Procurement Reports

Procurement Reports is a new Briefing Book in the iStrategy Standard Report Catalog (as of June 2011). The first delivered report in the Procurement Reports Briefing Book is Top 50 Vendor Spend by Fiscal Year. The Top 50 Vendor Spend report offers an Accounts Payable "perspective," including dimensions for vendor and invoice number and "drill down to" capabilities for invoices and departments. This section of the iStrategy User Guide will walk you through the features, functionality, and customization options for the Vendor Spend report.

Security

Security roles apply to the Procurement Reports library. If a user is setup with restricted access (i.e. department security) he or she will also have restricted access for the Vendor Spend Reports. For example, when a restricted user runs a Top 50 Vendor Spend Report, he or she will only see the vendor spend information for the departments that he or she has access to see in the iStrategy Budget to Actuals reports.

Accessing the Procurement Reports Library

Select the link for Standard Report Catalog.

Image: Source Source Image: Source Source Source Image: Source	C ProClarity - Windows Internet Explorer	
Image: Image	🜀 🕞 🖛 🔇 https://frueb.usg.edu/pas/en/src/Prodarky.asp	Vahool Search
Image: Second	Ele Edit View Favorites Iools Help	
If stars: Poclarity Survey If the description If the description If stars: If the description If the description If the description If the description If the description If the description If the description If the description If the description If the description If the description If the description If the description If the description If the description If the description If the description If the description If the description If the description If the description If the description If the description If the description If the description If the description If the description If the description If the description If the description If the description If the description If the description If the description If the description If the description If the description If the description If the description If the description If the description If the description If the description If the description If the description If the description If the description If the description </th <th>😭 🔅 🕵 ProClarity</th> <th>🟠 + 🗟 - 🖶 Rage + 🕉 🎯 Tgols - 🎽</th>	😭 🔅 🕵 ProClarity	🟠 + 🗟 - 🖶 Rage + 🕉 🎯 Tgols - 🎽
Contents I Unices (2) for Views Hide Description Note all Bind? Octo all Bind? Imme I Scheduk Bind? Scheduk Bind? Imme I Scheduk Kand? Scheduk Bind? Imme I Scheduk Kand? Scheduk Bind? Imme Vers: Scheduk Kand? Scheduk Kand? Vers: Scheduk Kand? Imme		ProClaritu
In United Image: Source of the Source of	Contents	
Total Star Total Star <th>()) Universe</th> <th>Uide Descriptions</th>	()) Universe	Uide Descriptions
United Statistic Obering Reserved Image: Statistic Statister Statis Statistic Statistic Statistere Statistic Statistic Sta		nue descriptions
I teme Sort British Bookse2 Sort British a Books? Sort British a Books? Sort British Bookse2 Sort Bookse2 Sort Bookse2 Sort Bookse2 Sort Bookse2 Sort Bookse2 Sort Bookse2 Sort Bookse2 Sort Bookse2 Sort Book	Open a lbrav/2	
Granda United Totalsonale Granda United Totalsonale Granda United Totalsonale Granda United Totalsonale Chack for Downloads Chack for Downloads Chack for Soundad Ore	Open a Briefng Book page?	1 items
More helo Uver: Support S7000 ProCetyr: Standard Check for Downbads	Dom Jornarés and Dobsz	
User: Support 57000 ProCarty: Standard Check for Downbads The Comprise The Transfer Standard Dome ✓ Transfer Standard	• More help	
ProCarty: Standard Check for Downbads Tutted Woodn 51 2022.864 Done Trated stes ♥L00W • .	User: Support 57000	
Check for Downloads	ProClarity: Standard	
Tusted sites ♥q.107% •	Check for Downloads	
Version 63.2222.244 Copyright Information Done		
Trusted sites R_100% • .		
Trated stes ♥,100% ・ One		
Trasted sites ♥1,00% + One		
(Intertu Version 6.3.2222.144 Copyright Information Dore		
Varian 53.2222.244 Copyright Information Done Variant Copyright Information √ Trusted sites ℜ, 100% • ,		
Anders Version 63.2222.244 Copyright Information Done		
AnderLy Wester 43.2022.144 Copyright Information Done		
Antlieft Version 63.2222.164 Copyright Information Done ✓ Trusted sites ペ_100% -		
(ntlitt) Virision 5.3222.144 Done √ Trusted sites ℜ,100% -		
(Interty Version 63.2222.144 Cosynight Information Done		
Done √ Trasted sites ℜ,100% -	Ruflaity Version 6.3.2222.144 Copyright Information	
	Done	🗸 Trusted sites 🔍 100% 🔹 🛒

Select the link for Procurement Reports.

C ProClarity - Windows Internet Ex	plorer			
🔄 🕤 👻 🕷 https://frweb.usg.edu/p	as/en/src/Prodarty.asp	🖌 🔒 😝 🗙 Vah	ool Search	P •
File Edit Yiew Favorites Tools H	ale			
🚖 🔅 🎇 ProClarity		🙆 • 🖻 ·	🖶 • 🔂 Bage • 🥸	🖁 🍈 T <u>o</u> ols 🔹
Contents			ProClarity	analytics server
🚺 Libraries »Standard Report Catalog				0
Contents	Ubraries 😵 My Views		E	lide Descriptions
How do I	Name State			Modified
Open a library?	Sudget to Actuals		7/14/2	011 8:55:49 AM
Open a Briefing Book page? Sort libraries and books?	Procurement Reports		8/8/20	11 11:22:53 AM
Download Web Professional?				2 items
More help				
User: Support 57000				
ProClarity: Standard				
Check for Downloads				
ProClarity Version 6.3.2222.144				
Done		🗸 Tr	usted sites	€ 100% • .:

Currently, there is one report in this library but we will add to this as new reports are identified and developed.

Procurement Reports

Select the link for Top 50 Vendor Spend by Fiscal Year.

C ProClarity - Windows Internet Explorer		
S S S S S S S S S S S S S S S S S S S	Yahool Search	P •
Ele Edt Yew Favorites Took Help		
🛊 🏟 🍕 Podaty	🏠 🔹 🗟 👘 🖶 🔁 Bage 🔹	🖄 🍈 Tools 🔹 👋
	ProClarity	Tanalidice somer
JU Contents (1) Statute - S	, reenant,	
Contents 6 Interview		
How do L. Nane		Modified
Open a library? Top 50 Vendor Spend by Fiscal Year	8/8/2	2011 11:22:53 AM
Open a Briefing Book page? Sort Briefing Book page?		
Download Web Professional?		
• More help		
User: Support 57000		
ProClarity: Standard		
Check for Downloads		
Attarit Corp. 14		
Done	Trusted sites	🔍 100% 🔹 💡

C ProClarity - Windows Internet Explor	rer		
🔾 🔾 👻 🕷 https://frweb.usg.edu/pas/e	n/src/proclarity.asp?uiConfig=8book={1128BA89-4BDE-4739-9DF4-E	98CC3DF808A}&page={38DEF9C7-2864-48A6-8142-89751F21235B}&folder=root8LbID={E0C51550-5C4E-4205-A926-968F8848672B}	Vahool Search
File Edit View Favorites Tools Help			
the state of the second			A . D . A . Down & Otak . *
C Proclancy			🖸 - 🔟 - 👘 - 🖸 Ealle - 🥠 🖉 1800 -
			BroClarity"
Contents Navigation Data	Layout View Sort Filter		Proclamy analytics server
Libraries »Standard Report Catalog »Procurem	e <u>nt Reports</u> = 0 -0 Top 50 Vender Spend by Fiscal Year 🛈) 🕰 🚝 🚔 🧐 🖓 🖻 🕐
🕙 Navigation 🛛 🔗	Calendar Fiscal: 2012 🍟 Business Unit: 57000 - Abrahan	n Baldwin Agri College 💌	
How do I		Voucher	
 Get started (run a query)? 	J.T. Turner Construction Co Inc (0000400284)	512.371	~
 Set a navigation mode? 	Sodexo, Inc & Affiliates (0000011652)	245,061	
 Dril down to a specific member? 	Georgia Power (0000004165)	219,831	
 Save my page? 	CENGAGE Learning (0000004784)	155,367	
More help	A1&I Comm (SE) (0000400515)	98,148	
	Healson Education (000000256)	73,553	
Selected:	DOAS (0000004262)	70,500	
J.T. Turner Construction Co Inc (0000400284)	McGraw-Hill Companies. The (0000005278)	66,497	
(0000400204)	Tyson Steel Building Products Inc. (0000004392)	65,970	
Dril Down Show Only	ABA College Petty Cash (0000005109)	58,126	
The seture of the	Sutton Mechanical Co Inc (0000004601)	55,227	
Hide K Hide	Greenline Architecture PC (0000300515)	51,679	
Expand	TIAA (000000127)	49,979	
	Blackboard Inc (000008677)	38 306	
Dril Down to	Southeastern Tennis Courts (0000004260)	33.200	
Navigation mode:	Tifton,City of (0000004636)	26,808	
*₄ Dril Down mode	Southwest Contract (0000019519)	17,137	
* Expand mode	D&H Distributing Co (000008843)	16,219	
	Nebraska Book Co (0000004004)	14,983	
Properties	Champion Custom Products (0000004017)	14,100	
[none]	Wescosa-Elorida Inc (0000004799)	12,004	
[none]	Growing Georgia (0000400546)	12,000	
Actions	Numara Software (0000300904)	11,192	
[none]	Board of Regents (0000004663)	10,891	
	Georgia Sealcoating, LLC (0000401094)	10,000	
	DOCO School Employees FCU (0000004200)	8,967	
	Wontgomery Printing LLC (000004383)	0,049	×
Done			🗸 Trusted sites 🔍 100% 🔹

The tabs at the top of the screen are the same tabs that appear for all reports.

Note the slicer at the top of the report for **Calendar Fiscal**. The Budget to Actuals Report references the Budget_Ref dimension, while the Calendar Fiscal references the Fiscal Year information.

C ProClarity - Windows Internet Explo	orer		
🕥 🕞 🔹 🍕 https://frweb.usg.edu/pas/	en/src/prodarity.asp?u/Config=8book={1128BA89-4BDE-4739-9DF4-E5	8CC3DF808A}&page={38DEF9C7-2864-48A6-8142-89751F21235B}&folder=root8LibID={E0C51550-5C4E-4205-A926-96BFB84B672B}	Vahool Search
Eile Edit Yiew Favorites Iools Help			
🚖 🕸 🍕 ProClarity			🏠 🔻 🔝 👘 🖶 🍡 📴 Bage 🖬 🕉 🎯 Tgols - 🎽
			Pro Clarifu"
Contents Navigation Dat	a Layout View Sort Filter 🖌		Proclamy analytics server
Libraries » Standard Report Catalog » Procure	ment Reports » 🗇 🖑 Top 59 Vendor Spend by Fiscal Year 🕕		🚽 🔿 🖏 🖻 🕄
Navigation	Calendar Escal: 2012 V Rusiness Unit: 57000 - Abraham	Baldwin Anti College 💌	
a second s	2012		
How do I	1 2011	Voucher	
<u>Get statted (full a query)/</u> Cat a projection mode?	J.T. Turner C 2010 bn C. Inc (0000400284)	512,371	<u>^</u>
<u>Set a navigation mode?</u>	Sodexo, Inc 2009 s (000001652)	245,061	
 Dril down to a specific member? 	Georgia Pol 2007 04765)	219,831	
 Save my page? 	AT&T Comm SEL (0000400515)	08.148	
More help	Pearson Education (000000256)	73 953	
Felected	Hewlett-Packard (000005055)	73.054	
Selected:	DOAS (0000004262)	70,500	
(0000400284)	McGraw-Hill Companies, The (0000005278)	66,497	
(0000100201)	Tyson Steel Building Products Inc. (0000004392)	65,970	
Dril Down Show Only	ABA College Petty Cash (0000005109)	58,126	
	Sutton Mechanical Co Inc (0000004601)	55,227	
Hide	Greenline Architecture PC (0000300515)	51,679	
+ Expand	TIAA (000000127)	49,979	
	Graham Livestock Systems, LLC (0000400907) Risekheard Ise (0000008677)	44,500	
Dril Down to 💌	Southoastorn Tonnis Courte (0000004260)	33,200	
Navigation mode:	Tifton City of (000004636)	26.808	
** Dril Down mode	Southwest Contract (0000019519)	17.137	
to Danard mode	D&H Distributing Co (000008843)	16,219	
*= Expand mode	Nebraska Book Co (0000004004)	14,983	
	Champion Custom Products (0000004017)	14,100	
Properties	Plant Telecommunications (0000004182)	12,804	
[none]	Wescosa-Florida Inc (0000004799)	12,628	
(1) (1) (1) (1) (1) (1) (1) (1) (1) (1)	Growing Georgia (0000400546)	12,000	
Actions	Numara Software (0000300904) Reard of December (0000004662)	10,192	
[none]	Georgia Scaleosting, LLC (0000401094)	10,001	
	DOCO School Employees ECU (000000/200)	8 967	
	Montagenery Printing LLC (0000004383)	8.649	
			Trusted sites 🔍 100% • .

In this example, the Vendor "Sodexo" is selected. Notice that the vendor ID associated with the vendor is displayed to the right of the vendor name.

