WESTERN Marketplace

USING ORDER SUMMARY and EXTRACTS

Contents

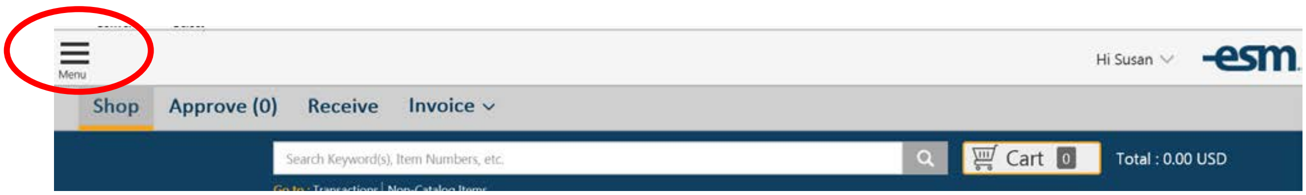
Order Summary

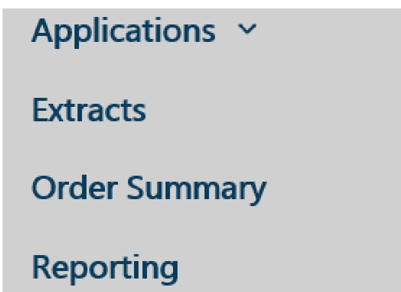
Purpose and How to Use

Order summary is powerful online look-up that will provide a summary listing of results based upon your search criteria.

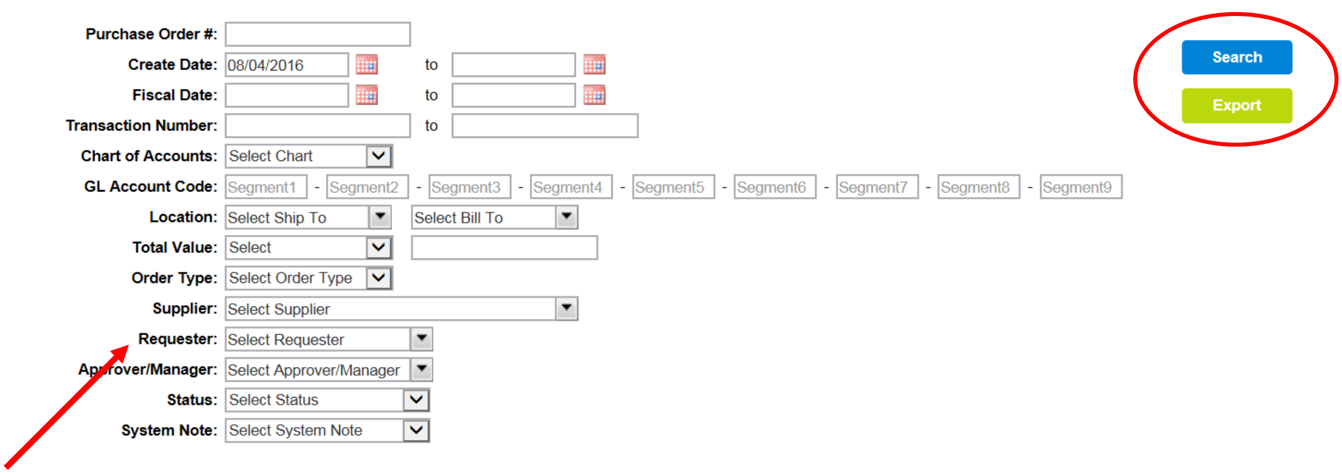
Departments may use this to check the status of their orders, find a PO# in order to receive the order in the receive tab or to track what they have purchased.

To get to Order Summary you go to Menu and select Order summary





The following screen should come up.



The **results will show all orders done on campus**. If you want to only see your orders, you would select your name under Requester. If you are an Approver you could select your name under Approver and all of the orders you have approved would be provided in the summary results.

