USING ORDER SUMMARY and EXTRACTS

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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.

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

**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.
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 platform to our Western Marketplace.
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)

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

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.