

 **LOS ANGELES COMMUNITY COLLEGE DISTRICT**

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Procurement Reports

Report Name	Description
m13 - Vendor expense summary	Identifies the monthly and total spend for Fiscal Period range, Location and the Vendor Number. Additional fields include vendor name, address, phone and vendor contact name. Includes Chart.
m14 - Vendor expense detail	Identifies the monthly and total spend for Fiscal Period range, Location and the Vendor Number. Additional fields include vendor name, address, phone, vendor contact name, Fund and FC.
m20 - PO line items	Identifies the Line Item description, quantity and dollar amount of each item in the PO for the PO number. Additional fields include PO Type, Location of origination, Purchasing Group, Vendor ID and Vendor Description.
m21 - PO line items (with dates)	Identifies the Line Item description, quantity and dollar amount of each item in the PO for the PO number. Additional fields include PO Type, Location of origination, Purchasing Group, Vendor Detail, along with various milestone dates associated with the PO.
m22 - PO availability	Identifies the original PO amount, adjustments, actuals and available (remaining) amount, all totaled on a single row for the PO Number.
m23 - PO transactions	Identifies the original PO amount, adjustments, actuals and available (remaining) amount for each Posting Date in the PO. Additional fields include Vendor, Fund, FC and GL for the PO Number.
m24 - Outstanding GR/IR	For the selected PO-based expenditures, includes the vendor name and nbr, check nbr, vendor invoice nbr, FY, fund, funds center, cmit item, GR and IR doc nbrs, and amounts for the PO, payments and taxes
m25 - Expiring POs	Identifies the POs that will expire within the interval, i.e., the POs whose Validity End date is within the Time Interval (D/M/Y-D/M/Y). Additional fields include Location, PO number, PO type, Purchasing Group, Vendor, Validity dates and the Requestor.
m26 - Vendor info	Identifies the Vendor number and name, full contact info, tax code, tax number and "Name2" for the Vendor Number. This report is usually accessed via one of the other PO reports, most often m22.
m27 - Material Description	Provides the PO item/Material description for specified PO number and the fiscal year. Report has other fields like invoice no, check/warrant no, vendor no and name etc.
m28 - Vendor county with expense	For the selected fiscal period, location and vendor(s), the report shows vendor ID and name, vendor group and contact info, contact person's name, location, and total amount spent
m29 - Warrants paid to Vendor	Provides the Warrant paid to vendor for a given fiscal year with some other selection parameters like Vendor, PO no, Invoice doc no, GL acct etc. Report has other fields like PO with line item, GL, Invoice doc no, FI doc no etc.