Functional Specification

(Report)

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PTR – Purchase Order Details Report

Document Control Information

Document Information

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# Report Summary

## Purpose/Justification

All purchasing will be done in the Oracle Cloud environment. Vertiv needs reporting capabilities to report on all aspects of the purchase order. To accomplish the reporting requirements, a report of purchasing details will be created. The report may be used to create other reporting that is required by various areas within the Vertiv organization.

## Report Description and Overview

During the lifecycle of a purchase order Vertiv needs to report on status and shipments from suppliers. The report will show details regarding purchase orders in various statuses.

Report data flow:

* Report will be created weekly or on demand by user.
* User may sort/select items for review.

## Legacy Report Sample

N/A – new combined report 

# Functional Design

## Report Details

|  |  |
| --- | --- |
| Report Name | PTR – Purchase Order Detail Report |
| Report Path | Don’t populate |
| Report Schedule | Weekly and On Demand |
| Scheduled Report Recipients | PTR team to be determined |
| Output Format | Excel |
| Report Owner | Stephanie Taylor |
| Estimated number of records | Don’t populate |
| Additional Comments | N/A |

## Data Selection and Sorting

* Generate report on an inventory organization level
* Sorted by Vendor/PO Number
* Selection criteria

## Launch Parameters

| Parameter | Required | Valid Values | Default |
| --- | --- | --- | --- |
| Organizations |  | Only organizations authorized to user. If none selected and user can view multiple, report on all |  |
| PO Approval Start Date |  |  |  |
| PO Approval End Date |  |  |  |
| PO Line Closed Start Date |  |  |  |
| PO Line Closed End Date |  |  |  |
| PO Line Status |  | All Open Statuses or All Closed Statuses |  |

## Key Logic

<List critical requirements, business logic:>

## Data Mapping



## Assumptions

* Quantities reported should represent all types of purchase orders. If the columns can be consolidated, please feel free to do that.
* Report can be used for On time delivery, Purchase order data purchasing price discrepancies on PO’s vs BPA, Planner Scorecard (sample charts provided above) and supplier quality reporting.
* If any information is missing that does not allow the above reports to be created, they will be added prior to implementation.

## Dependencies

* Employees who run the report ad-hoc will be restricted to seeing data based on their security privileges. For instance, an employee that only has rights to view an organization will only have work orders for those inventory organizations populated in their report output.
* Employees with restricted security will only be able to prompt for inventory organizations within their security view. Even if no organization is selected, the report will default to all allowable inventory organizations in their output.

# Open Items

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date Reported | Status | Question | Answer | Due Date | Responsible Party |
|  |  |  |  |  |  |
|  |  |  |  |  |  |