value--</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Invoice Number</td> <td>--Select Value--</td> <td>Project</td> <td>--Select Value--</td> </tr> </table> </div>	Requisition Creation From Date	07/01/2022		Supplier	--Select Value--	Account	--Select Value--	Requisition Creation To Date	08/01/2022		Requisition	--Select Value--	Organization	--Select Value--				Purchase Order	--Select Value--	Program	--Select Value--				Invoice Number	--Select Value--	Project	--Select Value--								
Requisition Creation From Date	07/01/2022		Supplier	--Select Value--	Account	--Select Value--																															
Requisition Creation To Date	08/01/2022		Requisition	--Select Value--	Organization	--Select Value--																															
			Purchase Order	--Select Value--	Program	--Select Value--																															
			Invoice Number	--Select Value--	Project	--Select Value--																															
3	<p><u>Requisition Summary</u></p> <p><u>Business Scenarios:</u></p> <ul style="list-style-type: none"> • How many requisitions is my organization submitted per month? • What is the total number of requisitions placed for a given time period? • What is the average requisition processing time for my organization? • What are the pending requisitions for my organization? <p><u>Data Selection & View Options:</u></p> <ul style="list-style-type: none"> • Use these parameters to filter for the data you want to see. These filters can be used in combination or individually to produce desired results. <div data-bbox="283 1250 1948 1453" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Requisition Approved From Date</td> <td style="width: 20%;">07/01/2022</td> <td style="width: 20%;"></td> <td style="width: 15%;">Supplier</td> <td style="width: 15%;">--Select Value--</td> <td style="width: 10%;">Preparer Name</td> <td style="width: 10%;">--Select Value--</td> <td style="width: 10%;">Account</td> <td style="width: 10%;">--Select Value--</td> </tr> <tr> <td>Requisition Approved To Date</td> <td>08/01/2022</td> <td></td> <td>Requisition Number</td> <td>--Select Value--</td> <td>Requester Name</td> <td>--Select Value--</td> <td>Organization</td> <td>--Select Value--</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Requisition Amount >=</td> <td></td> <td>Document Status</td> <td>--Select Value--</td> <td>Program</td> <td>--Select Value--</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Project</td> <td>--Select Value--</td> </tr> </table> </div>	Requisition Approved From Date	07/01/2022		Supplier	--Select Value--	Preparer Name	--Select Value--	Account	--Select Value--	Requisition Approved To Date	08/01/2022		Requisition Number	--Select Value--	Requester Name	--Select Value--	Organization	--Select Value--				Requisition Amount >=		Document Status	--Select Value--	Program	--Select Value--								Project	--Select Value--
Requisition Approved From Date	07/01/2022		Supplier	--Select Value--	Preparer Name	--Select Value--	Account	--Select Value--																													
Requisition Approved To Date	08/01/2022		Requisition Number	--Select Value--	Requester Name	--Select Value--	Organization	--Select Value--																													
			Requisition Amount >=		Document Status	--Select Value--	Program	--Select Value--																													
							Project	--Select Value--																													

Requisition Inquiry

Business Scenarios:

- What are the details for all the requisitions my organization has placed?
- What items were placed on a requisition?
- What chart of account used on a requisition?

Data Selection & View Options:

- Use these parameters to filter for the data you want to see. These filters can be used in combination or individually to produce desired results.

Requisition Approved From Date	07/01/2022	Supplier	--Select Value--	Preparer Name	--Select Value--	Account	--Select Value--
Requisition Approved To Date	08/01/2022	Requisition Number	--Select Value--	Requester Name	--Select Value--	Organization	--Select Value--
		Requisition Amount >=		Document Status	--Select Value--	Program	--Select Value--
						Project	--Select Value--

4

PO Summary

Business Scenarios:

- What is the volume of POs that have been placed over time?
- What is the dollar amount of POs placed over time?
- What are the top 10 suppliers used within my organization?
- What are the top 10 account codes we spend on within my organization?
- What POs have closed in the last 30 days?

Data Selection & View Options:

- Use these parameters to filter for the data you want to see. These filters can be used in combination or individually to produce desired results.

PO Create From Date	07/01/2022	Supplier	--Select Value--	Requestor Name	--Select Value--	Account	--Select Value--
PO Create To Date	08/01/2022	PO Number	--Select Value--	PO Status	--Select Value--	Organization	--Select Value--
						Program	--Select Value--
						Project	--Select Value--

5

PO Inquiry

Business Scenarios:

- Where are the contents of a specific PO shipped to?
- What are the items placed on a specific PO?
- What chart of account or project was used on a PO?
- How many change orders has a specific PO gone through?
- What are the details for all the POs placed on a specific project?

6 Data Selection & View Options:

- Use these parameters to filter for the data you want to see. These filters can be used in combination or individually to produce desired results.

PO Create From Date	07/01/2022	Supplier	--Select Value--	Requestor Name	--Select Value--	Account	--Select Value--
PO Create To Date	08/01/2022	PO Number	--Select Value--	PO Status	--Select Value--	Organization	--Select Value--
						Program	--Select Value--
						Project	--Select Value--

PO Balances

Business Scenarios:

- What PO have open balances?
- How much has been invoiced on a specific PO?
- What are the open POs for my organization?

7

Data Selection & View Options:

- Use these parameters to filter for the data you want to see. These filters can be used in combination or individually to produce desired results.

Prompts							
PO Create From Date	07/01/2022	Supplier	--Select Value--	Account	--Select Value--		
PO Create To Date	08/01/2022	Purchase Order	--Select Value--	Organization	--Select Value--		
		PO Status	--Select Value--	Program	--Select Value--		
				Project	--Select Value--		

Invoice Summary

Business Scenarios:

- What are the different types and volume of payment methods that we have used with a specific supplier?
- What are the different methods being used to process invoices?
- How long have non-paid invoices been aging?
- What invoices are currently on hold within Oracle?

Data Selection & View Options:

- Use these parameters to filter for the data you want to see. These filters can be used in combination or individually to produce desired results.

8

First Entered From Date	07/01/2022	Invoice Number	--Select Value--	Entity	--Select Value--
Last Entered To Date	08/01/2022	Validation Status	--Select Value--	Account	--Select Value--
Supplier	--Select Value--	Payment Status	--Select Value--	Fund	--Select Value--
				Organization	--Select Value--
				Program	--Select Value--
				Project	--Select Value--

Invoice Inquiry

Business Scenarios:

- What payment method was used for an invoice?
- What is the payment number for an invoice?
- When was the payment date for an invoice?
- What items were placed on an Invoice?
- What chart of accounts was used on an invoice?

Data Selection & View Options:

- Use these parameters to filter for the data you want to see. These filters can be used in combination or individually to produce desired results.

9

First Entered From Date	07/01/2022	Invoice Number	--Select Value--	Entity	--Select Value--
Last Entered To Date	08/01/2022	Validation Status	--Select Value--	Account	--Select Value--
Supplier	--Select Value--	Payment Status	--Select Value--	Fund	--Select Value--
				Organization	--Select Value--
				Program	--Select Value--
				Project	--Select Value--

Invoice Inquiry

Business Scenarios:

- What suppliers are available for use in Oracle?
- What suppliers are active within OFC?
- What are all the business classifications for a supplier?
- What is the default payment method for a supplier?

Data Selection & View Options:

- Use these parameters to filter for the data you want to see. These filters can be used in combination or individually to produce desired results.

10



A screenshot of a software interface showing four filter options, each with a dropdown menu and a downward arrow icon:

- Supplier** --Select Value--
- Payable To** --Select Value--
- City** --Select Value--
- Business Classification** --Select Value--