C ProClarity - Windows Internet Explor	rer		
🔄 🗸 🕷 https://frweb.usg.edu/pas/er	n/src/proclarity.asp?ulConfig=8book={1128BA89-4BDE-4739-9DF4-E98CC	3DF808A}&page={38DEF9C7-2864-48A6-8142-89751F21235B}&folder=root8LbID={EDC51550-5C4E-4205-A926-968FB848672B}	Vahoot Search
File Edit View Favorites Icols Help			
🚖 🔗 🍕 ProClarity			🏠 + 🔂 - 🖶 + 📴 Bage + 🚳 🎯 Tgols - 🎽
Contentr Haviestien Data	Laurant I Town Coast Stillion of		ProClarity analytics server
Conceres navigation Data	Layout view sort riter	COMM - Hardware Bull de Last Bullers Alaters Branch Res A	
Navigation	Colordes Facel: 2011 V Duris and Links E7000. Abraham Bal	I, S/UUU - Abranam balowin Agri Colege (Unique Description) 🔹	
	Calendar Fiscal: 2011 Business Onic: 37000 - Abraham Baic	Will Agit College	
How do I	t.	Voucher	
 Get started (run a query)? 	Sodexo, Inc & Affiliates (0000011652)	4,208,725	<u>^</u>
 Set a navigation mode? 	J.T. Turner Construction Co Inc. (00400284)	3,404,703	
 Dril down to a specific member? 	ABA College Payroll (0000005087)	2,306,070	
 Save my page? 	Georgia Power (0000004165)	1,021,793	
More help	Johnson Controls (0000013532)	506,893	
	Pearson Education (000000256)	465,405	
Selected:	ABA College Petty Cash (0000005109)	433,232	
Sodexo, Inc & Affiliates	Sutton Mechanical Co Inc (0000004601)	379,774	
(0000011652)	TIAA (000000127)	336,519	
	Tifton,City of (0000004636)	277,824	
Dril Down Show Only	Board of Regents (0000004663)	239,634	
	Greenline Architecture PC (0000300515)	231,217	
Hide	DOAS (0000004262)	209,244	
E Expand	CENGAGE Learning (0000004784)	187,882	
Expand	McGraw-Hill Companies, The (0000005278)	155,105	
Dril Down to	AT&T Comm (SE) (0000400515)	152,284	
Neulastics and a	Hewlett-Packard (000005055)	138,076	
Navigation mode.	DOCO School Employees FCU (0000004200)	134,408	
1/4 Dril Down mode	Plant Telecommunications (000004182)	130,895	
*- Expand mode	Blackboard Inc (0000008677)	124,784	
	Elsevier (0000010454)	118,445	
Properties	A. west Enterprise (0000400207)	12,000	
roperdes	Adcap Network Systems Inc (000001/4/1)	106,173	
[none]	ABAC Foundation (0000046/1)	105,754	
Actions	MBC Textback Evolution-Premium Payments (0000016672)	105,430	
Actions	Modical Education Technologian, Inc (0000400772)	00.642	
L none]	Lowo Electric Supply Co. (0000014621)	03.646	
	Edward Don & Company (0000013534)	80.677	
	W W Noton & Company (000013534)	77.448	
	VI VI NORUN & CO INC (000000185)	17,440	<u>×</u>
Done			🗸 Trusted sites 🔍 100% 🔹 🚽

Using "Drill Down To" to list invoices associated with a particular vendor

With the Vendor Sodexo (0000011652) selected, click on the **Drill Down to...** drop-down box on the left side and select **Invoice**. It is important to note that because we are looking at a different dimension (Accounts Payable) than the Budget to Actuals Reports, there may be different **drill down to** items available to select.

C ProClarity - Windows Internet Explo	prer		
🚱 🕤 👻 https://frweb.usg.edu/pas/	en/src/proclarity.asp?ulConfig=8book={1128BA89-4EDE-4739-9DF4-E98CC	3DF808A}&page={38DEF9C7-2864-48A6-8142-89751F21235B}&folder=root8LbID={E0C51550-5C4E-4205-A926-96BF8B4B672B}	Yahoo! Search
File Edit Yiew Favorites Tools Help			
🚖 🔅 餐 ProClarity			🟠 🔹 🔝 🕤 🖶 🕈 📴 Bage 🔹 🚳 🎯 Tgols 🔹 🎽
			ProClarity analytics server
Libraries »Standard Report Catalog »Procurer	ment Reports » \odot \odot Top 50 Vendor Spend by Fiscal Year » Voucher for 201	1, 57000 - Abraham Baldwin Agri College (Unique Description) 🛈	🖬 🖨 🐴 🖗 🖓
Navigation	Calendar Fiscal: 2011 💙 Business Unit: 57000 - Abraham Bal	dwin Agri College 💙	
How do I		Voucher	
 Get started (run a query)? 	Sodexo, Inc & Affiliates (0000011652)	4 208 725	~
 Set a navigation mode? 	J.T. Turner Construction Co Inc (0000400284)	3 404 703	
• Dril down to a specific member?	ABA College Payroll (0000005087)	2.306.070	
 Save my page? 	Georgia Power (0000004165)	1.021.793	
Mars hale	Johnson Controls (0000013532)	506,893	
More nep	Pearson Education (000000256)	465,405	
Selected:	ABA College Petty Cash (0000005109)	433,232	
Codeve Tes C Afflictes	Sutton Mechanical Co Inc (0000004601)	379,774	
(0000011652)	TIAA (000000127)	336,519	
(000011052)	Tifton,City of (0000004636)	277,824	
Dril Down Show Only	Board of Regents (0000004663)	239,634	
	Greenline Architecture PC (0000300515)	231,217	
T Drill Up	DOAS (000004262)	209,244	
Disand	CENGAGE Learning (0000004784)	187,882	
🗄 Expand	McGraw-Hill Companies, The (0000005278)	155,105	
Dril Down to	AT&T Comm (SE) (0000400515)	152,284	
Dril Down to	Hewlett-Packard (000005055)	138,076	
Calendar Fiscal - Last 7 Fiscal Years	DOCO School Employees FCU (0000004200)	134,408	
Account - All Accounts	Plant Telecommunications (0000004182)	130,895	
Business Unit - Al Business Units	Blackboard Inc (000008677)	124,784	
Account Hierarchies - All Account Hierar	Elsevier (0000010454)	118,445	
Account Hierarchies Hierarchy - All	A. West Enterprise (0000400287)	112,688	
Budget Reference - All Budget Refs (Sh	Adcap Network Systems Inc (0000017471)	106,173	
Calendar Budget - All Budget Periods	ABAC Foundation (0000004671)	105,754	
Class - All Classes (Share)	Pearce Administration-Premium Payments (0000016672)	105,436	
Date Calendar Date - All Calendar Dates	MBS Textbook Exchange Inc (0000007626)	101,274	
Department - All Departments	Medical Education Technologies, Inc (0000400772)	99,642	
Fund - All Funds (Share)	Lowe Electric Supply Co. (0000014621)	93,616	
Invoice - All Invoices	Edward Don & Company (0000013534)	80,677	
Paid Invoice Indicator - All Paid Invoice I Boot Status AB, All Boot Status ABs	W W Norton & Co Inc (000000165)	77,448	~
Program - All Programs (Share)			A Trusted and A second
Project - All Projects			V Irustea sites 🔍 100% +

After selecting **Invoice**, note that the Vendor Spend Report only displays the data for the one vendor (Sodexo). The report now shows all invoices for FY2011 that make up the voucher spend amount for this vendor.

C ProClarity - Windows Internet Explore	ər			
🗿 🗸 🔇 🗸 🔇 🖉	/src/proclarity.asp?uiConfig=8book={1128B	A89-48DE-4739-	DF4-E98CC3DF808A}&page={38DEF9C7-2864-48A6-8142-89751F212358}&folder=root8Lb1D={EDC51550-5C4E-4205-A926-968F88486728}	V 🔒 47 X Vahool Search
<u>File Edit View Favorites Tools H</u> elp				
🚖 🏟 🍓 ProClarity				🏠 + 🔝 - 🖶 + 📴 Bage + 🚳 🎯 Tgols + 🍅
				Pro Clarifu"
Contents Navigation Data	ayout View Sort Filter	*		Proclamy analytics server
Libraries » Standard Report Catalog » Procureme	nt Reports » I I I I I I I I I I I I I I I I I I	Fiscal Year » Vou	cher for 2011, 57000 - Abraham Baldwin Agri College, Sodexo, Inc & Affiliates (0000011652) (Invoice) 🖲	
Navigation	Calendar Fiscal: 2011 💌 Business Ur	nit: 57000 - A	oraham Baldwin Agri College 💌	
How do I	•	Voucher		
 Get started (run a query)? 	1000467421	280,702		~
 Set a navigation mode? 	1000498645	243,900		
 Dril down to a specific member? 	1000487169 - Period 5	224,765		
 Save my page? 	1000505040	220,801		
More help	1000461309	197,659		
	1000479677	193,182		
Selected:	1000511820	190,338		
1000467421	1000475116	187,625		
	1000457624	1/1,4/6		
Dril Down Show Only	1000464175 - October 2010	169 138		
T Drill In X Hide	1000463203 - Sury 2010	169 138		
C on op	1000489340 2/2011	168 552		
Expand	1000495305 3/2011	168 552		
	1000501658	168.552		
Dril Down to	1000507964 - May 2011	168,552		
Navigation mode:	1000513779 6/2011	168,552		
ta Dril Down mode	1000470560	168,552		
A Durad made	Maintenance Contract - 12/2010	168,552		
- Expand mode	1000482550	162,881		
	1000487283	82,381		
Properties	1000443580	76,170		
Invoice Date: 10/8/2010	255353 9/15/10	75,000		
Order By: 0	1000511767	58,372		
	Operations Cost Deried 10	30,090		
Actions	304338	14 599		
[none]	255271 6/21/10	9.368		
	255274 6/25/10	9 287		
	255286 7/5/10	8,959		
Done				🗸 Trusted sites 🔍 100% 👻

To use the breadcrumbs to get back to the Vendor Spend Report, select the link **Top 50 Vendor Spend by Fiscal Year** in the breadcrumbs at the top of the page. You will be brought back to the initial report.

C ProClarity - Windows Internet Explo	rer				
😋 🕞 🗸 🔇 https://frweb.usg.edu/pas/e	n/src/prodarity.asp?ulConfig=8book={1128BA89-48DE-4739-9DF4-E	C3DF808A}&page={38DEF9C7-2864-4BA6-8142-B97	51F21235B}&folder=root8LbID={EDC51550-5C4E-4205-A926-96BFB84B672B}	Yahoo! Search	P -
Eile Edit Yew Favorites Iools Help					
🚖 🔅 🎯 ProClarity				🙆 • 🔝 🕤 🖶 • 🔂 Bage • 🐴	🕥 T <u>o</u> ols 🔹
Contents Navigation Data	Layout View Sort Eller V			ProClarity	analytics server
III Libraries »Standard Report Catalog »Procurem	ent Reports » 4 Top 50 Vendor Spend by Fiscal Year » sucher for	000467421, 57000 - Abraham Baldwin Agri College, So	dexo, Inc & Affiliates (0000011652) 🗊		b 🗇 🤜 🕩 🕐
🔇 Navigation 🛛 📀	Calendar Fiscal: 2012 Musiness Unit: 57000 - Abrahan	aldwin Agri College 💙			
How do I		Voucher			
 Get started (run a query)? 	J.T. Turner Construction Co. Inc (0000400284)	512 371			~
 Set a navigation mode? 	Sodexo, Inc & Affiliates (0000011652)	245.061			
 Dril down to a specific member? 	Georgia Power (0000004165)	219.831			
 Save my page? 	CENGAGE Learning (0000004784)	155,367			
View hale	AT&T Comm (SE) (0000400515)	98,148			
More nep	Pearson Education (000000256)	73,953			
Selected:	Hewlett-Packard (000005055)	73,054			
1 T. Turner Construction Co. Inc.	DOAS (0000004262)	70,500			
(0000400284)	McGraw-Hill Companies, The (0000005278)	66,497			
(********	Tyson Steel Building Products Inc. (0000004392)	65,970			
Dril Down Show Only	ABA College Petty Cash (0000005109)	58,126			
	Sutton Mechanical Co Inc (0000004601)	55,227			
t Dril Up × Hide	Greenline Architecture PC (0000300515)	51,679			
Durand	TIAA (000000127)	49,979			
Expand	Graham Livestock Systems, LLC (0000400907)	44,900			
Dril Down to	Blackboard Inc (000008677)	38,306			
	Southeastern Tennis Courts (0000004260)	33,200			
Navigation mode:	Tifton,City of (0000004636)	26,808			
T₄ Dril Down mode	Southwest Contract (0000019519)	17,137			
*- Expand mode	D&H Distributing Co (000008843)	16,219			
	Nebraska Book Co (000004004)	14,983			
Droperties	Champion Custom Products (000004017)	14,100			
Properties	Plant Telecommunications (0000004182)	12,804			
[none]	Vvescosa-Florida Inc (0000004799)	12,628			
	Growing Georgia (0000400546)	12,000			
Actions	Board of Pogonte (0000300904)	10.891			
[none]	Castria Saslaastina U.C. (00004063)	10,000			
	DOCO School Employees ECU (0000001200)	9.067			
	Montagment Printing LLC (0000004200)	8 649			
		0,045			×
Done				Trusted sites	🔍 100% 🔹 🚲

Select the Vendor "TIA/	A (000000127)"
-------------------------	----------------

🧭 ProClarity - Windows Internet Explorer						
🚱 🗸 💐 https://frweb.usg.edu/pa	🚱 🕞 🔻 🔇 https://frweb.usg.edu/pas/en/src/proclarity.asp?uiConfig=&book={1128BA89-4BDE-4739-9DF4-E98CC3DF808A}&p 🗸 🔒 😽 🗙 Yahoo! Search 🖉 🗸					
<u>F</u> ile <u>E</u> dit <u>V</u> iew F <u>a</u> vorites <u>T</u> ools <u>H</u> e	lp					
🚖 🏤 🎯 ProClarity				🟠 🔹 🗟 🔹 🖶 🔹 🕞 Page 🔹 🔏 🙆 Tools 🔹 🎽		
Contents Navigation Da	ata L	ayout View Sort Filter 🖌		ProClarity [™] analytics server		
Libraries » Standard Report Catalog » Procu	reme	nt Reports » & 소 오 Top 50 Vendor Spend by Fiscal Year 🛈		🛃 🚔 📬 🕐		
Navigation		Calendar Fiscal: 2012 V Business Unit: 57000 - Abraham Ba	aldwin Agri College 🔽			
How do I			M I			
Get started (run a query)?			Voucher			
- Cot a pavigation mode?		Sodexo, Inc & Amiliates (0000011652)	708,362			
<u>Sec a navigation mode:</u>		J. I. Turner Construction Co Inc (0000400284)	512,371			
Drill down to a specific member?		Bearson Education (000000256)	231,370			
Save my page?		CENCACE Learning (000000250)	194 492			
More help		AT&T Comm (SE) (000004704)	08 1/8			
	~	DOAS (000000/262)	95 11/			
Selected:		McGraw-Hill Companies The (0000005278)	86 210			
TIAA (000000127)		Hewlett-Packard (000005055)	81 369			
Dell Deurs V. Chem Only		Blackboard Inc (0000008677)	77 600			
Show Only		Intercontinental Commercial Services Inc (0000400492)	76,230			
🕈 Drill Up 🗡 Hide		MBS Textbook Exchange Inc (0000007626)	71.658			
		Sutton Mechanical Co Inc (0000004601)	68,603			
🗄 Expand		Tyson Steel Building Products Inc. (0000004392)	65,970			
Drill Daura ta		MPS-Accounts Receivable (0000000160)	60,330			
Drill Down co		ABA College Petty Cash (0000005109)	59,668			
Navigation mode:		Greenline Architecture PC (0000300515)	51,679			
↑ Drill Down mode		TIAA (000000127)	49,979			
*/ Expand mode		Graham Livestock Systems, LLC (0000400907)	44,900			
- Expand mode		Tifton,City of (000004636)	43,893			
		MetroPower, Inc. (0000004328)	42,263			
Properties		W W Norton & Co Inc (000000165)	39,188			
[none]		D&H Distributing Co (000008843)	35,643			
		David Edward Co LTD (0000400775)	34,642			
Actions		Southeastern Tennis Courts (000004260)	33,200			
[none]	×	Elsevier (0000010454)	33,037	×		
Done				🗸 Trusted sites 🔍 100% 🔹 🙀		

Use the **Drill Down to...** feature again to select another dimension. Select **Calendar Fiscal – Last 7 Fiscal Years**.

