

Outstanding PO Quantities and Values

Using AP Analytics to report Outstanding PO Quantities and Values

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USING REPORTING FOR OUTSTANDING PO QUANTITIES AND VALUES

PO lines that have outstanding quantities and values (ie: yet to be received or invoiced) can be filtered from the report **PO Received Not Invoiced** (RNI).

Received Not Invoiced (RNI)						
	PR Number	PO Number	Purchase Orders Purchase Order Version	Order Status	Purchase Orders Items Line Item Status	Po Items Received and Return Status Aggr Invoice Sta
1	1000028047	2000016108	1	RECEIVED	RECEIVED	⊗
2	1000028047	2000016108	1	RECEIVED	RECEIVED	⊗
3	1000028062	2000016123	3	RECEIVED	RECEIVED	⊗
4	1000028062	2000016123	3	RECEIVED	RECEIVED	⊗
5	1000028064	2000016124	1	RECEIVED	RECEIVED	⊗
6	1000028064	2000016124	1	RECEIVED	RECEIVED	⊗
7	1000028089	2000016140	1	RECEIVED	RECEIVED	POSTING
8	1000028089	2000016140	1	RECEIVED	RECEIVED	POSTING
9	1000028089	2000016140	1	RECEIVED	RECEIVED	POSTING
10	1000028089	2000016140	1	RECEIVED	RECEIVED	POSTING
11	1000028091	2000016141	1	RECEIVED	RECEIVED	APPROVED
12	1000028091	2000016141	1	RECEIVED	RECEIVED	APPROVED
13	1000028091	2000016141	1	RECEIVED	RECEIVED	APPROVED
14	1000028091	2000016141	1	RECEIVED	RECEIVED	APPROVED
15	1000028092	2000016142	2	ORDERED	RECEIVED	⊗

There are 24 available filters to assist finding a PO located on the right of the screen or by clicking on the 'filters' logo () in the top right hand corner.

Users can also select the 'Information' icon () in the top right corner for further information/explanations (ie. Received Status and Invoice Status).

RNI Dashboard Info

Visualization

Table

Explore

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PURCHASE ORDERS (6 Filters) ▾

PO Received Status (PO vs GR)

- UNCONFIRMED:

PO Item not receive yet (No GR)  PO Item # 1 QtyOrdered: 10, QtyReceived: 0, Outstanding: 10
- CONFIRMED_PARTIAL:

PO Item partially received (GR for some Qty)  PO Item # 1 QtyOrdered: 10, QtyReceived: 4, Outstanding: 6
- CONFIRMED_FULL:

PO Item fully received (GR/s for all Qty)  PO Item # 1 QtyOrdered: 10, QtyReceived: 10, Outstanding: 0

Invoiced Status (PO vs INVOICE)

- NO_INVOICE:

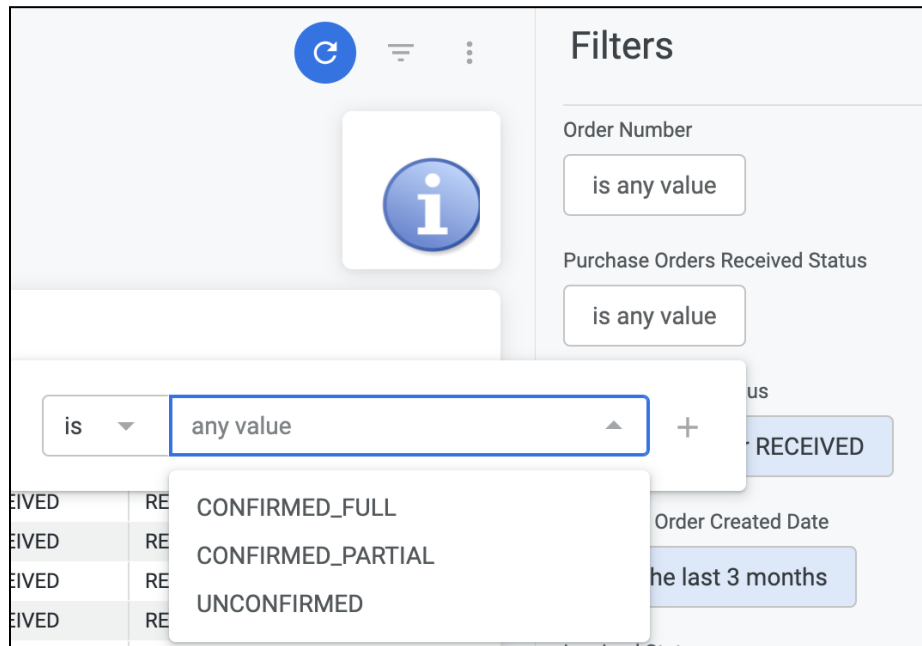
PO Item not invoiced yet (No Invoice)  PO Item # 1 QtyOrdered: 10, QtyInvoiced: 0, Outstanding: 10
- INVOICED_PARTIAL:

PO Item partially invoiced (Invoice for some Qty)  PO Item # 1 QtyOrdered: 10, QtyInvoiced: 4, Outstanding: 6
- INVOICED_FULL:

PO Item fully invoiced (Invoice for all Qty)  PO Item # 1 QtyOrdered: 10, QtyInvoiced: 10, Outstanding: 0

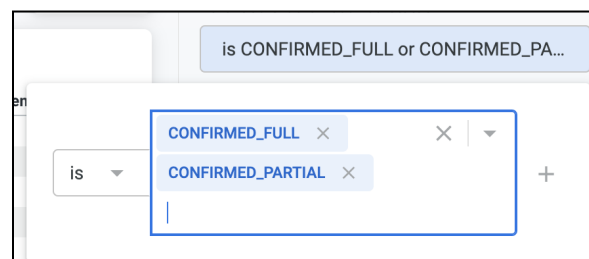
USING FILTERS

Purchase Orders Received Status



- **Confirmed_Full** indicates the POs that have been fully received and there is no outstanding left.
- **Confirmed_Partial** indicates the POs that have an outstanding quantity to be received. Similarly if there are Service POs, this will indicate all those POs that have an outstanding service.
- **Unconfirmed** indicates the POs that have no receipt.

