

**SUBJECT:** iStrategy New Vendor Spend Report

**POSTED:** June 8, 2011

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### **ANNOUNCEMENT**

Today, we implemented a new iStrategy Briefing Book called 'Procurement Reports'. This book contains a new report called 'Top 50 Vendor Spend by Fiscal Year'. This is a system-wide report available to all users. To access this report, open iStrategy and the navigation is Standard Report Catalog/Procurement Reports/Top 50 Vendor Spend by Fiscal Year.

This report is available to all Institutions and is based on the Accounts Payable Perspective in iStrategy. What this means is that for the vendor spend report data users can drill back into the Accounts Payable details that make up the vendor spend. Security for this report is the same as it is for the Budget to Actual reports – All Institutions will be able to report only on their vendor spend as each Institution can only see their set of vendors. Department security is also the same – if you are an iStrategy department security user and you run the vendor spend report then you will only be able to see vendor spend data for your departments.

We will be scheduling Wimba sessions in the near future to highlight the new features and options that are now available to all users in iStrategy as a result of rolling out this report.

Please note **KI0004** regarding the CLOS posting process for prior fiscal year vendor spend.

### **SUPPORTING DOCUMENTATION**

KI0004\_Prior Year Vendor spend report data does not include CLOS posting process

### **MORE INFORMATION AND SUPPORT**

For a production down, business interrupting (emergency) situation, call the ITS Helpdesk immediately at 706-582-2001 or 1-888-875-3697 (toll-free within Georgia). For anything else, contact the ITS Helpdesk at [http://www.usg.edu/customer\\_services](http://www.usg.edu/customer_services) (self-service support requests requires a User ID and Password; contact the ITS Helpdesk to obtain self-service login credentials), or email [helpdesk@usg.edu](mailto:helpdesk@usg.edu).

### **ADDITIONAL RESOURCES**

For information about ITS maintenance schedules or Service Level Guidelines, please visit <http://www.usg.edu/oit/policies>.