ProClarity - Windows Internet Fa	nlore	лг.			
Proceeding - windows internet Ex	(piore	3]			
Solution (1) A state of the	pas/en	/src/proclarity.asp?uiConfig=&book={1128BA89-4BDE-4739-9DF4-E98(IC3DF808А}&р 🞽 🎽	Yahoo! Search	P •
<u>File E</u> dit <u>V</u> iew F <u>a</u> vorites <u>T</u> ools <u>H</u>	<u>t</u> elp				
🔶 🏤 🚳 ProClarity				🟠 🔹 🔊 🕤 🖶 🔹 🕞 Page	🔹 🙈 🎯 Tools 👻 🦄
				ProClas	it.
Contents Navigation	Data I	ayout View Sort Filter		FIUCIAI	nty analytics server
<u> Libraries</u> » <u>Standard Report Catalog</u> » <u>Proc</u>	ureme	nt Reports » 🕁 🚭 Top 50 Vendor Spend by Fiscal Year 🗓			🔄 🖶 🍜 🥌 🕐
Navigation	\odot	Calendar Fiscal: 2012 V Business Unit: 57000 - Abraham B	aldwin Agri College	v	
How do I					
 Cot started (run a suppl)? 		1	Voucher		
• dec scarced (run a query)?		Sodexo, Inc & Affiliates (0000011652)	708,362		<u>^</u>
Set a navigation mode?		J.T. Turner Construction Co Inc (0000400284)	512,371		
 Drill down to a specific member? 		Georgia Power (0000004165)	231,376		
Save my page?		Pearson Education (000000256)	195,431		
More help		CENGAGE Learning (0000004784)	184,483		
- <u></u>		AT&T Comm (SE) (0000400515)	98,148		
Selected:	<u>^</u>	DOAS (000004262)	95,114		
TIAA (000000127)		McGraw-Hill Companies, The (0000005278)	86,210		
TIAA (000000127)		Hewlett-Packard (000005055)	81,369		
🐨 Drill Down 🙁 Show Only		Blackboard Inc (0000008677)	77,600		
		Intercontinental Commercial Services Inc (0000400492)	76,230		
🗈 Drill Up 🛛 🗡 Hide		MBS Textbook Exchange Inc (0000007626)	71,658		
		Sutton Mechanical Co Inc (0000004601)	68,603		
🕂 Expand		Tyson Steel Building Products Inc. (0000004392)	65,970		
Dell Deven to		MPS-Accounts Receivable (0000000160)	60,330		
Drill Down to		ABA College Petty Cash (0000005109)	59,668		
Drill Down to		Greenline Architecture PC (0000300515)	51.679		
Caleficial Fiscal - Last 7 Fiscal Years		TIAA (000000127)	49,979		
Business Unit - All Business Units		Graham Livestock Systems, LLC (0000400907)	44,900		
Account Type - All Account Types		Tifton City of (000004636)	43,893		
Account Hierarchies - All Account Hie		MetroPower Inc. (0000004328)	42 263		
Account Hierarchies Hierarchy - All		W W Norton & Co Inc (000000165)	39 188		
Calendar Rudget - All Budget Refs		D&H Distributing Co (0000008843)	35 643		
Class - All Classes (Share)		David Edward Co LTD (0000400775)	34 642		
Date Calendar Date - All Calendar Da		Southeastern Tennis Courts (0000004260)	33,200		
Date Fiscal Date - All Fiscal Dates	~	Elsevier (0000010454)	33 037		~
Department - All Departments					
Dourrunu - All Funus (Share)				 Trusted sites 	💐 100% 🔻 📑

Note that the data displayed for the Vendor "TIAA (000000127)" is now shown for multiple Fiscal Years.

C ProClarity - Windows Internet Ex	plorer					
😋 🕞 👻 🕷 https://frweb.usg.edu/p	as/en/src/procla	rity.asp?uiConfig=&book	k={1128BA89-4BDE-4739-9DF4	-E98CC3DF808A}&p 💙 🔒	Yahoo! Search	P -
<u>File E</u> dit <u>V</u> iew F <u>a</u> vorites <u>T</u> ools <u>H</u> e	əlp					
🚖 🚓 🏼 🍕 ProClarity					🗿 🔹 🔝 🐇 🖶 🔹 🔂 <u>P</u> age	• 🐴 🍈 T <u>o</u> ols • "
Contents Navigation D	ata Layout	View Sort	Filter 🖌		ProClai	rity analytics server
III Libraries » Standard Report Catalog » Proce	urement Reports	» ☆	Spend by Fiscal Year » Voucher	for TIAA (0000000127), 570	100 - Abraham Baldwin Agri College 🗊	0 🖬 🖉 🤮 🐛
 Navigation 	Business	Unit: 57000 - Abrał	ham Baldwin Agri College 🛚			
How do I • <u>Get started (run a query)?</u> • <u>Set a navigation mode?</u> • <u>Drill down to a specific member?</u> • <u>Save my page?</u> • <u>More help</u> Selected: 2010 • <u>Drill Down</u> × <u>Show Only</u> • <u>Drill Up</u> × <u>Hide</u> • <u>Expand</u> Drill Down to ×	† +2010 +2009 +2009 +2007 +2008 +2011 +2006 +2012	Voucher 391,672 377,238 360,110 357,103 336,519 127,488 49,979				
Navigation mode:						
Done					🗸 Trusted sites	🔍 100% 🔻 💡

Drilling to Detail

To use the breadcrumbs to get back to the Vendor Spend Report, select the link **Top 50 Vendor Spend by Fiscal Year** in the breadcrumbs at the top of the page. You will be brought back to the initial report.

C ProClarity - Windows Internet Explor	er				
🕒 🕞 👻 🕷 https://frweb.usg.edu/pas/er	n/src/proclarity.asp?ulConfig=8book={1128BA89-48DE-4739-9DF4-E	E98CC3DF808A}&pa	pe={38DEF9C7-2864-48A6-8142-89751F21235B}&folder=root8LbID={E0C51550-5C4E-4205-A926-968F8848672B}	🗸 🔒 🍫 🗙 Vahoo	I Search
Eile Edit Yew Favorites Tools Help					
🚖 🔗 🎯 ProClarity				🙆 • 🖻 ·	🖶 🔹 🔂 Page 🔹 🚳 🍈 Tgols 🔹
Contents Naviesties Data	Isuant Man Cast Silver				ProClarity analytics server
I Libraries » Standard Report Catalog » Procurem	ent Reports » 4 Top 50 Vendor Spend by Fiscal Year » Ducher fo	or 1000467421, 570	0 - Abraham Baldwin Aori College, Sodexo, Inc &: Affiliates (0000011652) 🗓		
Navigation	Calendar Fiscal: 2012 M Business Unit: 57000 - Abrahar	m Baldwin Agri Co	ege 🗸		
How do I	•	Voucher			
 Get started (run a query)? 	J.T. Turner Construction Co Inc (0000400284)	512,371			1
 Set a navigation mode? 	Sodexo, Inc & Affiliates (0000011652)	245,061			
 Dril down to a specific member? 	Georgia Power (0000004165)	219,831			
 Save my page? 	CENGAGE Learning (0000004784)	155,367			
More help	AT&T Comm (SE) (0000400515)	98,148			
	Pearson Education (000000256)	73,953			
Selected:	Hewiett-Packard (000005055)	73,054			
J.T. Turner Construction Co Inc	McGraw-Hill Companies The (0000005278)	66,497			
(0000400284)	Tyson Steel Building Products Inc. (0000004392)	65 970			
F Dril Down Show Only	ABA College Petty Cash (0000005109)	58,126			
	Sutton Mechanical Co Inc (0000004601)	55,227			
🛨 Drill Up 🗡 Hide	Greenline Architecture PC (0000300515)	51,679			
Durand	TIAA (000000127)	49,979			
🖂 Expand	Graham Livestock Systems, LLC (0000400907)	44,900			
Dril Down to 💌	Blackboard Inc (000008677)	38,306			
Navigation moder	Southeastern Tennis Courts (0000004260)	33,200			
Navigation mode.	Titton, City of (0000004636)	26,808			
14 Dril Down mode	Delid Distribution Co. (0000009942)	17,137			
* Expand mode	Nebraska Bask Co. (0000008643)	14 093			
	Champion Custom Products (000004004)	14,303			
Properties	Plant Telecommunications (0000004182)	12 804			
[none]	Wescosa-Florida Inc (0000004799)	12,628			
· · ·	Growing Georgia (0000400546)	12,000			
Actions	Numara Software (0000300904)	11,192			
[none]	Board of Regents (0000004663)	10,891			
	Georgia Sealcoating, LLC (0000401094)	10,000			
	DOCO School Employees FCU (0000004200)	8,967			
	Montgomery Printing LLC (0000004383)	8,649			
				Terret	ad sites 🗶 1009 -

On the main report, click directly on the Voucher amount for Georgia Power (0000004165). After doing this, a drill action will display on the bottom left of the screen under the **Actions** section – **Drill Accounts Payable**.

C ProClarity - Windows Internet Explo	rer		
🔄 🕞 🗸 🍕 https://frweb.usg.edu/pas/e	n/src/prodarity.asp?ulConfig=8book={1128BA89-4BDE-4739-9DF4-E	8CC3DF808A}&page={38DEF9C7-2864-48A6-8142-89751F21235B}&folder=root8Lb1D={E0C51550-5C4E-4205-A926-968F8848672B}	V 🔒 😽 🗙 Vahool Search
File Edit Yiew Favorites Tools Help			
🚖 🏟 🍕 ProClarity			🦄 🔹 🗟 👘 🖶 🖬 Page 🔹 🖄 🎯 Tgols 🔹
Contents Navigation Data	Layout View Sort Filter		ProClarity analytics server
Libraries »Standard Report Catalog »Procurem	tent Reports » & O Top 50 Vendor Spend by Fiscal Year » <u>Voucher for</u>	1000457421, 57000 - Abraham Baldwin Agri College, Sodexo, Inc & Affiliates (0000011652) 🛈	📑 🖶 🖬 🕐 🕐
🔇 Navigation 🔗	Calendar Fiscal: 2012 💙 Business Unit: 57000 - Abrahan	Baldwin Agri College 💌	
How do I <u>Get started (run a query)?</u> <u>Set a navigation mode?</u> Dril down to a specific member?	J.T. Turner Construction Co Inc (0000400284) Sodexo, Inc & Affiliates (0000011652) Georgia Power (0000004165)	Voucher 512,371 245,061 219,831	^
Save my page? More help	CENGAGE Learning (0000004784) AT&T Comm (SE) (0000400515) Pearson Education (0000000256) Hawlet-Parkard (000000505)	155.367 98.148 73.953 73.054	
Selected: 219,831 Analyze in Decomposition Tree	DOAS (000004262) McGraw-Hill Companies. The (0000005278) Tyson Steel Building Products Inc. (000004392) ABA College Petty Cash (0000005109)	70.500 66.497 65.970 58.126	
Dril To Detail Navigation mode: A pril Down mode	Sutton Mechanical Co Inc (000004601) Greenline Architecture PC (0000300515) TIAA (000000127) Graham Livestock Systems, LLC (0000400907)	56.227 51.679 49.979 44.900	
*- Expand mode Properties	Blackboard Inc (000008677) Southeastern Tennis Courts (000004260) Tifton, City of (0000004636) Southwest Contract (0000019519)	38,306 33,200 26,606 17,137	
[none]	D&H Distributing Co (0000008843) Nebraska Book Co (0000004004) Champion Custom Products (0000004017) Plant Telecommunications (0000004182)	16,219 14,993 14,100 12,804	
Min modeling ranging	Wescosa-Florida Inc (0000004799) Growing Georgia (0000400546) Numara Software (0000300904) Board of Regents (0000004663) Georgia Sealcoating, LLC (0000401094)	12.628 12.000 11.192 10.851 10.000	
	Montgomery Printing LLC (0000004383)	0,507 8,649	×
Done			🗸 Trusted sites 🔍 100% 🔹

Note: iStrategy displays the drill for **Accounts Payable** instead of the budget, encumbrance and actuals drills since this is a different perspective of data than the Budget to Actual Reports.

Select the **Drill Accounts Payable** link. Another pop-up screen will display showing the voucher lines that make up the Voucher total for Georgia Power.

In the middle of the page there is a column for Payment Info that shows the Check # related to the voucher. Other key fields available are the voucher ID and invoice ID as well as chart field data.