Once you have selected one or more criteria and **Select the Blue Search button**, the results will appear.

If you click the transaction number in the list, you will see the transaction in a view only mode.

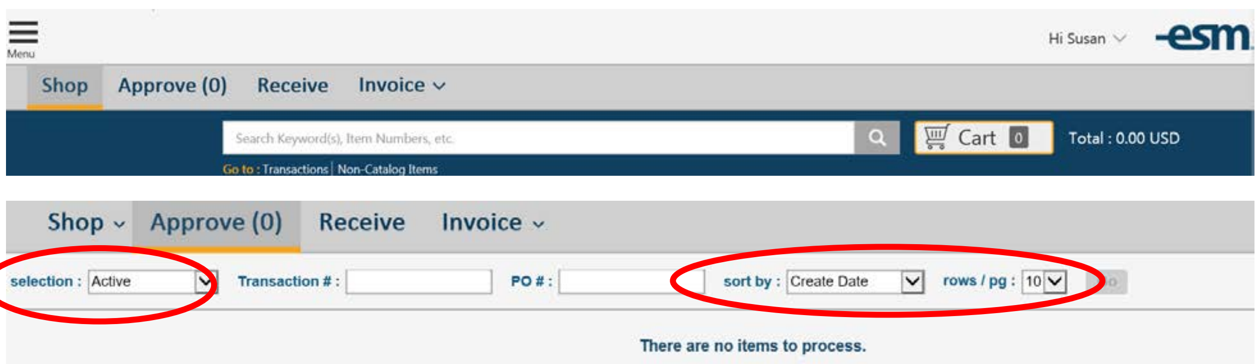
Order Summary Results rows / pg : 10 Go

Trans # ▲	Create Date	Requester	Supplier	PO #	Status	System Note	Total Value
409887	8/5/2016	Laura Ghan	Keeney's Office Supply	P1003607	Submitted to Supplier	History	45.51 USD
409994	8/5/2016	Gretchen Kulpa	Office Depot	2736	Pending Validation	None	207.82 USD
409998	8/5/2016	Dennis Miller	Keeney's Office Supply	2737	Pending Approval	History	30.38 USD
410009	8/5/2016	Nate Schwarck	Grainger	P1003615	Submitted to Supplier	History	110.11 USD
410043	8/5/2016	Chris Powell	GovConnection	P1003614	Submitted to Supplier	History	686.81 USD
410044	8/5/2016	Chris Powell	Office Depot	P1003610	Submitted to Supplier	History	569.31 USD
410067	8/5/2016	Chris Powell	Apple, Inc.	P1003613	Submitted to Supplier	History	234.80 USD

From the Order Summary screen you may not make any changes, this is a query only.

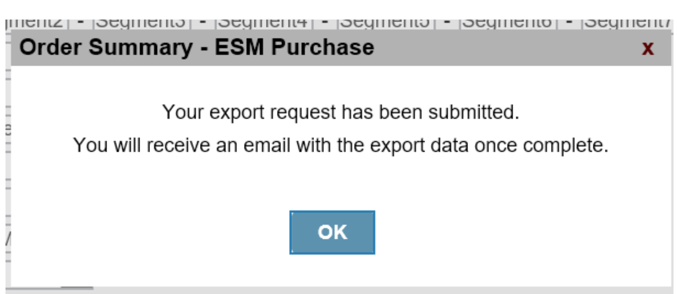
If you need to complete the check-out process, select All Transactions and then filter for the order. If you need to Approve or Receive an order you will need to enter the transaction number or Purchase Order number in the Filter selection area under the , Approve or Receive Tabs.

Once you have a transaction number or PO number you can enter the number in the filters and the transaction will appear. You can take action as needed on the order.



