Preprogrammed Software Reports by Manufacturer

This list of preprogrammed software reports is provided as a quick reference of the most common reports that fulfill the information request, but is not limited to just these reports. SmartProcure can accept other reports or formats in which the data is available.

Report Names in BOLD are preferred with a common file format of MS Excel or text files.

American Data Group

- po330-ls Purchase Orders Status Detail Mode
- ap340-ls Vendor Name/Address Listing
- po320-ls PO's Issuance Report

Asyst

- PO Control Report
- List of Vendors for all Vendor Sorted by Number, long format

Blackbaud Fundware

- Invoices Detail report
- Invoice Distribution Report

BS&A

- SmartProcure Export
- Purchase Order History Report
- Vendor Activity Report

Edmunds & Associates

- Purchase Order Listing by P.O. Number
 - o <u>Please ensure Format: Detail with Line</u> Item Notes is included
- Vendor Listing by Vendor Id

New World Systems

- Purchase Order Report Detail Listing
- Vendor Listing

Skyward

- Requisition/PO Listing 3porpt01
- Vendor Address Listing 3vmrpt04.p
- Invoice 3frdtl01.p

<u>SpringBrook</u>

- PO List by Vendor
- Vendor Master List

SunGard - HTE or SunGard - Naviline

- PI314L Purchase Order Report by Purchase Order
 - Please ensure Selection Criteria for "Print Line Items" is set to "Y".

- PI205L Vendor List by Name Select All
- GM013L Alphabetical Vendor List
- GM370L Vendor Activity Listing

SunGard - Pentamation

- PURCHA31 Purchase Orders by Date Required
- UPPVEN31 Vendor List Vendor Name Order
- ACCTPA21 Check Register
- ACCTPA31 Vendor Payment History

Tyler Technologies - Eden

- POHistrpt Purchase Order History Listing with line item Details
- apVenLst Vendor Listing
- apinHsVN Invoice History Listing

TylerTechnologies - Munis

- Requisition Report (rqentpst)
- PO Inquiry
- Vendor List (apvdrmnt)
- Vendor Invoice List (apinvlst)
- Invoice History by GL Account (apinvgla)

Tyler Technologies - FundBalance

- Vendor Master Listing Detail
- Purchase Order Status Report Detail w/ GL
- Invoice Status Report By Vendor Detail

Tyler Technologies - Incode

- Purchase Order Status Report Detail Report
- Vendor Listing
- Check Report by Check Number

USTI - Asyst

- PO Control Report
- List of Vendors, Sorted by Number, Long Format
- A/P Control Report
- Vendor YTD Purchases Report

Note: The intent of the information request is fulfillment without scanning or printing. Typically one of these common reports or any software report can be provided with minimal impact on operations. Please contact SmartProcure if you have any questions.