Drill to Detail																		
etai	ls for (Georgia Powe	er (0000	0041	65), Voı	icher, 2	012, 57	000 -	Abraham	Baldwii	n Agri C	ollege						
tecord	[\$Drill Voucher Lines]. [Voucher Id]	[\$Drill [\$Drill Voucher Voucher Lines]. Lines]. [Invoice [Invoice Id] Date]	[\$Drill Voucher Lines]. [Vendor Id]	[\$Drill Voucher Lines]. [Vendor Name]	[\$Drill Voucher Lines]. [Description]	[\$Drill Voucher Lines]. [Monetary Amount]	[\$Drill Vouc VoucherLines Lines]. [Pay [Po Id] Appl Amo	rill cher s], l vment J lied vunt]	[\$Drill Voucher ines].[Payment nfo] i	[\$Account]. Source ey]	[\$Account]. [Unique Description]	[\$Budget Reference]. [Source Key]	[\$Class]. [Source Key]	[\$Department]. [Source Key]	[\$Fund]. [Source Key]	[\$Program]. [Source Key]	[\$Project]. [Source Key]	[Voucher Lines]. [Voucher]
	04017555	00033- 48409 2011-06-27 2000:00:00.000	0000004165	Georgia Power	MAIN	103385.490	1033	385.490 ⁰	Chk#177108 ate:07/08/2011 Amt\$103385.49	717200	717200 - Electricity (57000)	2012	11000	9940000	10600	17400	UNSPECIFIED	103385.49
	04017600	00033- 46503 2011-06-28 1800:00:00.000 6/2011	0000004165	Georgia Power	Street lights	20.530		-20.530[Chk#177127 ate:07/08/2011 Amt\$20.53	717200	717200 - Electricity (57000)	2012	11000	9940000	10600	17400	UNSPECIFIED	20.53
	04018052	90857- 40011 2011-07-14 1000:00:00.000 7/2011	0000004165	Georgia Power	DS/F&S	364.460	-3	364.460[Chk#177413 ate:07/27/2011 Amt\$10330.93	717200	717200 - Electricity (57000)	2012	11000	4000110	10000	11300	UNSPECIFIED	364.46
	04018055	91697- 40013 2011-07-14 1000:00:00.000	0000004165	Georgia Power	pump	76.510		-76.5100	Chk#177413 Date:07/27/2011 Amt\$10330.93	717200	717200 - Electricity (57000)	2012	11000	4000110	10000	11300	UNSPECIFIED	76.51

Users have the option to export this data to Microsoft Excel if needed - Please see page 29 (section 5) on the iStrategy Executive User Training Guide for tips on exporting iStrategy report data to Excel.

Additional Options for Displaying Procurement Reports

View Tab

Just like the budget to actual reports, you can use the view tab to show a grid and/or a chart for vendor spend data.

In this example, the chart shows vendor spend by year and the differences between the year. To chart this data, select the **View** tab and then select the **Grid and Chart** option on the left side of the screen.

C ProClarity - Windows Internet Explorer		
🜀 🕞 👻 🕷 https://frweb.usg.edu/pas/en/sr	c/prodarty.asp?uConfig=&book={1128BA89-4EDE-4739-50F4-E98CC3DF808A}&page={38DEF9C7-2864-48A6-8142-89751F21235B}&folder=root&LbID={EDC51550-5C4E-4205-A926-968FB848672B}	Mahool Search
Eile Edit Yiew Favorites Tools Help		
🚖 🕸 🔇 ProClarity		🏠 🔹 🔂 🝸 🖶 👻 📴 Page 🛪 🚳 🎯 Tools 🗸 🍟
Contents Navigation Data Lay	yout View Jort Filter -	ProClarity analytics server
Lbraries » Standard Report Catalog » Procurement	<u>Reports 🗧 🖓 🔨 150 50 Vendor Spend by Fiscal Year</u> » Voucher for 2012, 57000 - Abraham Baldwin Agri College (Unique Description) 🕕	🖸 🏟 🚝 🎂 🕐 🕐
🔇 View 🛞 c	alendar Fiscal: 2012 💙 Business Unit: 57000 - Abraham Baldwin Agri College 💌	
How do I Export a orid to Excel? Display crand totak and subtotak? Open the Decorrosition Tree? Display data in a chart? Fattee and row or column headers? More heb	500 K 400 K 300 K 400 K	J.T. Turmer Construction Co Inc (0000400284) Sodexo, Inc & Affiliates (0000011622) Georgia Power (000000185) CC POLAOS Learning (000000178) A T&T Comm (SE) (000000015)
Grid only	200 K 100 K 0 K Voucher	Hever Elacation (000000299) Hever Elacation (000000299) DOAS (000000422) Mocrame HIC companies. The (0000005278) Tyson Steel Building Products Inc. (0000004582) La [*] Resize Image
Bar chart (horizontal) Line chant Area chart Grid Options Total Colum Subtotas Row Grand Totals Row Subtotas Total Row Subtotas Row Subtotas Row Subtotas Colum Subtotas Row Subtotas Row Subtotas Colum Subtotas Row Subtotas	Voucher J.T. Tumer Construction Co. Inc. (000400284) 612.371 Sodexx, Inc. & Affinates (000001652) 245.061 Georgia Power (0000004165) 219.331 CENAGEE Learning (0000004764) 155.367 AT&T Comm (SE) (0004000515) 98.148 Parason Education (0000005265) 73.364 DOAS (0000004262) 70.500 McGraw-Hill Companies The (0000063278) 66.497 Tyson Strel Building Poducts Inc. (000000432) 65.970 ABA College Petty Cash (00000519) 58.126 Sutom Mechanica I Co. Inc (00000401) 55.227 Greehem Architecture PC (0000300515) 51.679 TAA (000001707) 49.879 Grahm Leastrock Sustame LI C (000004070) 44.900	Tosteldes 🕸 1000, • -
		V Trusted sites 🔍 100% 🔹

Sort Tab

By default, the data on the Vendor Spend report is sorted high to low. However, to sort the data differently, select the **Sort** tab at the top of the screen.

🖉 ProClarity - Windows Internet Explo	rer				
🜀 🕞 👻 https://frweb.usg.edu/pas/e	n/src/prodarity.asp?u/Config=&book={1128BA89-48DE-4739-9DF4-E	E98CC3DF808A}8pa	age={38DEF9C7-2864-48A6-8142-89751F212358}&folder=root8LbID={EDC51550-5C4E-4205-A926-968F88486728}	🖌 🔒 🔶 🗙 Vahool Search	۹.
Eile Edit View Favorites Icols Help					
🚖 🕸 🏽 🎇 ProClarity				🚹 🔹 🔝 🐇 🖶 🔁 Bage 🔹	🚳 🍈 T <u>o</u> ols 🔹
				ProClarit	V analytics server
Contents Navigation Data	Layout viev Sort Filer			(in the second s	
Doranes »Standard Report Catalog »Procurem	ent Reports » O 🗢 Top 🐱 Televis opend by Hiscal Year » <u>voucher to</u>	or 2012, 57000 - Ab	ranam Baldwin Adri Colege (Unique Description) 🖤		
Sort (Maple) (S	Calendar Fiscal: 2012 Y Business Unit: 57000 - Abrahar	im Baldwin Agri Co	ilege 🚩		
How do I	•	Voucher			
Sort rows?	J.T. Turner Construction Co Inc (0000400284)	512.371			
 Preserve peer groups while sorting? 	Sodexo, Inc & Affiliates (0000011652)	245.061			
More help	Georgia Power (0000004165)	219,831			
	CENGAGE Learning (0000004784)	155,367			
Sort: No Sort	AT&T Comm (SE) (0000400515)	98,148			
	Pearson Education (000000256)	73,953			
	Hewlett-Packard (000005055)	73,054			
	DOAS (0000004262)	70,500			
	McGraw-Hill Companies, The (0000005278)	66,497			
	Tyson Steel Building Products Inc. (0000004392)	65,970			
	ABA College Petty Cash (0000005109)	58,126			
	Sutton Mechanical Co Inc (0000004601)	55,227			
	Greenline Architecture PC (0000300515)	51,679			
	TIAA (000000127)	49,979			
	Graham Livestock Systems, LLC (0000400907)	44,900			
	Blackboard Inc (000008677)	38,306			
	Southeastern Tennis Courts (0000004260)	33,200			
	Tifton,City of (0000004636)	26,808			
	Southwest Contract (0000019519)	17,137			
	D&H Distributing Co (000008843)	16,219			
	Nebraska Book Co (0000004004)	14,983			
	Champion Custom Products (0000004017)	14,100			
	Plant Telecommunications (0000004182)	12,804			
	Wescosa-Florida Inc (0000004799)	12,628			
	Growing Georgia (0000400546)	12,000			
	Numara Software (0000300904)	11,192			
	Doard of Regents (000004663)	10,891			
	DOCO Cabaal Employees FOLL (0000401094)	10,000			
	Montgomony Brinting LLC (0000004200)	8,967			
	T U O (0000004303)	0,049			
				Trusted sites	100% •

On the left side of the screen, change the sort option from **No Sort** to **Voucher**.