Export your Order Summary Query

You may export this this into a csv format – Hit the Export button and you will receive an email with your attached export.



noreply@esmsolutions.com | Susan Banton

Training - Order Summary Export

OrderSummaryResult_2017_18_7_20_55_14.csv
60 KB

Dear Susan,

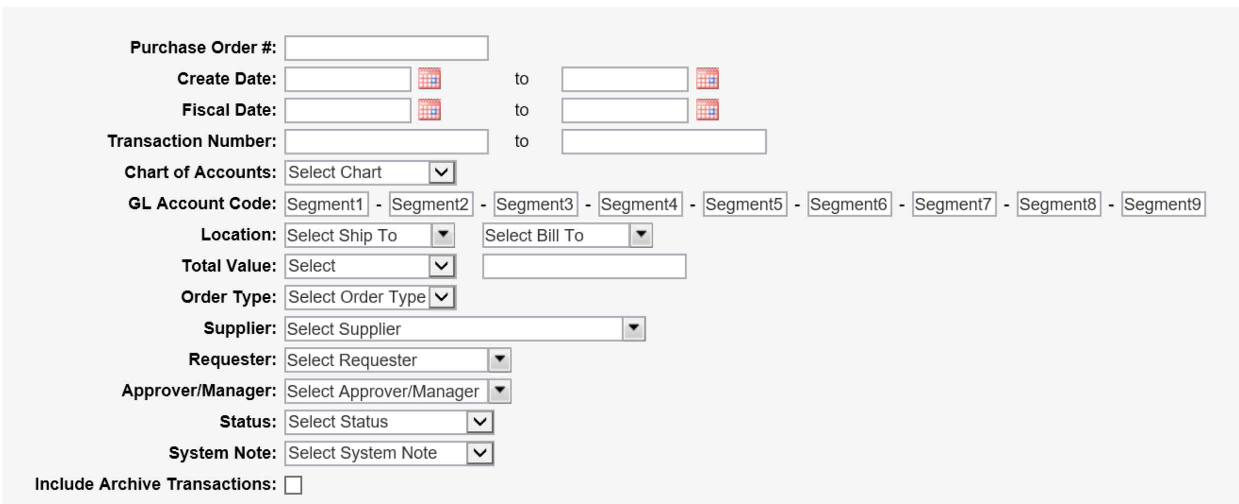
The export of Order Summary Results you've requested is attached. Please note this export is limited to the first 2,500 search results.

If you have any questions, please contact your system administrator for assistance.

Thank you,
ESM Solutions Customer Support

NOTE: This is a system generated email. Please do not reply to this email.

What are all these fields on the GL Account Code?



As defined in Banner, Western uses a FOAPAL (Fund, Organization, Account, Program, Activity, and Location) for our accounting segments. User may search by any of the segments for all the orders using that segment.

Segment 1 – Fund such as 16373 or 59425

Segment 2 – Organization, a 4/5 digit numerical code such as 5336, 5710, 4430E

Segment 3 – Account, example, E111, E117

Segment 4 – Program such as 011BIO or 011OPR

Segment 5 – Activity such as BIOLAB

Segment 6 - Location such as XEV or PH007

Status

The "Status" column is very helpful.

