

# Reports

## Copies/Items

### Copies remaining on true cancelled line items

*Use:* Finds Acquisitions copies attached to line items with true cancels. Copies should have been deleted; if any found they should be deleted.

Source: Item

Filters: Item→Is Deleted (Filter value=f) Cancel Reason ID (in list)

Columns: Line Item ID PO ID PO Name Barcode

## Invoices

Reports can be found in Shared Folders→Templates→PINESacqadmin→Invoices.

### Blank invoices

*Use:* This report finds invoices that are closed with a paid amount of \$0.00.

Uses Invoice source.

Displayed fields:

Invoice→Provider→Code ("Provider")

Invoice→Vendor Invoice ID

Invoice→Invoice Entries→Amount Paid (sum) Invoice→Invoice Items→Amount Paid (sum)

Invoice→Receiver→Short (Policy) Name ("Receiver") Invoice→Complete

Base Filters:

Invoice→Complete (Operator:Equals) (Value=TRUE)

Invoice→Receiver→Organizational Unit ID (Operator: In List)

Aggregate Filters:

Invoice→Invoice Entries→Amount Paid (sum) (Operator: Equals) (Value=0)

Invoice→Invoice Items→Amount Paid (sum) (Operator:Equals) (Value=0)

## List of invoices

Use: Find a list of invoices with an invoice date after a certain day.

Uses Invoice source.

Displayed fields:

Invoice→Provider→Provider Name Invoice→Vendor Invoice ID

```
SELECT * FROM (SELECT "726fa7d8d276b403e875808083a4e1ef"."inv_vendor_ident" AS "Vendor Invoice ID",
```

```
"726fa7d8d276b403e875808083a4e1ef"."total_amount_paid" AS "Total Amount Paid",
date("726fa7d8d276b403e875808083a4e1ef"."recv_date") AS "Receive Date/Time",
"726fa7d8d276b403e875808083a4e1ef"."provider_name" AS "Provider Name"
FROM reporter.acq_invoice_summary_view AS
"726fa7d8d276b403e875808083a4e1ef"
INNER JOIN acq.invoice AS "3ee6cb3a00e712c7420cb425873cab62" ON
("726fa7d8d276b403e875808083a4e1ef"."inv_id" =
"3ee6cb3a00e712c7420cb425873cab62"."id")
WHERE date("3ee6cb3a00e712c7420cb425873cab62"."recv_date")>
$_54631$2016-07-01$_54631$
AND "3ee6cb3a00e712c7420cb425873cab62"."complete" = $_54631$f$_54631$
AND "3ee6cb3a00e712c7420cb425873cab62"."receiver" IN ($_54631$213$_54631$)
GROUP BY 1, 2, 3, 4
ORDER BY "726fa7d8d276b403e875808083a4e1ef"."inv_vendor_ident" ASC,
"726fa7d8d276b403e875808083a4e1ef"."total_amount_paid" ASC,
date("726fa7d8d276b403e875808083a4e1ef"."recv_date") ASC,
"726fa7d8d276b403e875808083a4e1ef"."provider_name" ASC
```

```
) limited_to_1048575_hits LIMIT 1048575
```

## Completed Invoices showing Sum of Inv.Entries Amt Paid

## Completed Invoices showing Sum of Inv.Items Amt Paid

## Distribution Formulas, list of

Use: Returns a list of the distribution formulas in use by a system.

Uses Distribution Formula source.

Displayed fields:

Distribution Formula→Owning Library→Organizational unit ("Owning library") Distribution

Formula→Formula name Distribution Formula→Copy Location

## Encumbered funds report

*Use:* This report is useful to get detailed information on encumbered items.

Uses Line Item Detail source.

Displayed fields:

Line Item Detail→Fund→Name (“Fund Name”)

Line Item Detail→Owning Library→Short Policy Name

Filters:

## Open Order report

*Use:* This report can be useful to get more information on orders that are still in an “on-order” status.

Uses Purchase Order source. Nullability selection enabled.

Displayed Fields:

Purchase Order → (Default) Ordering Agency → Short (Policy) Name as “Ordering Agency”

Purchase Order → (Default) Provider → Provider Name

Purchase Order → Purchase Order ID

Purchase Order → Name as “Purchase Order Name”

Purchase Order → (None) Line Items → State as “Line Item State”

Purchase Order → (None) Line Items → Lineitem ID as “Line Item ID”

Purchase Order → (None) Line Items → (Parent) Evergreen Bib ID → (Default) Simple Record Extracts → Title

Proper (normalized) as “Bib Record Title”

Purchase Order → (None) Line Items → Estimated Unit Price

Purchase Order → (None) Line Items → (None) Line Item Details → Item Detail ID (Count) as “Line Item Detail (Copy) Count”

Base Filters:

Purchase Order → (Default) Ordering Agency → Organizational Unit ID (In list)

Purchase Order → (None) Line Items → State (Equals) (“on-order”) (Field Hint: “Line Item State”),

Purchase Order → (None) Line Items → (None) Line Item Details → Cancel Reason (Is NULL)

Purchase Order → (None) Line Items → (None) Line Item Details → Actual Receive Date (Is NULL)

Purchase Order → (Default) Provider → Provider ID (In list)

## Orphaned ACQ barcodes

*Use:* Finds ACQ barcodes where the originating line item has been deleted, thus “orphaning” the copy.

Uses Line Item Detail source. Nullability selection enabled. Displayed Fields: Line Item Detail → (Parent) Evergreen Copy ID → Barcode Base Filters: Line Item Detail → Evergreen Copy ID (Is NULL) Line Item Detail → (Parent) Evergreen Copy ID → Is Deleted (Equals) (False) Line Item Detail → (Parent) Evergreen Copy ID → Barcode (Contains Matching substring) (“ACQ”)

## Providers

### List of expenditures by provider

*Use:* Find a list of expenditures, filtered by provider and on/after a certain date.

## Receiving Report

List of Line Items Received - by Date and Org Unit. Display Fields:

Status “Received”

Receive Date

policy name

Provider

Line Item #

Estimated Price

PO ID

Invoice ID Filters: Ordering Agency, State equals “received”, Receive Date On or After

## ACQ copies with a shelving location as anything other than ON ORDER

*Use:* This report is helpful to find ACQ copies that have a shelving location of anything other than ON ORDER.

Display fields: Item→Barcode Item→Shelving Location→Name (“Shelving loca

## Funds

These reports are found in Shared Folders→Templates→PINESacqadmin→Funds.

## List of items purchased in a time period, by fund

Use: Find a list of items that were purchased between two dates, filtered on the fund code.

**Report source:** Line item detail (Nullability enabled)

### Displayed:

- Line Item Detail→Fund Debit (none)→Amount
- Line Item Detail→PO Line Item (none)→Evergreen bib ID (none)→Simple Record Extracts(none)→Author
- Line Item Detail→PO Line Item (none)→Evergreen bib ID (none)→Simple Record Extracts(none)→Title
- Line Item Detail→Fund (none)→Code

### Filters:

- Line Item Detail→Fund Debit (none)→Create Time (Date) BETWEEN
- Line Item Detail→Fund→Fund ID (in list)

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