Image: Control State Image: Control State <td< th=""><th>C ProClarity - Windows Internet Explor</th><th>rer</th><th></th><th></th></td<>	C ProClarity - Windows Internet Explor	rer					
Be [dk t geer Fporter Lode [de] Image: Control to the second of the second	🕥 🗸 💘 https://frweb.usg.edu/pas/er	n/src/prodarity.asp?ulConfig=8book={1128BA89-4BDE-4739-9DF4-E	98CC3DF808A}&page={38DEF9C7-2864-48A6-8142-89751F21235B}&folder=root&LbID={EDC51550-5C4E-4205-A926-968F8848672B}	Yahool Search			
Image: Construction Constr	Eile Edit Yiew Favorites Iools Help						
Contents Navigation Data Layout View Soft ProClarity increases ProClarity increas ProClarity increases <t< th=""><th>🚖 🕸 🏽 🎇 ProClarity</th><th colspan="6">🚖 🕸 🎆 Produkty</th></t<>	🚖 🕸 🏽 🎇 ProClarity	🚖 🕸 🎆 Produkty					
Image: Content is not the start of the start o							
f(r) Exact Labida -	Contents Navigation Data	Layout View Sort Filter 4		ProClarity analytics server			
C Sort Colendar Facel: 2012 Business Unit: \$7000 - Abraham Baldwin Agri Colege How do L - Voucher - - Voucher 1 Colendar Facel: 2012 245.061 -	ff Lbraries » Standard Report Catalog » Procurem	ent Reports » 🗇 🗘 Top 50 Vendor Spend by Fiscal Year » <u>Voucher fo</u>	r 2012, 57000 - Abraham Baldwin Agri College (Unique Description) 🕕	🖸 🕰 🖉 🖉 🙆 🖓			
How do L.: Vaucher • Satt SWIG - • Inserva Deer groups while sotna? - • Sott shab - • Sott shab - • Other Shab	Sort Monte	Calendar Fiscal: 2012 💌 Business Unit: 57000 - Abrahan	n Baldwin Agri College 💌				
• Soft 20022 • Istrate-Decentation Case (0000040224) • Istrate-Decentation Case (00000040224) • Istrate-Decentation Case (00000040224) • Istrate-Decentation Case (00000040224) • Istrate-Decentation Case (0000002278) • Istrate-Decentation Case (0000002278) • Istrate-Decentation Case (0000002278) • Istrate-Decentation Case (000000278) • Istrate-Decentation Case (000000157)	How do I		Voucher				
Creater Decc doubd while Sochool Sochool Inc & Affiliates (00000155) 245 (91) Georgia Power (000000478) 155, 357) Affit Commission (000000256) 73, 953) Pearson Education (000000256) 73, 953) Pearson Education (000000256) 73, 954) Pearson Education (0000000256) 76, 954 Pearson Education (00000000516) 76, 954 Pearson Education (000000000000000000) Solutions The (00000000000000) 55, 227 Greenline Archetecture FC (0000000519) Elackboard Inc (0000000157) Blackboard Inc (0000000159) Formore Part Telecommunications (000000117) Blackboard Inc (000000157) Blackboard Inc (00000015	Sort rows?	I.T. Turner Construction Co. Inc (0000400284)	512 371	~			
• Idea help Gengia Power (000004156) 219.831 Sort: Vio Sort Vio Sort Vio Sort U.S. Sect: Vio Chem Vio Sort 98.148 Model Common (SEE) 70.5537 73.054 Vioucher Vioucher Vioucher Parson (SEE) (000040256) 73.953 Howert Packard (000000256) 73.054 Dock (000000278) 70.500 McGram-Hill Companies The (000000278) 76.500 McGram-Hill Companies The (000004278) 76.570 ABA College Petry Cash (00000419) 58.1267 Greenline Architecture (PC (000004097)) 58.1267 Greenline Architecture PC (000004007) 44.900 Blackborner (000004260) 33.200 Tdmack (000000127) 93.33.200 Tdmack (000000426) 33.200 Tdmack (0000004260) 33.200 Tdmack (000004260) 33.200 Tdmack College Petry (000004260) 33.200 Tdmack (000004260) 33.200 Tdmack College Petry (000004260) 11.912 14.910 Plant Telecommunications (00000417) 14.900 Beak College Petry (000004260) 12.804 Wescoss-Florida Inc (000004260)<	 Preserve peer groups while sorting? 	Sodevo Inc & Affiliates (0000011652)	245 061				
Sort: NS Sort: CEVICACE: Lesinguitoria Sort: NLS Sort: CEVICACE: Lesinguitoria Victoria Victoria Victoria Victoria Victoria Victoria	Mara hala	Georgia Power (000004165)	219,831				
Sort: No Sort Parts Comm: (SE) (2003003515) 98: 449 Parts To Existatin: (200000255) 73: 953 Howlet Parts To Existatin: (200000257) 73: 953 Modifier Parts To Existatin: (200000257) 75: 950 McGram-Hill Companies: The (200000278) 66: 497 Types: State Bluiding Products Ice: (2000001492) 56: 570 ABA College Fetry Cash: (200001492) 55: 570 Gramm: Linestock: Systems: LLC (200001497) 59: 156 Souther Architecture PC (200000167) 55: 126 Souther Architecture PC (200000167) 54: 3306 Southerstem Tennis Courts (2000004260) 33: 200 Tenn: Cruts (200000427) 14: 933 Southwast Centract (200000427) 14: 933 Champion Custom Products (200000417) 14: 100 Plant Telecommunications (2000004172) 12:	• <u>Hore neipin</u>	CENGAGE Learning (0000004784)	155 367				
Soft Pearson Education (2000002256) 73 953 Howert Packard (20000002556) 73 054 DOAS (2000004262) 70 500 McGraw HL Compariso The (200000575) 66 497 Tyson Steel Building Products Inc. (2000004322) 66 497 Tyson Steel Building Products Inc. (200000515) 51 679 TAAA (200000515) 51 679 TAAA (200000127) 48 979 Gradman Levetsck Systems, LLC (200040290) 48 979 Backboard Inc (2000002626) 33 200 Tifton, Cry of (200000458) 26 808 Southwater Termis Courts (200000458) 52 808 Southwater Termis Courts (200000458) 15 28 Wetexces-Printer Termis Courts (200000458) 15 28 Southwater Termis Courts (2000019519) 17 157 Dakh Dembating Co (2000019519) 15 28 Wetexces-Prinds Inc (2000019519) 12 804 Wetexces-Prinds Inc (2000019519) 12 804 Wetexces-Prinds Inc (200001979) 12 828 Wetexces-Prinds Inc (200001979) 12 804 Wetexces-Prinds Inc (200001979) 12 804 Wetexces-Prinds Inc (2000001979) 12 804<	Outs No Cast	AT&T Comm (SE) (0000400515)	98 148				
Diversity Personal (000000055) 73.054 Monitoria Provided (0000000578) 76.500 McSrave-Hill Companies: The (000000578) 66.497 Tyrison Steel Building Products Inc. (0000001932) 56.570 ABA College Petry Cash (000001619) 55.267 Greenline Architecture PC (00000161) 55.2271 Greenline Architecture PC (00000161) 55.2271 Greenline Architecture PC (00000161) 51.679 TXAA (00000127) 49.979 Graham Livestock Systems, LLC (00000407) 44.900 Blackbord Inc (0000002677) 33.306 Southwast Centract (000004260) 33.200 Tfmon. Cry (000004263) 23.200 Tfmon. Cry (000004263) 33.200 Tfmon. Cry (000004261) 17.137 DeH Distributing Co (000004271) 17.137 DeH Distributing Co (00000427) 14.983 Champion Custom Product (00000417) 14.900 Plant Telecommunications (000004182) 12.804 Wescoss-Eriofiah Inc (00000479) 12.628 Growing Georgia (00004054) 12.900 Numara Stoware (00000020041) 11.1	Sort: No Solt	Pearson Education (000000256)	73 953				
Vacchar DOAS (000004282) 70.500 McGraw+HI Companies. The (000000579) 66.497 Tyson Steel Building Products Inc. (0000004392) 66.970 ABA College Petty Cash (000000519) 55.227 Graeniae Archtecture PC (000000511) 55.227 Graeniae Archtecture PC (000000515) 51.679 TXAA (000000127) 49.979 Graham Livetsck Systems, LLC (0004090907) 44.900 Blackboard Inc. (000004260) 33.200 Tiftan.Cr.y of (000000458) 26.808 Southeastern Termis Courts (000001951) 17.137 Dakt Distributing Book Contract (000004260) 32.200 Tiftan.Cr.y of (000001951) 16.213 Dakt Distributing Contract (00001951) 17.137 Dakt Distributing Contract (00001951) 16.213 Dakt Distributing Contract (00001951) 17.137 Dakt Distributing Contract (000019613) 16.213 Medrasals Book Contract (000019613) 12.801 Wescoss-Florida Inc. (00001979) 12.828 Wescoss-Florida Inc (000004759) 12.800 Plant Telecommunications (00004017) 12.801 Wescoss-Florida Inc (00004759) 12.808 Plant Telecommunications (00004017) 12.801 Wescoss-Florida Inc (00004759)	No Sort	Hewlett-Packard (000005055)	73.054				
McGraw-Hill Companies, The (00000277) 66, 497 Tyros Steel Building Products Inc. (000000430) 55, 970 ABA Collega Petry Cash (000004519) 58, 126 Suttom Mechanical Coline (000004617) 55, 2277 Greenline Architecture PC (00003051) 51, 679 TAA (00000127) 49, 979 Graham Livestock Systems, LLC (000040607) 44, 500 Blackboard Inc (0000002677) 33, 306 Southeastern Temis Courts (000004260) 33, 200 Tfranc, Cry (00000426) 33, 200 Tfranc, Cry (00000426) 33, 200 Tfranc, Cry (000004260) 33, 200 Tfranc, Cry (000004260) 33, 200 Tfranc, Cry (000004260) 17, 137 DeH Dischard Coll (000004270) 14, 593 Champion Custom Praducts (00000417) 14, 100 Plant Telecommunications (00000417) 12, 204 Wescoss-Enrida Inc (00000479) 12, 628 Growing Georgia (000040054) 12, 200 Numars Schware (000030094) 11, 192	Voucher	DOAS (0000004262)	70,500				
Tysen Steel Building Products Inc. (0000004392) 65 970 ABA College Petty Cash (0000005109) 58 126 Sutton Mechanical Co Inc (000000461) 55 227 Greenline Archtecture PC (000000515) 51 679 TNAA (000000127) 49 979 Graham Livetsck Systems, LLC (0000409907) 44 900 Blackboard Inc (000000456) 53 200 Tfhan.Cr.y of (000000456) 28 808 Southeaster Termis Courts (0000019519) 17, 137 DAH Durbhulmg Co (000009843) 16 213 Metrasla Bork Colloque0004080) 15, 258 Petart Telecommunications (000004182) 18 804 Wescoss-Florida Inc (00004759) 12 884 Wescoss-Florida Inc (00004759) 12 804		McGraw-Hill Companies The (0000005278)	66 497				
ABA Collega Petry Cash (00000169) 58, 126 Suttom Machanical Con (00000161) 55, 227 Greenline Architecture PC (000001607) 51, 679 TAA, (00000127) 59, 979 Graham Livestock Systems, LLC (000010907) 44, 900 Blackboard Inc (000000677) 38, 306 Southeastern Temis Courts (00000426) 33, 200 Tfor, Cry (00000426) 13, 200 Tfor, Cry (00000426) 13, 200 Tfor, Cry (00000426) 14, 191 Nebraska Contract (000001477) 14, 100 Plant Telecommunications (00000417) 14, 100 Plant Telecommunications (000004182) 12, 204 Wescoss-Enrolad Inc (00000479) 12, 628 Growing Georgia (000040054) 11, 192		Tyson Steel Building Products Inc. (0000004392)	65.970				
Sutton Mechanical Co. Inc (000000461) 55,227 Greenline Archeteure PC (0000300515) 51,679 TAAA (000000127) 49,979 Graham Lisetack, Systems, LLC (000100907) 44,900 Blackboard Inc (0000004677) 38,306 Southeaster Termis Courts (000004260) 32,200 Tithon, Cry of (000004636) 26,808 Southeaster Termis Courts (000019191) 17,137 DAH Distributing Co (000000843) 16,219 Networks above Contract (000019191) 14,198 Peter Termis Courts (000010420) 14,980 Vescoss-Endvide Indon 00001979) 12,628 Growing Georgia (000040240) 14,198 Vescoss-Endvide Indon 0007379) 12,628 Growing Georgia (000040246) 11,192 Numar Software (000030904) 11,192		ABA College Petty Cash (0000005109)	58 126				
Greenline Architecture PC (2000300515) 51 679 TAA (00000127) 45 979 Graham Livestock Systems, LLC (0000400907) 44 900 Blackboard Inc (000000677) 38 306 Southeastern Temis Courts (000004260) 33 200 Téno, Cty (000004266) 28,081 Southwast Centract (000004167) 17,137 DRH Distributing Co (10000843) 16,219 Nebraska Book Co (000004004) 14,983 Champion Outstom Products (00000417) 12,804 Wescoss-Endrag (000040054) 12,804 Wescoss-Endrag (000040054) 12,000 Numara Schware (00003094) 11,192		Sutton Mechanical Co Inc (0000004601)	55.227				
TbA. (000000127) 49 579 Graham Licetack. Systems, LL (000000907) 44 900 Blackboard Inc (0000001677) 38 306 Southeastern Tennis Courts (0000001260) 33 220 Tiflon. City of (000001456) 26 808 Southwest Centract (0000019519) 17, 137 DAH Distributing Co (000000419) 16 219 Netraska Book Co (0000004104) 14, 983 Champion Cistom Products (00000417) 12, 804 Weeccose-Florida Inc (00004799) 12, 628 Growing Georgia (000040054) 12, 190 Numar Servare (000040074) 12, 204		Greenline Architecture PC (0000300515)	51,679				
Graham Livestock Systems, LLC (0000400907) 44.900 Blackboard Inc (000000677) 38.306 Southeastem Tennis Courts (000004260) 33.200 Téno, Chy (0000042636) 26.808 Southwast Contract (0000019519) 17.137 DRH Distributing Co (000004004) 14.983 Champion Outstom Products (000004017) 14.100 Plant Telecommunications (000004182) 12.804 Weecoscie Florida func (00004079) 12.628 Growing Georgia (000040054) 11.192		TIAA (000000127)	49,979				
Blackboard Inc (000000877) 38.306 Southeastm Ternic Courts (0000004260) 33.200 Tifton City of (000000453) 26.808 Southwest Contract (0000019519) 17.137 DAH Distributing Co (000004034) 16.219 Nebraska Book Co (000004004) 14.983 Champion Cistom Products (000004017) 14.100 Plant Telecommunications (000004182) 12.804 Weecosca-Findal Inc (00004079) 12.628 Growing Georgia (000400364) 11.192		Graham Livestock Systems, LLC (0000400907)	44 900				
Southeastern Temis Courts (000004260) 33,200 Tridn.C.197 (000004266) 26,808 Southwast Contract (0000019519) 17,137 DRH Dimitriving Co. (00000843) 16,219 Nebraska Book Co. (000004004) 14,983 Champion Custom Products (00000417) 14,100 Plant Telecommunications (000004182) 12,804 Weecoss-Finda Inc (00004079) 12,628 Growing Georgia (000040054) 12,000 Numars Schware (00003094) 11,192		Blackboard Inc (000008677)	38,306				
Taton. Cay of (000004555) 26.808 Southwest Contract (0000019519) 17,137 D&H Distributing Co (000004643) 16.219 Nebraska Book Co (000004040) 14.903 Champion Custom Products (000004017) 14.100 Plant Telecommunications (000004182) 12.804 Wescoss-Finda Inc (00004079) 12.628 Growing Georgia (00040034) 11.92		Southeastern Tennis Courts (0000004260)	33,200				
Southwest Contract (0000019519) 17, 137 DRH Distributing Co (00000843) 16, 219 Nebraska Book Co (000004004) 14, 983 Champion Custom Products (000004077) 14, 100 Plant Telecommunications (000004182) 12, 804 Wescoss-Enrolds (000004079) 12, 628 Growing Georgia (0000400546) 12, 000 Numars Software (000030904) 11, 192		Tifton,City of (0000004636)	26.808				
D&H Distributing Co (000008843) 16.219 Nebraska Book Co (00000401) 14.983 Champion Custom Products (000004017) 14.100 Plant Telecommunications (000004182) 12.804 Wescoss-Findad Inc (00004799) 12.628 Growing Georgia (000400246) 12.000 Numar Software (000200904) 11.192		Southwest Contract (0000019519)	17,137				
Nebraska Book Co (000004004) 14.983 Champion Custom Products (000004017) 14.100 Plant Telecommunications (0000004182) 12.804 Wescoss-Endoda (0000400789) 12.628 Growing Georgia (0000400246) 12.000 Numar Schware (000030904) 11.192		D&H Distributing Co (000008843)	16,219				
Champion Custom Products (000000417) 14.100 Plant Telecommunications (0000004182) 12.804 Weecosa-Florida Inc (000004799) 12.628 Growing Georgia (0000400546) 12.000 Numars Software (00003094) 11.192		Nebraska Book Co (0000004004)	14.983				
Plant Telecommunications (000000182) 12.804 Weescose Finded inc (000001799) 12.628 Growing Georgia (0000400546) 12.000 Numars Schware (000030904) 11.192		Champion Custom Products (0000004017)	14,100				
Wescosa-Florida Inc. (000004799) 12,628 Growing Georgia (000400546) 12,000 Numara Stotware (00030094) 11,192		Plant Telecommunications (0000004182)	12,804				
Growing Georgia (2000/400546) 12.000 Numara Software (2000200904) 11.192		Wescosa-Florida Inc (0000004799)	12,628				
Numara Software (0000300904) 11,192		Growing Georgia (0000400546)	12,000				
		Numara Software (0000300904)	11,192				
Board of Regents (0000004663) 10.891		Board of Regents (0000004663)	10,891				
Georgia Sealcoating, LLC (0000401094) 10,000		Georgia Sealcoating, LLC (0000401094)	10,000				
DOCO School Employees FCU (000004200) 8,967		DOCO School Employees FCU (0000004200)	8,967				
Montgomery Printing LLC (0000004383) 8.649		Montgomery Printing LLC (0000004383)	8,649	~			
		T 11 0 (0000000710)	0.007				

You are then prompted to select how to sort the data. For this example, the sort order is **Low to High**.

Click the **Apply** button (flashing).

C ProClarity - Windows Internet Explo	iter		
😋 🕞 👻 https://frweb.usg.edu/pas/e	en/src/proclarity.asp?ulConfig=&book={1128BA89-4BDE-4739-9DF4-E	98CC3DF808A}&page={38DEF9C7-2864-48A6-8142-89751F21235B}&folder=root8LbID={EDC51550-5C4E-4205-A926-96EFE84B672B}	Y 🔒 🔶 X Vahool Search 👂 -
Eile Edit View Favorites Iools Help			
🚖 🕸 🏽 🏽 🎕 ProClarity			🏠 🔹 🔝 🕤 🖶 🔹 🔂 Bage 🔹 🚳 🎯 Tools 🔹
			Pro Clarify"
Contents Navigation Data	a Layout View Sort Filter	- 2010 F2000 - Markey Baldvin And Calery States Description (
Lorares « standard Report Catalod #Prourer	ment Reports * 42 C Top So vendor Spend by Histai Tear * <u>Voucher To</u>	r 2012, 57000 - Abraham Balowin Agn College (Unique Description) 10	
Sort (ZAPPY) C	Calendar Fiscal: 2012 M Business Unit: 57000 - Abrahar	n Baldwin Agri College 💌	
How do I	T.	Voucher	
<u>Sort rows?</u>	J.T. Turner Construction Co Inc (0000400284)	512,371	~
 Preserve peer groups while sorting? 	Sodexo, Inc & Affiliates (0000011652)	245.061	
More help	Georgia Power (0000004165)	219.831	
	CENGAGE Learning (0000004784)	155,367	
Sort: Voucher	AT&T Comm (SE) (0000400515)	98,148	
	Pearson Education (000000256)	73,953	
O High to Low	Hewlett-Packard (000005055)	73,054	
Low to High	DOAS (0000004262)	70,500	
	McGraw-Hill Companies, The (0000005278)	66,497	
-Preserve Peer Groups	Tyson Steel Building Products Inc. (0000004392)	65,970	
	ABA College Petty Cash (0000005109)	58,126	
	Sutton Mechanical Co Inc (0000004601)	55,227	
	Greenline Architecture PC (0000300515)	51,679	
	TIAA (000000127)	49,979	
	Graham Livestock Systems, LLC (0000400907)	44,900	
	Blackboard Inc (000008677)	38,306	
	Southeastern Tennis Courts (0000004260)	33,200	
	Tifton,City of (0000004636)	26,808	
	Southwest Contract (0000019519)	17,137	
	D&H Distributing Co (000008843)	16,219	
	Nebraska Book Co (0000004004)	14,983	
	Champion Custom Products (0000004017)	14,100	
	Plant Telecommunications (0000004182)	12,804	
	Wescosa-Florida Inc (0000004799)	12,628	
	Growing Georgia (0000400546)	12,000	
	Numara Software (0000300904)	11,192	
	Board of Regents (0000004663)	10,891	
	Georgia Sealcoating, LLC (0000401094)	10,000	
	DOCO School Employees FCU (0000004200)	8,967	
	Montgomery Printing LLC (0000004383)	8,649	×
Dana			Trusted sites
Done			V musicu sites 100% V

The data now displays from low to high.