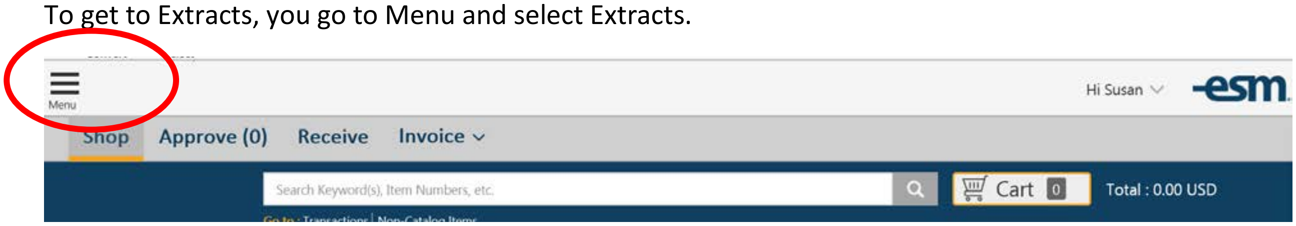
Status

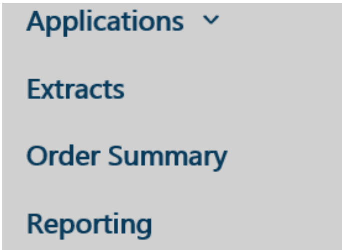
Approval Rejected	Means	An Approver has returned the order to the originator rather than approve.
Failed Encumbrance	Means	There is an issue with the integration elements or the processing time between the Marketplace and Banner. Contact a System administrator.
Failed GL check or GL Alert	Means	The order is not integrating with Banner for an unspecified reason. Contact a System administrator.
Failed Transmission	Means	The order or the eInvoice may not have reached the Vendor. Contact the System administrator.
Invoiced and closed	Means	Invoice has been processed through the Marketplace to Banner, it was successfully transmitted and someone has now closed the order manually.
No Workflows Available	Means	Order has not yet started the approval process. Contact a system administrator.
Partially Received	Means	Order has partially been received. Dept is still waiting for items or has not received them online.
Pending Approval	Means	Order is going through the online approval process
Pending Validation	Means	Order needs to be completed – it is available in the Checkout Tab
Received	Means	Order has been fully received and is waiting for AP to pay and close.
Submitted to Supplier	Means	Order Needs to Be received
Transmitted	Means	Auto feed XML invoice has been transmitted successfully from the Marketplace to Banner
Unsubmitted Invoice	Means	AN invoice is waiting for review and the "Pay" button to be selected.
Unsubmitted Transaction	Means	Order is in the Checkout Tab and needs to be completed

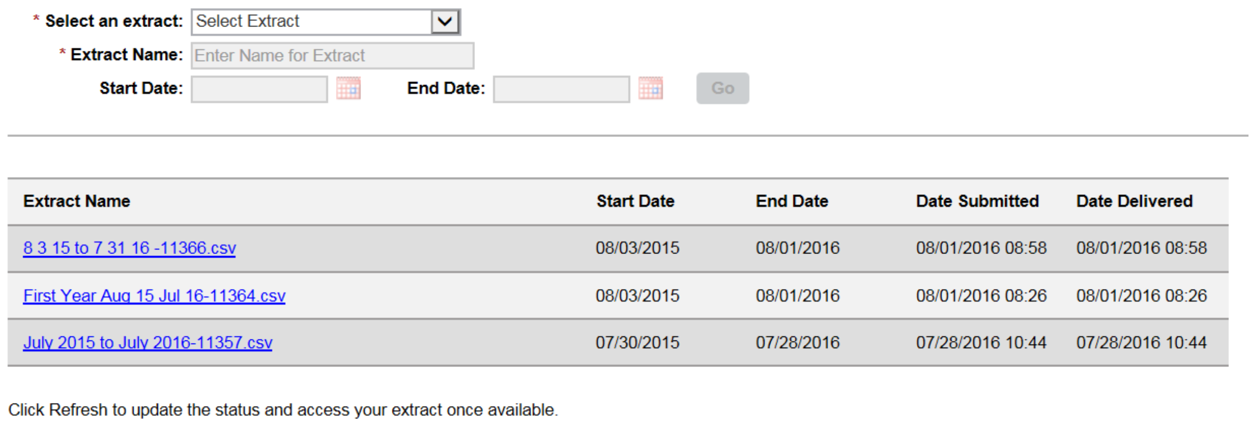
Extracts

The extracts provide detail about each order and transaction and provide different detail levels depending upon the selected extract.

To get to Extracts, you go to Menu and select Extracts.