Users will filter the report using these Purchase Orders received statuses



Invoiced Status

Users can add more filters to show outstanding values and quantities.

The screenshot shows a filter interface for 'Invoiced Status'. A table with columns 'RECEIVED' and 'RECEIVED' is visible. A filter dropdown is open, showing options: 'is not', 'any value', 'INVOICED_FULL', 'INVOICED_PARTIAL', and 'NO_INVOICE'. A plus sign is visible next to the dropdown.

- **Invoiced_Full** indicates that the PO item(s) have been fully invoiced for all quantities.
- **Invoiced_Partial** indicates that POs have an outstanding quantity to be invoiced.
- **No_Invoice** indicates that no items in the PO have been invoiced.

Order Type

The screenshot shows a filter interface for 'Order Type'. A table with columns 'RECEIVED' and 'RECEIVED' is visible. A filter dropdown is open, showing options: 'is', 'any value', 'InvoicePlan', 'blanket', 'standard', and 'stock'. A plus sign is visible next to the dropdown.

- **InvoicePlan** is used for POs where invoicing has been scheduled overtime rather than upon receiving goods/services.
- **Blanket** is used for POs with repeated purchasing of goods/services over a period of time before knowing quantity or dates.

- **Standard** is used for POs with known quantities/services upfront.
- **Stock** is used for POs ordering goods for inventory (stock/storage).

FIELDS THAT REPORT OUTSTANDING QUANTITIES AND VALUES FOR PO LINES

This Dashboard has two fields that will provide the outstanding quantities and values for POs:

- **Outstanding Qty** (to be received)
 - The formula for a PO Item $\rightarrow \text{Qty Ordered} - (\text{Qty Received} - \text{Qty Returned})$
- **Remaining Amount** (to be invoiced).
 - The formula for a PO Item $\rightarrow \text{Outstanding Qty} \times \text{UnitPrice}$

Examples

- PO: 2000000025 has 6 items, 1st item was fully received and fully invoiced, other 5 items are not received yet.

Visualization							Visualization						
PR Number	PO Number	Purchase Orders	Purchase Order Version	Order Status	Purchase Orders Items Status	Po Items R	Numers	Po Items Received and Return Status Aggr	Received Status	GR Statuses:			
1	1000000073	2000000025	1	ORDERED	INVOICED	POSTED	1	CONFIRMED_FULL		- Confirmed Full -> all items received fully			
2	1000000073	2000000025	1	ORDERED	ORDERED		2	UNCONFIRMED		- un-confirmed -> no GR or GR in draft			
3	1000000073	2000000025	1	ORDERED	ORDERED		3	UNCONFIRMED					
4	1000000073	2000000025	1	ORDERED	ORDERED		4	UNCONFIRMED					
5	1000000073	2000000025	1	ORDERED	ORDERED		5	UNCONFIRMED		- partially confirmed -> GR partially received			
6	1000000073	2000000025	1	ORDERED	ORDERED		6	UNCONFIRMED					

Visualization							Visualization						
	Po Items Received and Return Status Aggr	Item Quantity Ordered	Po Items Received and Return Status Aggr	Item Quantity Received	Po Items Received and Return Status Aggr	Item Quantity Returned		Po Items Received and Return Status Aggr	Item Quantity Invoiced				
1		400		400		0			400				
2		400		0		0			0				
3		400		0		0			0				
4		400		0		0			0				
5		400		0		0			0				
6		400		0		0			0				

Visualization							Visualization						
	Po Items Received and Return Status Aggr	Actual Qty Received	Po Items Received and Return Status Aggr	Quantity Outstanding				Po Items Received and Return Status Aggr	Remaining Amount				
1		400		0					\$0.00				
2		0		400					\$3,600.00				
3		0		400					\$3,600.00				
4		0		400					\$3,600.00				
5		0		400					\$3,600.00				
6		0		400					\$3,600.00				

- PO: 2000000113 has 1 item, 1st item was fully received then partially returned and invoiced. The remaining state of PO items:

Visualization							Visualization	
PR Number	PO Number	Purchase Orders	Purchase Order Version	Order Status	Purchase Orders Items Status	Po Items Received and Return Status Aggr Invoice Status	Po Items Received and Return Status Aggr	Received Status
1 1000000229	2000000113	1		ORDERED	ORDERED	POSTED	1	CONFIRMED_PARTIAL

Visualization				Visualization			
Po Items Received and Return Status Aggr	Item Quantity Ordered	Po Items Received and Return Status Aggr	Item Quantity Received	Po Items Received and Return Status Aggr	Item Quantity Returned	Po Items Received and Return Status Aggr	Item Quantity Invoiced
1 10,000		10,000		-5,937.42		4,062.58	

Visualization			
Po Items Received and Return Status Aggr	Actual Qty Received	Po Items Received and Return Status Aggr	Quantity Outstanding
1 4,062.58		5,937.42	

Visualization			
Po Items Received and Return Status Aggr	Remaining Amount		
1 4,062.58		\$5,937.42	