C ProClarity - Windows Internet Explor	er					
🚱 🕞 👻 https://frweb.usg.edu/pas/er	🧿 💽 💌 🔞 https://fiveb.usg.edu/pas/en/src/prodarty.asp?uConfig=8book=(11288A89-480E-4739-90F4-E98CC30F808A)8page={380EF9C7-2864-48A6-8142-89751F212358)6folder=cottaLbID=(E0C51550-9C4E-4205-A926-968FB8486728)					
Eile Edit View Favorites Iools Help						
🚖 💠 🚳 ProClarity			🐴 + 👩 - 📾 + 🔂 Page + 🚳 🎯 Tgols + 🎽			
Contents Navigation Data	Layout View Sort Y Filter Y		ProClarity analytics server			
I Lbraries » Standard Report Catalog » Procureme	ent Reports » 🗇 🗘 Top 50 Vendor Spend by Fiscal Year » Voucher for 2	012, S7000 - Abraham Baldwin Agri College (Unique Description) 🕕	🖬 🗸 🖏 🖏 🔊 🕐			
Sort Sort	Calendar Fiscal: 2012 🛩 Business Unit: 57000 - Abraham I	laldwin Agri College 💌				
How do I	+	Voucher				
Sort rows?	GANZ USA LLC (0000013530)	4.693	~			
Preserve peer groups while sorting?	Marsh - Seabury & Smith (0000000149)	4,760				
More help	ABAC Foundation (0000004671)	4,811				
	Georgia Technology Authority (0000004611)	4,845				
Sort: Voucher	AT&T (0000004170)	4,997				
	Postmaster US (000003808)	5,000				
 High to Low 	Gerety.Edward V. Jr. (0000401073)	5,000				
O Low to High	Branded Custom Sportswear, Inc. (0000400768)	5,164				
Records Boor Groups	Georgia Collegiate Athletic Association (0000400526)	5,250				
	Boswell Oil Company (000008231)	5,467				
	Kingsmen Coach Lines (0000004504)	5,500				
	Busch Gardens Amusement Park (0000006789)	5,563				
	Tift Regional Medical Center (0000004643)	6,000				
	Fletcher Limestone Inc (0000004508)	7,296				
	Elsevier (0000010454)	7,470				
	Doctors Laboratory Inc (0000018114)	7,700				
	12 Systems, Inc. (0000401042)	7,914				
	Southern Assoc Of Colleges & Schools (0000004178)	7,948				
	The Hep Company (0000200744)	9.007				
	Montgomon/ Brinting LLC (0000001292)	0,007 9,640				
	DOCO School Employees ECU (000004303)	8 967				
	Georgia Sealcosting LLC (0000000000000000000000000000000000	0,000				
	Board of Recents (0000004663)	10,891				
	Numara Software (0000300904)	11 192				
	Growing Georgia (0000400546)	12 000				
	Wescosa-Florida Inc (0000004799)	12.628				
	Plant Telecommunications (0000004182)	12.804				
	Champion Custom Products (0000004017)	14,100				
	Nebraska Book Co (0000004004)	14,983				
	Dellipsion of conservery	40.040				

Filter Tab

The Filter tab allows users to change the number of vendors that display on the Vendor Spend report. In this example, we ran the **Top 50 Vendor Spend by Fiscal Year report** and selected the **Filter** tab at the top of the screen.

On the left side of the screen, note that the criteria is already entered by the developer to display the top 50 rows by voucher.

C ProClarity - Windows Internet Explore	er		
🔄 🕞 👻 🕷 https://frweb.usg.edu/pas/en,	/src/proclarity.asp?u/Config=&book={1128BA89-4BDE-4739-9DF4-E5	88CC3DF808A}&page={38DEF9C7-2864-48A6-8142-89751F21235B}&folder=root&Lb1D={E0C51550-5C4E-4205-A926-968FB848672B}	Y 🔒 47 X Vahool Search 🖉 🔹
Eile Edit View Favorites Iaols Help			
🚖 🕸 🍕 ProClarity			🏠 🔹 🔝 🕤 🖶 🔹 📴 Bage 🔹 🖄 🎯 Tools 🔹 🎽
Contents Navigation Data L	ayout View Sort Filter		ProClarity analytics server
II Libraries » Standard Report Catalog » Procureme	nt Reports » 🗇 🗇 Top 50 Vendor Spend by Fiscal Year » Voucher for	2012, 57000 - Abraham Baldwin Agri College (Unique Description) 🕕	🖬 🚔 🛼 🏚 🕐
C Filter	Calendar Fiscal; 2012 V Business Unit; 57000 - Abraham	Baldwin Agri College 👻	
How do I		Vouchar	
 See filtering tips? 	t IT Turner Construction Co. Inc. (00004000284)	Volcher	
• Hide empty rows and columns?	Salava Jac & Affliates (0000011652)	312,371	
Augh any hole Charge	Caseria Davias (0000004165)	249,001	
<u>Apply multiple nicers/</u>	CENCACE L appring (0000004784)	213,051	
More help	AT&T Comm (SE) (0000004704)	09.149	
Provide the second seco	Pearson Education (0000000256)	73,463	
Hide empty rows	Hewlett-Packard (00000005055)	73,054	
Hide empty columns	DOAS (0000004262)	70,500	
	McGraw-Hill Companies The (0000005278)	66.497	
Filter 1	Tyson Steel Building Products Inc. (0000004392)	65,970	
	ABA College Petty Cash (0000005109)	58,126	
Hitter:	Sutton Mechanical Co Inc (0000004601)	55.227	
Show rows	Greenline Architecture PC (0000300515)	51.679	
	TIAA (000000127)	49.979	
based on Voucher 💌	Graham Livestock Systems, LLC (0000400907)	44,900	
for	Blackboard Inc (000008677)	38,306	
	Southeastern Tennis Courts (0000004260)	33,200	
in the op 50	Tifton,City of (0000004636)	26,808	
	Southwest Contract (0000019519)	17,137	
count	D&H Distributing Co (000008843)	16,219	
	Nebraska Book Co (0000004004)	14,983	
Filter 2	Champion Custom Products (0000004017)	14,100	
	Plant Telecommunications (0000004182)	12,804	
Filter: No Filter	Wescosa-Florida Inc (0000004799)	12,628	
	Growing Georgia (0000400546)	12,000	
	Numara Software (0000300904)	11,192	
	Board of Regents (0000004663)	10,891	
	Georgia Sealcoating, LLC (0000401094)	10,000	
	DOCO School Employees FCU (0000004200)	8,967	
	Montgomery Printing LLC (0000004383)	8,649	×
Done			√ Trusted sites 🔍 100% • .:

To modify the report to show only the top 10 vendors, change the **in the top** number from 50 to 10 and then select the **Apply** button.

C ProClarity - Windows Internet Explor	rer		
🔄 🔾 👻 👯 https://frweb.usg.edu/pas/er	n/src/proclarity.asp?uiConfig=8book={1128BA89-48DE-4739-9DF4-E9	18CC3DF808A}&page={38DEF9C7-2864-48A6-8142-89751F21235B}&folder=root&Lb1D={E0C51550-5C4E-4205-A926-968FB848672B}	🗸 🔒 😽 🗙 Yahoo! Search 🖉 🔹
Eile Edit View Favorites Tools Help			
🚖 🕸 🍓 ProClarity			🐴 🔹 🔝 🕤 🖶 🔹 📴 Page 🔹 🖄 🎯 Tools 🔹 🎽
Contents Navigation Data	Layout View Sort Filter		ProClarity analytics server
ff Libration » Standard Report Catalog » Program	ent Reports » A 1/2 Top 50 Vender Spend by Firstel Year » Vender for	2012 S2000 - Abraham Baldwin Agri College (Linius Description) (I)	
C Filter	Color des Family 2012 V During the E7000 Abraham		
	Calendar Fiscal: 2012 Business Onic: 37000 - Abraham	Badwin Agn College	
How do I Apply qu	uery for the active tab	Voucher	
See fitering tips?	J.T. Turner Construction Co Inc (0000400284)	512,371	A
 Hide empty rows and columns? 	Sodexo, Inc & Affiliates (0000011652)	245,061	
 Apply multiple filters? 	Georgia Power (0000004165)	219,831	
More help	CENGAGE Learning (0000004784)	155,367	
	AT&T Comm (SE) (0000400515)	98,148	
Hide empty rows	Pearson Education (000000256)	73,953	
Hide empty columns	Hewlett-Packard (000005055)	73,054	
	DOAS (000004262)	70,500	
Filter 1	McGraw-Hill Companies, The (0000005278)	66,497	
	Tyson Steel Building Products Inc. (0000004392)	65,970	
Filter: Top 💙	ABA College Petty Cash (0000005109)	58,126	
Channe anna	Sutton Mechanical Co Inc (0000004601)	55,227	
Show rows	Greenline Architecture PC (0000300515)	51,013	
based on Voucher	Craham Linesteek Sustema LLC (0000400007)	49,979	
	Granam Livestock Systems, LLC (0000400907) Blackboard Inc (0000002677)	44,500	
for 💌	Southeastern Tennis Courte (0000001260)	30,300	
in the top 10	Titton City of (000004636)	26.808	
	Southwast Contract (0000019519)	20,000	
count	D&H Distributing Co (0000010310)	16.219	
	Nebraska Book Co (0000004004)	14,983	
Filter 2	Champion Custom Products (0000004017)	14,100	
	Plant Telecommunications (0000004182)	12.804	
Filter: No Filter 🗹	Wescosa-Florida Inc (0000004799)	12.628	
	Growing Georgia (0000400546)	12,000	
	Numara Software (0000300904)	11, 192	
	Board of Regents (0000004663)	10,891	
	Georgia Sealcoating, LLC (0000401094)	10,000	
	DOCO School Employees FCU (0000004200)	8,967	
	Montgomery Printing LLC (0000004383)	8,649	~
	T 11 0 (000000710)	5.00	
Done			🗸 Trusted sites 🔍 100% 🔹

The report now shows the top 10 vendors.

🖓 ProClarity - Windows Internet Explorer				
🔄 🕞 👻 https://frweb.usg.edu/pas/e	n/src/proclarity.asp?uiConfig=&book={1128BA89-4BDE-4739-9D	F4-E98CC3DF808A}&page={38DEF9C7-2864-48A6-8142-89751F21235B}&folder=root&LbID={EDC51550-5C4E-4205-A926-	368F88486728}	
in Edit Vew Favortes Look Heb				
🚖 🕸 🍕 ProClarity			🚹 🔹 🔂 🕤 🖶 🔹 📴 Age 🔹 🖄 🎯 Tools 🔹 🎽	
Contents Navigation Data	Layout View Sort Filter		ProClarity [*] analytics server	
II Libraries » Standard Report Catalog » Procurem	ent Reports » 🗇 🗢 Top 50 Vendor Spend by Fiscal Year » Vouch	er for 2012, 57000 - Abraham Baldwin Agri College (Unique Description) 🕕	🖬 🗸 🖓 🖓 🖓	
Filter	Calendar Fiscal: 2012 💌 Business Unit: 57000 - Abra	aham Baldwin Agri College 💌		
How do I	•	Voucher		
Hide empty rows and columns?	J.T. Turner Construction Co Inc (0000400284) Sodexo, Inc & Affiliates (0000011652)	512,371 245,061		
Apply multiple filters?	Georgia Power (0000004165)	219,831		
More help	CENGAGE Learning (0000004784)	155,367		
	AT&T Comm (SE) (0000400515) Reamon Education (0000000256)	98,148		
Hide empty rows	Hewlett-Packard (0000005055)	73,054		
Hide empty columns	DOAS (0000004262)	70,500		
Filter 1	McGraw-Hill Companies, The (0000005278)	66,497		
	Tyson Steel Building Products Inc. (0000004392)	65,970		
Hitter: Top				
Show rows 💌				
based on Voucher				
for 💌				
in the top 10				
count				
Filter 2				
Elter No Elter				
Done			🗸 Trusted sites 🔍 100% 🔹	

Other filtering options exist to show different views of the report.

In this example, we want vendors whose voucher spend is above \$100,000 for the fiscal year. To see this data, change the **Filter 1** criteria from **Top** to **Above** and then enter 100000 in the **is above** line. Click **Apply**.

C ProClarity - Windows Internet Explorer		
🜀 🕢 🔻 🔇 https://fiveb.usg.edu/pas/en/src/prodexty.asp?uCorfig=8boole=(11288A89-48DE-4739-90F4-E90C3DF808A)&page=(30DEF9C7-2864-48A6-8142-89751F212358)&folder=rox8aLbiD=(EDC51550-9C4E-4205-A926-96EF8848672B)	Yahool Search	P •
Ele Edt Vew Favorites Iools Help		
🚖 🔅 🎯 Prodesty	🚹 🔹 🔝 🐇 🖶 🔹 🔂 gaga 🕶 🦓 🍈 Ti	ools + »
Contents Navigation Data Layout View Sort Filter	ProClarity ^{Tanalytic}	s server
f / Labraries = Standard Report CaleVine 😳 - ment Reports = 🔿 🔿 Top 50 Yendor Spend by Fiscal Your = Youcher for 2012, 57000 - Abraham Baldwin Agri Calege (Unique Description) 🖲	🖬 🛋 🖥	s 🐽 🕜
Filter		
How for L. * Voucher • Staffkramts tab2 • • • • Idea empty rows and column2 • • • • Additional function Column2 • • • Mode empty rows Column3 • • • • Hide empty rows Column3 • • • • • Hide empty rows • • • • • • • • Hide empty rows • • • • • • • • • • </th <th></th> <th></th>		
	🗸 Trusted sites 🗮 100	% •

The report now shows vendors whose voucher spend is above \$100,000 for the selected Fiscal Year.