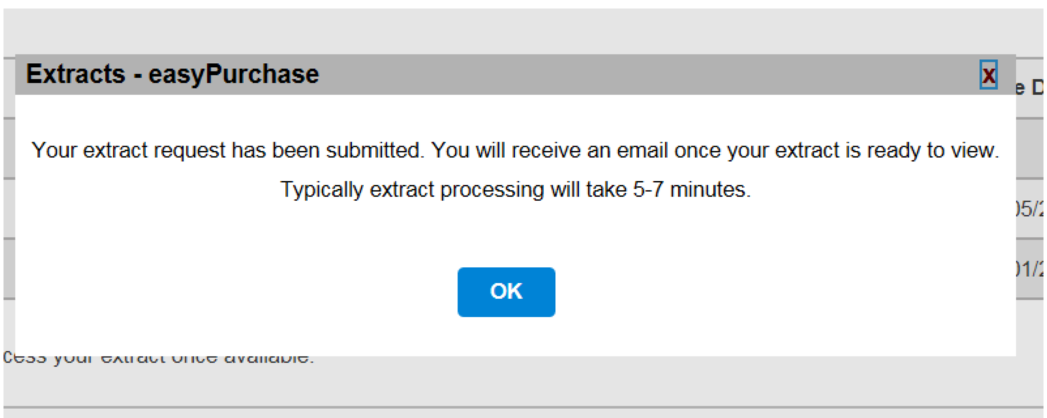






Extract Name	Start Date	End Date	Date Submitted	Date Delivered
8 3 15 to 7 31 16 -11366.csv	08/03/2015	08/01/2016	08/01/2016 08:58	08/01/2016 08:58
First Year Aug 15 Jul 16-11364.csv	08/03/2015	08/01/2016	08/01/2016 08:26	08/01/2016 08:26
July 2015 to July 2016-11357.csv	07/30/2015	07/28/2016	07/28/2016 10:44	07/28/2016 10:44

You choose the extract you wish to run, name it and enter a date range and hit GO.



An email will be sent to you when the csv file is available.

This email is from noreply@esmsolutions.com and indicates the extract is available once you log onto easyPurchase. easyPurchase is the name of the Module that provides the provides the platform to our Western Marketplace.

Mon 8/1/2016 8:59 AM

noreply@esmsolutions.com

easyPurchase – Extract Available

To Susan Banton

If there are problems with how this message is displayed, click here to view it in a web browser.

Action Items

Dear Susan,

The extract you've requested is now available. Please login to easyPurchase to access your extract from the Extracts menu.

If you have any questions, please contact your system administrator for assistance.

Thank you,
ESM Solutions Customer Support Server

NOTE: This is a system generated email. Please do not reply to this email.

You would log in, go to extracts (under menu)

* **Select an extract:** Select Extract

* **Extract Name:** Enter Name for Extract

* **Start Date:** * **End Date:** Go

Extract Name	Start Date	End Date	Date Submitted	Date Delivered
One Week -11407.csv	08/01/2016	08/05/2016	08/05/2016 12:56	
susan-11406.csv			08/05/2016 12:50	08/05/2016 12:50
8 3 15 to 7 31 16 -11366.csv	08/03/2015	08/01/2016	08/01/2016 08:58	08/01/2016 08:58

Click Refresh to update the status and access your extract once available. Refresh

Hit refresh and your file will now have a hyperlink. Click the link and the system will now ask if you want to open or save the file. (At the very bottom of the screen). Since this a csv/file you may open it and then save it in excel and eliminate or re-order columns as needed.

Extract Name	Start Date	End Date	Date Submitted	Date Delivered
One Week -11407.csv	08/01/2016	08/05/2016	08/05/2016 12:56	08/05/2016 12:56
susan-11406.csv			08/05/2016 12:50	08/05/2016 12:50
8 3 15 to 7 31 16 -11366.csv	08/03/2015	08/01/2016	08/01/2016 08:58	08/01/2016 08:58

Do you want to open or save **One Week -11407.csv** (103 KB) from **eprocurement.esmsolutions.com**? Open Save Cancel