🖉 ProClarity - Windows Internet Explorer	
🔇 💭 🕶 🎕 https://finueb.usg.edu/pas/en/src/prodarby.asp?u/Config=8book=(11288A89-480E-4739-40F4-E98C/3DF808A)&page=(380EF9C7-2864-48A6-8142-89751F21238B)&folder=rootal.biD=(E0C51530-9C4E-4205-4926+2980-4000)	5728} 💌 🔒 🕂 🗙 Vahool Search 🖉 🗸
Elle Edit Yew Favorites Iools Help	
🚖 🕸 🎼 hodasty	🚹 🔹 🔝 👘 🖷 🖬 Page 🕶 🐴 🎯 Tools 👻 🎽
Contents Navigation Data Layout View Sort Filter *	ProClarity analytics server
所 <u>Ukranies = Standard Report Catalog = Broazement Reports = 🗇 🔿 too 50 Vendor Spend by Fiscal Year</u> = Youcher for 2012, 57000 - Abraham Baldwin Agri College (Unique Descripton) 🖤	🖬 🗸 🖉 🕲 🕐
S Filter Calendar Fiscal 2012 W Business Unit: 57000 - Abraham Baldwin Agri College V	
How do L 1 Voucher See fiftem top2 CEGAGE Learning (000004784) 155.367 Hide smokr tows and columns2 Georgia Power (000004166) 219.831 - Analv. mukbe fitten2 J.T. Tumer Construction to for (000000284) 512.371 - More helo Sodexo, Inc & Affiliates (0000011652) 245.061	
Hide empty rows Hide empty columns	
Filter 1	
Fiter: Above 💌	
Show rows	
based on Voucher	
for v	
is above 100000	
Filter 2	
Fiter: No Fiter 💌	
Done	🚽 🗸 Trusted sites 🔍 100% 🔹

Customizing the Vendor Spend Report

The Data Layout tab is used similarly in Vendor Spend reports as it is in Budget to Actuals reports. In both reports, users have the option to customize the report to fit their preferences.

To customize the report, select the **Data Layout** tab at the top of the screen.

C ProClarity - Windows Internet Explor	er				
😋 🕞 👻 https://frweb.usg.edu/pas/er	n/src/proclarity.asp?uiConfig=8book={1128BA89-48DE-4739-9DF4-E	98CC3DF808A}8p	age={38DEF9C7-2864-48A6-8142-89751F21235B}&folder=root&LbID={E0C51550-5C4E-4205-A926-968F8848672B}	🖌 🔒 😽 🗙 Vahool Search	. م
File Edit View Favorites Tools Help					
🚖 🚸 🔊 ProClarity				∧ • □ • → • →	Page - 🐴 🍈 Tools - '
E Contents Navigation Data	Lawaut Villey Fast Filter d			Pro	Clarity analytics server
If thereins a Standard Report Catalog a Diversi	and Descent A Col Tan 50 Mender Second by Electri Vers 🕄				
in Date land the for the former	and a second sec				
C Data Layout (2400W) (3	Calendar Fiscal: 2012 Y Business Unit: 57000 - Abrahan	n Baldwin Agri C	ollege 💙		
How do I	•	Voucher			
Arrange items on rows and columns?	J.T. Turner Construction Co Inc (0000400284)	512,371			1
 Swap rows and columns? 	Sodexo, Inc & Affiliates (0000011652)	245,061			
 Add members of a hierarchy? 	Georgia Power (0000004165)	219,831			
Create a dron-down menu (slicer)?	CENGAGE Learning (0000004784)	155,367			
- Mara hala	AT&T Comm (SE) (0000400515)	98,148			
• More nep	Pearson Education (000000256)	73,953			
	Hewlett-Packard (000005055)	73,054			
Rows Te Edit	DOAS (0000004262)	70,500			
Vendor (Set: Unique Des	McGraw-Hill Companies, The (0000005278)	66,497			
Divot	Tyson Steel Building Products Inc. (0000004392)	65,970			
	ABA College Petty Cash (0000005109)	58,126			
< > + Up	Sutton Mechanical Co Inc (0000004601)	55,227			
	Greenline Architecture PC (0000300515)	51,679			
Columns Down	TIAA (000000127)	49,979			
Measures (Voucher)	Graham Livestock Systems, LLC (0000400907)	44,900			
	Blackboard Inc (000008677)	38,306			
	Southeastern Tennis Courts (0000004260)	33,200			
	Tifton,City of (0000004636)	26,808			
	Southwest Contract (0000019519)	17,137			
🖓 Background	D&H Distributing Co (000008843)	16,219			
🗐 Calendar Fiscal (Set: Last 7 Fiscal 🔺	Nebraska Book Co (0000004004)	14,983			
Account	Champion Custom Products (0000004017)	14,100			
Business Unit (Set: Lear Descend	Plant Telecommunications (0000004182)	12,804			
Account Hierarchies	Wescosa-Florida Inc (0000004799)	12,628			
Account Hierarchies Hierarchy	Growing Georgia (0000400546)	12,000			
Budget Reference 🥥	Numara Software (0000300904)	11,192			
Calendar Rudnet	Board of Regents (0000004663)	10,891			
	Georgia Sealcoating, LLC (0000401094)	10,000			
📑 Slice 🗗 Combine	DOCO School Employees FCU (0000004200)	8,967			
· · · · · · · · · · · · · · · · · · ·	Montgomery Printing LLC (0000004383)	8,649			
Done				✓ Trusted sites	€ 100% -

Edit Functionality

To edit the vendor information in the **Data Layout** tab, make sure the vendor is highlighted in the rows section and click on the **Edit** button.

C ProClarity - Windows Internet Explor	er		
🚱 🗣 🔊 https://frweb.usg.edu/pas/er	n/src/prodarity.asp?uiConfig=8book={1128BA89-4BDE-4739-9DF4-E5	88CC3DF808A}&page={38DEF9C7-2864-4BA6-8142-89751F21235B}&folder=root8LbID={E0C51550-5C4E-4205-A926-96BFB84B672B}	Yahool Search
File Edit View Favorites Tools Help			
🚖 🕸 🔊 ProClarity			🏠 - 📓 - 🖶 - 🔂 2006 - 🍕 🎯 Tools - 🍅
			Due Olevites"
Contents Navigation Data	Layout View Sort Filter		Proclanty analytics server
Ibraries »Standard Report Catalog »Procurement	ent Reports » 🏠 🖑 Top 50 Vendor Spend by Fiscal Year 🕄		🖸 🛍 🖉 🖨 🖓 🙆 🕐
🔇 Data Layout 🔅 Apply 🔗	Calendar Fiscal: 2012 Musiness Unit: 57000 - Abraham	i Baldwin Agri College 💌	
How do I		Voucher	
Arrange items on rows and columns?	LT. Turner Construction Co. Inc. (0000400284)	512 371	~
 Swap rows and columns? 	Sodexo, Inc & Amilates (0000011652)	245.061	
 Add members of a bierarchy2 	Georgia Power (0000004165)	219 831	
- Craste a dran dawn manu (disas)3	CENGAGE Learning (0000004784)	155 367	
Creace a drop-down mend (sicer)/	AT&T Comm (SE) (0000400515)	98.148	
<u>More neip</u>	Pearson Education (000000256)	73,953	
	Hewlett-Packard (0000005055)	73.054	
Rows	DOAS (0000004262)	70,500	
Vendor (Set: Unique Des	McGraw-Hill Companies, The (0000005278)	66,497	
🔛 Pivot	Tyson Steel Building Products Inc. (0000004392)	65,970	
	ABA College Petty Cash (0000005109)	58,126	
< > + Un	Sutton Mechanical Co Inc (0000004601)	55,227	
	Greenline Architecture PC (0000300515)	51,679	
E Columns	TIAA (000000127)	49,979	
Measures (Voucher)	Graham Livestock Systems, LLC (0000400907)	44,900	
	Blackboard Inc (000008677)	38,306	
	Southeastern Tennis Courts (0000004260)	33,200	
	Tifton,City of (0000004636)	26,808	
	Southwest Contract (0000019519)	17,137	
Background	D&H Distributing Co (000008843)	16,219	
🗂 Calendar Fiscal (Set: Last 7 Fiscal 🔺	Nebraska Book Co (0000004004)	14,983	
Account	Champion Custom Products (0000004017)	14,100	
Account Type	Plant Telecommunications (0000004182)	12,804	
Account Hierarchies	Wescosa-Florida Inc (0000004799)	12,628	
Account Hierarchies Hierarchy	Growing Georgia (0000400546)	12,000	
Budget Reference	Numara Software (0000300904)	11,192	
< signat kindat	Board of Regents (0000004663)	10,891	
	Georgia Sealcoating, LLC (0000401094)	10,000	
🕤 Sice 🗗 Combine	DOCO School Employees FCU (0000004200)	8,967	
· · · · · · · · · · · · · · · · · · ·	Montgomery Printing LLC (0000004383)	8,649	×
Done			🗸 Trusted sites 🔍 100% 🔹 💡

https://frweb.usg.edu/?minWidth=660	&minHeight=400&cub	e=%2E%2E%2F%2E%2E%2Fc	
Edit Hierarchy			0
Hierarchy: Vendor			
📔 Browse 🏟 Search 🗟 Shared Items		Show in view:	
Available items:		Set: Unique Description of All V	endoi
 ■ Default (All Vendors) All Vendors ■ 57000 ■ Federal ■ 100 Black Men of Atlant; ■ 1st American Courier Sei ■ 20/20 Enterprises (0000 ■ 3M Safety and Security (■ 3rd Millennium Classroom ■ 3tailer LLC (0000400856 ■ 4imprint (000006338) ■ A & A Tool Company, In ♥ 	Add Add Add Add Add Add Add Add Add Add		
Add Descendants		OK Cand	cel

Expand the vendor dimension and scroll down to find vendors you wish to display on the report.

As an alternative users can search by Vendor Name and/or Vendor ID to quickly identify a vendor using the **Search** tab.

In this example, select the **Search** tab and type in the vendor name "Stap" and click the "Go" button. Note: iStrategy is not case sensitive, so the same results will show for "STAP," "stap," or "Stap."

https://frweb.usg.edu/?minWidth=660)&minHeight=400&cub	0e=%2E%2E%2F%2E%2E%2Fc	
Edit Hierarchy			0
Hierarchy: Vendor			
🚼 Browse 🖓 Search 💽 Shared Items	7	Show in view:	
Search: stap Go Results: Staples (000006816) Staples,Lauren D (0000011460)	Add ▷ Add All ▷ ×4 Remove ×4 Remove All	Set: Unique Description of A	Vendor ancel

Next, select the **Remove** button. This will clear out the **Show in View** section.

Chttps://frweb.usg.edu/?minWidth=660	&minHeight=400&cube=%2E%2E%2F%2E%2E%2Fc	
📱 Edit Hierarchy		0
Hierarchy: Vendor		
🚏 Browse 🆓 Search 🙆 Shared Items	Show in view:	
Search: stap Go Results: Staples (0000006816) Staples,Lauren D (0000011460)	Add ♪ Add All ♪ *⊴ Remove *☆ Remove All OK	Cancel
	1	8 Page

Then select the Staples vendor. Click the **Add** button.

Alternately, a user can also search by Vendor ID by following the same steps.

Edit Hierarchy	-
	0
Hierarchy: Vendor	
Browse 🆓 Search 💿 Shared Items Show in view:	
Search 6816 Go	
Results:	
Add All	
Saylor, Stephen A (0000016816)	
Remove All	
OK Cance	

Select OK.

https://frweb.usg.edu/?minWidth=660&minHeight=400&cube=%2E%2E%2F%2E%2E%2Fc	_ 🗆 🛛
Edit Hierarchy	0
Hierarchy: Vendor Browse ASearch Shared Items Search: stap Go Add Add Add Add Add Add Add Add Add Ad	Cancel
ОК	Cancel

The report will show just the vendor spend for Staples.

🖉 ProClarity - Windows Internet Explorer		
💽 💭 🔹 Tetys://fweb.usg.edu/pas/en/src/proderty.esp?uCorfig=8book=(11288489-480E-4739-50F4-E98CC30F48084)spage=(380EF9C7-2864-4886-8142-69751F212258)sfolder=rootal.b1D=(E0C51550-5C4E-4205-498E-4886-982E980-4886-8142-69751F212258)sfolder=rootal.b1D=(E0C51550-5C4E-4205-498E-4886-982E980-4886-8142-69751F212258)sfolder=rootal.b1D=(E0C51550-5C4E-4205-498E-4886-982E980-4886-8142-69751F212258)sfolder=rootal.b1D=(E0C51550-5C4E-4205-498E-4886-982E980-4886-8142-69751F212258)sfolder=rootal.b1D=(E0C51550-5C4E-4205-498E-4886-982E980-4886-8142-69751F212258)sfolder=rootal.b1D=(E0C51550-5C4E-4205-498E-4886-982E980-4886-8142-69751F212258)sfolder=rootal.b1D=(E0C51550-5C4E-4205-498E-4886-982E980-4886-8142-69751F212258)sfolder=rootal.b1D=(E0C51550-5C4E-4205-498E-4886-982E980-4886-8142-69751F212258)sfolder=rootal.b1D=(E0C5150-5C4E-4205-498E-4886-982E980-4886-8142-69751F212258)sfolder=rootal.b1D=(E0C51550-5C4E-4205-498E-4886-8142-69751F212258)sfolder=rootal.b1D=(E0C51550-5C4E-4205-498E-4886-8142-69751F212258)sfolder=rootal.b1D=(E0C5150-5C4E-4205-498E-4886-8142-69751F212258)sfolder=rootal.b1D=(E0C5150-5C4E-4205-498E-4886-4886-4880-4898-4880-4888-4880-4888-4880-4888-4888	Vahoo! Search	. ۵
Ele Edk Yew Fgyorites Iools Help		
🛊 🏟 🔊 hodaty	🚹 • 🔝 🐇 🖶 • 🕞 Bage •	• 🐴 💮 T <u>o</u> ols • »
	ProClari	614 ¹¹
Contents Havigston Data Layout View Sort Filter	Procian	y analytics server
11 Udata / Select Loop Land Loop Land Loop Land Land Land Land Land Land Land Land		
Bow da La Caenda Faca: 2012 Visuanas Unit: 5/000 - Autanian Bauwin Agin Colege V		
Arrange tems on rows and columns? Staples (0000006816) 463		
Stylap rows and columns? Add market of a binerative?		
Create a drop-down menu (siceh)		
• More help		
III Rows		
Vendor (Stapks (000		
2 + Up		
Columns & Down		
Measures (voucher)		
Background T Calendar Focal (Set: Last 7 Fis A)		
Account		
Account Type Account Heartchies		
Account Hierarchines Hierarchy Budget Reference		
Slanda Buidant 8		
Sice C Combine		
lone	Trusted sites	🔍 100% 🔹 💡

Add another vendor to the report by selecting the **Edit** button again.



For this example, click on the **Search tab** and type in "hewle." Results should come back to display the vendor "Hewlett-Packard." Or, type "hp" to make sure that all Hewlett Packard vendors are covered in the search.

https://frweb.usg.edu/?minWidth=660	0&minHeight=400&cube=%2E%2E%2F%2E%2E%2Fc 🔳 🗖 🔀
📱 Edit Hierarchy	0
Hierarchy: Vendor	
🚼 Browse 🆓 Search 🙆 Shared Items	Show in view:
Search hewle Go Results: Hewlett-Packard (0000005055)	Add Add All *< Remove

https://frweb.usg.edu/?minWidth=660&minHeight=400&cube	e=%2E%2E%2F%2E%2E%2Fc 🔳 🗖 🔀
Edit Hierarchy	0
Hierarchy: Vendor Hierarchy: Vendor Search: hewle Go Results: Hewlett-Packard (0000005055) Add Add All Add All Add All Add All Add All Add All Add All Add Add	Show in view: Staples (000006816) Hewlett-Packard (0000005055)
	OK Cancel

Once the vendor information returns in the search engine, click the **Add All** button and select **OK**.

The report now shows data for Hewlett-Packard and Staples.

🖉 ProClarity - Windows Internet Explorer	
C C C C F E https://fiveb.usg.edu/pas/en/src/proderty.asp?uCorfig=8book=(11288469-480E 4739-90F4E-980C30F80B4)8page=(380EF9C7-2864-4846-8142-89751F212358)8fdder=rootaLbD=(E0C51550-5C4E-4205-4926-96EF80469728)	Yahoot Search
Elle Edit Yew Favorites Look Help	
x x [Prodaty	💁 🔹 🔝 👘 🖛 🖬 Page 🔹 🐴 🎯 Tools 🔹 🎽
Contents Ravigation Data Layout View Sort Filter *	ProClarity analytics server
11 Ubrands - Standard Report Catality - Poor Contract - O 🕆 Too S0 Vender Speend by Elocal Verger + Youcher for 2012, 57000 - Azaham Biddwin Agri College (Unique Description) 🗈	
Contract Largoot Calendar Facal [2012] Business Unit [2000 - Abraham Badwin Agit College (*) How do Lu. Calendar Facal [2012] Business Unit [2000 - Abraham Badwin Agit College (*) State so rows and columns? State a fronceforum munu [State]? Herriett-Packadt (0000005055) 73 054 State a fronceforum munu [State]? Packadar Badwin Agit College (*) Herriett-Packadt (0000005055) 73 054 Most helb. Packadar Badwin Agit College (*) Packadar Badwin Agit College (*) Borns B Edit. Packadar Badwin Agit College (*) State Source (Voucher) Down Packadar Badwin Agit College (*) State Source (Voucher) Down Packadar Badwin Agit College (*) State Source (*) Down Packadar Badwin Agit College (*) State Source (*) Down Packadar Badwin Agit College (*) State Source (*) Down Packadar Badwin Agit College (*) State Source (*) Down Packadar Badwin Agit College (*) State Source (*) Down Packadar Badwin Agit College (*) State Source (*) Down Packadar Badwin Agit College (*) State Source (*) Down Packadar Badwin Agit College (*) State Source (*) Down	
Sice (2) Combine	
Done	√ Trusted sites 🔍 100% ↔

Continuing with this example, we will customize the report to see the spend data for these vendors for multiple fiscal years. To do this, we must remove the slicer for fiscal year and make it a dimension in the columns section - this is called nesting.

First, go to the **Data Layout** page and find the **Calendar Fiscal** Dimension. In this example, it is in the **Background** section on the left side of the page. Select the **Calendar Fiscal** Dimension and click the **Up** button.



This will move the dimension from the **Background** section to the **Columns** section. Click the **Apply** button.



The Fiscal Year slicer has been removed and the data is now displayed for multiple fiscal years from 2012 to 2006.

🖉 ProClarity - Windows Internet Explorer	
S () + () / () / () / () / () / () / () /	Yahoot Search
Elle Edit View Favorites Iools Help	
🚖 🕸 🖻 Produkty	🏠 🔹 🔂 👘 🖶 🖬 🖓 Bage 🖬 🖏 🎯 Tgols 🔹 🎽
🗊 Contents Navigation Data Layout View Sort Filter 🛩	ProClarity analytics server
11 Ustrantis = Standard Report Catalos = Ponourment Reports = 0 0 Top 50 Vender Spend by Fiscal Year = Voucher for 57000 - Abraham Baldwin Agri College (Unique Description) 🛈	
🔇 Data Layout 💮 🕺 Business Unit: S7000 - Abraham Baldwin Agri College 💌	
• And members of a barachin? • State zonsa ad columns? • State zonsa ad columns? • Add members of a barachin? • Getta a dros-down menu (Sker)? • More helb ************************************	
Sice QP combine	
Done	🗸 Trusted sites 🔍 100% 👻 🛒

For this example, we also want to add the invoices that make up the voucher spend to this report. This involves nesting to show the vendor and the invoice in the same section.

First, scroll down in the **Background** section and select **Invoice**.

🖉 ProClarity - Windows Internet Explorer		
💽 💭 👻 https://hweb.usg.edu/pas/en/src/proderty.asp/u/Config=8bool={11288489-480E-4739-50F4-E98CC30F80E4}8pagae={380EP9C7-2864-4846-8142-89751F212388}a/idde=root8u.bitD={E0C51550-5C4E-4205-A62E6-480E728}	Yahoo! Search	P •
Elle Edit Yew Favorites Loois Help		
A A Produity	🚹 • 🔝 🐇 🖶 Bag	e 🕶 🚳 🎯 T <u>o</u> ols 🕶 🥍
Contents Navigation Data Layout View Sort Filter *	ProCla	nrity analytics server
🗐 Ubranes » Standard Report Catalog » Prozumenent Reports » 🚓 🗠 Too 50 Vendor. Spend by Facal Year. » Youcher for 57000 - Abraham Baidwin Apri College (Unique Descripton) 🗊		0 🏟 🎜 😂 🖬 🕐
🔖 Data Layout 🖉 Business Unit: [57000 - Abraham Baldwin Agri College 💌		
Voucher Anrande frees in forwar and column? - Add andrebes of a bearacht? 2001 2009 2008 2007 - State a dron-down menu (Scart?)		
v		
Done	Trusted sites	🔍 100% 🔹

Once invoice is selected, click on the **Rows** heading above the Vendor dimension. This will move the invoice up to the **Rows** section with the Vendor. Note: This is an alternative to using the **Up** button.

C ProClarity - Windows Internet Explorer		
C C C C F E https://frweb.usg.edu/pas/en/sc/proderty.asp/uConfig=8bcol=(11288A9-480E-4739-90F4-E98CC3EF980A)Apage=(380EF9C7-284-48A-8142-89751F21238)a/dde=rootal.biD=(EDC51550-9C4E-4205-A92E-968F89486728)	Vahoo! Se	earch 🖉 🔹
Ele Edt Yew Favorites Tools Help		
x x [phodaty	🔓 • 📾 · 🖶	n • 🕞 Page • 🐴 🍈 T <u>o</u> ols • 🎽
Contents Navigation Data Layout View Sort Filter *		ProClarity ^{Te} analytics server
🕤 Libraries - Standard Report Catalog = Procurement Reports + 💠 🗢 100-50 Yendor Speend by Fiscal Year = Voucher for 57000 - Abraham Baldwin Agri College (Unique Description) 🕕		🕞 🖨 🦰 🔂
🔦 Data Layout 🖉 Business Unit: 57000 - Abraham Baldwin Agri Colege 🗙		
Workberg in revest and column? Andrane Errors on revest and column? > Add and endows (1 a biscarch)? > Order a droug-drown metry (Secret?) Yendow (1 z 2000) Yendow (1 z 2000)		
Done UNIT	Trusted	sites 🔍 100% 🔹 🏢

When the Invoice is in the **Rows** section, click the **Apply** button.



The report now shows all invoices for the vendors Hewlett Packard and Staples for multiple fiscal years.



Note: To expand all invoices, select the + (Expand) just to the left of All Invoices. This expands the invoices to show the report by Invoice ID.

C ProClarity - Windows Internet Explore	er										
😋 🕞 👻 🙋 https://frweb.usg.edu/pas/en	/src/proclarity.asp?uiConfig=8book={1128	3BA89-48DE-4739-9DF	4-E98CC3DF808	A}&page={	(38DEF9C7-	2864-4BA6	-8142-8975	1F21235B}	8folder=root8LbID={E0C51550-5C4E-4205-A926-968F88486728}	🗙 🔒 😝 🗙 🛛 Yahool Search	P•
Eile Edit View Favorites Iools Help											
🛊 🛠 🖉 Produky										🗿 • 🖻 · 🖶 • 🖻	Page 🔹 🚳 🍈 Tools 🔹 🎽
Contents Navigation Data L	ayout View Sort Filte	2 r 🗸								Prot	Clarity analytics server
11 Libraries » Standard Report Catalog » Procureme	nt Reports » 🗇 🕆 Top 50 Vendor Spend b	oy Fiscal Year » Vouche	r for 57000 - Abr	aham Baldv	vin Agri Colle	ege 💷					🖬 🖶 🚔 🔂 🕐
🔇 Data Layout 🛛 🐼 Apply	Business Unit: 57000 - Abraham Ba	ldwin Agri College 🛓	1								
How do I			Voucher								
 Arrange items on rows and columns? 	+		E €2012	+2011	+2010	+2009	+2008	+2007			
 Swap rows and columns? 	Hewlett-Packard (0000005055)	All Invoices	73,054	138,076	538,975	45,752	1,696	4,005			~
Add members of a hierarchy?		40814973						138			
<u>Create a drop-down menu (slicer)?</u>		40827282						1,710			
More help		40670866						1,805			
		40882543				400		351			
🚥 Rows		44793819		0.776		196					
Vendor (2 items)		66365544	-	2,115							
Invoice (2 items)		46167906		124		461					
		48157005		375		401					-
		48954173		49							
		48987040		899							
Columns Down		66412998		124							
Measures (Voucher)		66412997		2,775							
Calendar Fiscal (Set: La		66365546		124							
		6641300		124							
< 11 >		66474696		2,775							
		66474708		124							
🗇 Background		49283051		1,294							
Account		49155153		24							
Account Type		46215790			42,640						
Account Hierarchies		46248770			3,192						
Account Hierarchies Hierarchy		46215872			798						
Budget Reference		46264963			-798						
Calendar Budget		46264964		104	198						
<		66474722		124		201					
TE Combine		45230350				201					
Di sice Di Combine		45232495				5 400					
· · · · · · · · · · · · · · · · · · ·		45205502	-			5,400					~
Done										Trusted sites	🔍 100% 🔹 .

You may preserve this report for future use by selecting the **Save to My Views** icon.

🖉 ProClarity - Windows Internet Explor	er										
😋 🕞 👻 🔊 https://frweb.usg.edu/pas/er	v/src/proclarity.asp?u/Config=8book={1128	BBA89-48DE-4739-9DF4	-E98CC3DF808	3A}8page=-	(38DEF9C7-	2864-4BA6	-8142-897	51F21235B	8folder=root8LlbID={EDC51550-5C4E-4205-A926-96BFB84B672B}	Yahool Search	ρ.
Eile Edit View Favorites Iools Help											
🚖 🕸 🔊 ProClarity										🚹 🔹 🔝 👘 🖷 🔂 Bage	🔹 🐴 🍈 T <u>o</u> ols 🔹 🎽
										DraCla	
Contents Navigation Data	Layout View Sort Filte	er 🖌								Procial	y analytics server
Lbraries - Standard Report Catalog - Procureme	ent Reports » 🗇 🗢 <u>Top 50 Vendor Spend b</u>	oy Fiscal Year » Voucher	tor 57000 - Ab	raham Baldı	vin Agri Coli	ege 🕔					
S Data Layout (MADDM) 🛇	Business Unit: 57000 - Abraham Ba	Idwin Agri College 🚩	•								$\mathbf{\overline{\mathbf{v}}}$
How do I			Voucher								
Analige items on rows and columnsz	T	t I	+2012	+2011	+2010	+2009	+2008	+2007			
Swap rows and columns?	Hewlett-Packard (000005055)	All Invoices	73,054	138,076	538,975	45,752	1,696	4,005			<u></u>
Add members or a nierarchy? Costs a deep down many (disc)?		40814973						1 710			
<u>Creace a drop-down menu (sicer)/</u> Mass hale		40670866						1,805			
More neip		40882543						351			
ETT Power		44793819				196					
Vondor (2 čoms)		66365544		2,775							
Invoice (2 items)		66365545		124							
E2 PNOC		4615/805		276		461					
		40950771		3/5							
T Up		48987040		899							
Columns Down		66412998		124							
Measures (Voucher)		66412997		2,775							
Calendar Fiscal (Set: La		66365546		124							
		6641300		124							
<		66474696		2,775							
Ca Packground		66474708		124							
Account		49203051		1,234							
Business Unit (Set: Leaf Desce		46215790			42 640						
Account Type		46248770			3,192						
Account Hierarchies Account Hierarchies Hierarchy		46215872			798						
Budget Reference		46264963			-798						
Calendar Budget		46264964			798						
		66474722		124							
Ta Circo		45230356				351					
Ly sice Ly combine		45265302	-			5 400		-			
×		45205502		-	-	0,400	-	-			×
Done										Trusted sites	100% •

Type a name for the report and click **Save**.

🖉 https://frweb.usg.edu/?caption=Top%2050%20Vendor 🔳 🗖 🔀
🐨 Save to My Views
Page Name:
HP_Staples vendor spend with invoice number
Save In:
My Views 🗸
Save Cancel